

# MEET THE REGISTRAR'S OFFICE STAFF

The Registrar's Office (ext. 2531) would like to take this opportunity to welcome you to the Fall 2008 semester. Our office has several services for both students and faculty. Please feel free to contact us with any questions you may have. While our key responsibilities are listed below, any of our staff can assist you with questions that may arise.

**Maureen Artale, College Registrar**                      [artalemp@oneonta.edu](mailto:artalemp@oneonta.edu)                      ext. 3216

- Supervises the Registrar's Office
- Oversees administration of FERPA
- Maintains course master file
- Produces the Undergraduate College Catalog
- Assists with questions concerning grading & course enrollment
  - Processing of Incompletes
  - Withdrawals for Poor Attendance

**Maureen Cashman, Associate Registrar**                      [cashmama@oneonta.edu](mailto:cashmama@oneonta.edu)                      ext. 3108

- Produces Schedule of Classes
- Handles Classroom and Final Exam Scheduling
- Supplies Banner training for Department Secretaries
- Oversees implementation and development of software

**Deb Polak, Assistant Registrar**                      [polakda@oneonta.edu](mailto:polakda@oneonta.edu)                      ext. 2973

- Manages Student and Degree Services
- Assists with questions concerning course enrollment
- Oversees Student Orientation/Registration
- Assists with Commencement

**Donna Ross, Secretary**                      [rossdm@oneonta.edu](mailto:rossdm@oneonta.edu)                      ext. 2472

- Assists faculty with filing paperwork concerning grading & course enrollment
- Assists faculty with questions regarding rosters, final grade sheets, etc.

**Alma Reynolds, Degree Clearance**                      [reynolaj@oneonta.edu](mailto:reynolaj@oneonta.edu)                      ext. 2115

- Processes all Independent Study, Internship, Teaching Assistantship, & Individual Course Enrollment Forms
- Reviews candidates for graduation
- Assists students with teacher certification recommendations

**Brenda Warner, Student Services**                      [warnerbl@oneonta.edu](mailto:warnerbl@oneonta.edu)                      ext. 3199

- Processes Leaves of Absence and Withdrawals from the College
- Oversees the scanning of student records
- Provides enrollment verification for students
- Assists students with registration & general information

**Barb Purcell, Student Services**                      [purcelbj@oneonta.edu](mailto:purcelbj@oneonta.edu)                      ext. 3196

- Processes transcript requests
- Assists students with registration & general information