

Registrar Newsletter

January 2019

Registrar's Office Hours

Monday–Thursday, 8:00 a.m.–5:30 p.m.

Friday, 8:00 a.m.–5:00 p.m.

Located in the Administration Building, Room 204 A

Check out our page: www.redlands.edu/registrar

Meet the team: www.redlands.edu/study/registrars-office/meet-our-staff/

Need assistance? Email us: registrar@redlands.edu

Self-Service News – VERY IMPORTANT, PLEASE READ!

Add/Drop Process 2.0! - NEW

A new add/drop process has been implemented. Faculty will now be able to approve your adds and drops through Self-Service (Student Planning). Once permission has been granted, you may log in and register for your class. No paper add/drop slip needed. Look for the green! Questions? Email us at registrar@redlands.edu

Johnston Online Course Contracts

The Registrar's Office has been working with ITS on moving the Johnston course contracts online. Go to your daily work in Self-Service (Student Planning) to submit the contract and then watch your email for responses, questions, and approval from faculty and the Registrar's Office. You may access the contract [here](#). For instructions on how to complete the contract, please navigate to the Registrar's Office [webpage](#).

University of Redlands App

The Registrar tile is now live!

The Registrar's Office now has a tile on the University app. Housed within the tile are sections for each school, the University Catalog, and Self-Service. Each school contains access to important forms, academic calendars, and more.

Seniors!

Commencement updates

Commencement 2019 is coming! Please continue to check and ensure all items on the [Commencement Checklist](#) have been completed before the big day, **April 26th**. We will be sending out communication next week regarding petition approvals, missing information, and graduation requirements.

Johnston Commencement

Johnston students should have received a communication from the Johnston Registrar, Teresa Area, regarding information needed for commencement. As a reminder, these items are due to Teresa no later than **February 15th**.

Need Transcripts?

Order them through the National Student Clearinghouse's secure and easy-to-use site: getmytranscript.com

Important Dates & Deadlines

- **January 29th** – Final day to add classes, submit individualized study contract
- **February 22nd** – Final day to drop a class without appearing on academic transcript
- **March 1st** – Deadline for departmental honors and awards for spring 2019 graduates