

## Registrar Services

Student Central is the place to go for the following Registrar services:

- Address Changes
- Campus Transfers
- Degree Verifications
- Diplomas
- Enrollment Verifications
- Loan Deferments
- Name Changes
- Placement Testing
- Privacy Information
- Proficiency Exams
- Record Copies
- Returning to School
- Transcripts
- Transfer Credit
- Veterans Benefits

### Office Hours

Monday - Thursday	9:00 AM to 7:00 PM
Friday	9:00 AM to 5:00 PM
Saturday	9:30 AM to 12:30 PM

The office may be closed or have reduced hours on holidays and during semester breaks, special events, and inclement weather.

### Contact Registrar Services at:

DeVry University  
Registrar Services  
11224 Holmes Road  
Kansas City, Missouri 64131  
816-941-0430 ext. 5200  
800-821-3109 toll free  
Fax: 816-941-0239  
e-mail: [kcc-registrar@devry.edu](mailto:kcc-registrar@devry.edu)

## **Our Services**

### Address Changes

Address update requests are available in Student Central and through the DeVry portal at [my.devry.edu](http://my.devry.edu).

### Campus Transfers

Students seeking to transfer from one DeVry location to another must file a request to do so with the transfer coordinator at the current site by the end of week 3 of B session before the intended transfer. Transfers are permitted between semesters only. All grades and credits earned at any DeVry location carry forward to the new site and are evaluated for applicability at that location. Credits and grades of students transferring to or from DeVry North Brunswick are evaluated according to the inter-campus articulation agreement. In addition, those transferring from DeVry North Brunswick must complete at least 25 percent of their program's required credit hours at the new location in order to graduate.

Students transferring locations must fulfill their financial obligations to the locations from which they are transferring before transfers are granted. These students must sign an enrollment agreement addendum before beginning classes at the new location. Students on academic or disciplinary probation remain on probation after the transfer. Those ineligible to continue at the current location because of academic or financial dismissal, or disciplinary suspension or expulsion, may not transfer.

Students considering a transfer within the DeVry system should be aware that hardware, software and other differences exist among DeVry courses and labs systemwide. Specific transfer requirements are available from transfer coordinators.

### Degree Verifications

Start date, end date, program, degree received, graduation date, and honors received are provided upon request. All other information requires written consent from the student.

### Diplomas

In order to receive a diploma, all potential graduates must complete an application to graduate prior to the graduation ceremony. Graduation applications are available in the Registrar Office and at [www.kc.devry.edu/registration/gradapp.php](http://www.kc.devry.edu/registration/gradapp.php). Failure to complete this form prior to the initial order date could delay the receipt of a diploma. Diplomas are mailed three weeks after the graduation ceremony. Diplomas will not be issued to students with outstanding financial obligations to DeVry.

### Enrollment Verification

Enrollment verification letters on school letterhead may be requested in the Registrar Office, by phone, or by e-mail. Letters include the student's name, date of birth, enrollment status (full or part-time), beginning and ending dates of the semester, and anticipated graduation date. Letters that include the student's Social Security number or number of enrolled credit hours must be requested in person or in writing.

### Loan Deferments

To defer payment on a previous student loan, a student must be currently enrolled in at least 6 credit hours. Federal Stafford/SLS/PLUS/Consolidation loan and DeVry Perkins loan deferment forms are available in Student Central. All Perkins loan deferment certifications are done locally. Except for special cases, Federal Stafford/SLS/PLUS/Consolidation loan deferments are processed by the National Student Clearinghouse (NSC). To check on the status of a deferment, call NSC at 703-742-7791 and ask for a student service representative. Some deferments can be processed electronically by calling your loan servicer. A list of participating lenders and servicers can be obtained on the Internet at [www.nslc.org](http://www.nslc.org).

### Name Change

Original legal documentation such as a marriage license, divorce decree, or adoption papers is required to change your name. Such documentation should be presented directly to the registrar personnel in Student Central so that a copy can be retained for your academic file.

### Placement Testing

Both applicants and students take the placement exam in Student Central. Applicants set testing appointments with their Admissions Advisors. Students set appointments directly with Student Central. Anyone that needs help preparing for the placement exam can visit <http://ww1.devryonline.net/math/> for a math or algebra refresher.

### Privacy Information-Family Educational Rights and Privacy Act (FERPA)

This act guarantees certain privacy rights to students. For detailed information, visit the Registrar Services Website at [www.kc.devry.edu/academics/registrar/privacy.php](http://www.kc.devry.edu/academics/registrar/privacy.php).

### Proficiency Exams

Students may pick up proficiency exam applications in Student Central. A \$5.00 per credit hour fee is charged for the exam. Supporting documentation such as an academic transcript, professional certificate, or resume is required. A student is not eligible for a proficiency examination if he or she is presently enrolled in the course, has been previously enrolled in the course and withdrew or received a grade for the course, or has previously attempted the exam. Different policies apply to proficiency testing for COMP 100, Computer Applications for Business. For detailed information contact Registrar Services.

### Record Copies

Requests for copies of academic records should be directed to Registrar Services. The fee for copies will be no more than \$1.00 per page. This fee covers only the cost of copying time and postage; it does not cover DeVry's cost for search and retrieval of the records.

### Returning to School

Students who resume after an interruption of studies should note that course availability may vary by term. Because program requirements may change periodically, an academic administrator will assess resuming students' academic records to determine whether an alternate plan of study is required. Alternate plans may result in additional coursework requirements and tuition obligations. Resuming students who have missed at least three complete semesters must request readmission through standard admission procedures. Those who have missed fewer than three semesters must sign an enrollment agreement addendum. All students must be current in their financial obligations to DeVry prior to resuming. To resume your studies, contact the Registrar Services as soon as possible as missed deadlines could delay financial aid funds.

### Transcript Request Policy

If you request a transcript, Registrar Services will need the following information in writing:

- Full name under which you attended
- Social Security number
- Approximate last date of attendance
- Address of where transcript is to be mailed
- Hand written signature

#### *General Information*

- Transcripts for new students are available at the end of the first semester.
- Transcripts from other schools must be requested from the original issuing institution.
- Official transcripts are issued directly to the receiving institution or in a sealed envelope. Most organizations require an official transcript.
- Students may request a student transcript for their personal records.
- Official transcripts will not be issued for students with a delinquent financial obligation to DeVry.

#### *Fees*

- Students receive one transcript at no charge. Subsequent transcripts are \$5.00 per copy.
- Faxed transcripts are mailed at no additional charge.
- Fees may be paid with cash, check/money order, or VISA / Master / Discover Card. Sorry, American Express is not accepted.
- For credit card transactions, provide the cardholder's name and signature, the account number, the CVC2 (last 3 digits on back of card), and the card expiration date.

#### *Turnaround*

The general turnaround time on a request is 3-5 days. Due to a system conversion, some requests may take longer. However, all requests will be fulfilled within 45 days.

#### *Replacement Transcripts*

It is the student's responsibility to confirm receipt of transcripts. Replacement transcripts will not be sent after one year.

### Transfer Credit

All academic transcripts received from other educational institutions are evaluated for any applicable transfer credit. Transfer credit received may be viewed under academic history on the DeVry portal at [my.devry.edu](http://my.devry.edu). A copy of the evaluation may also be obtained from Student Central. Questions about transfer credit should be directed to Registrar Services in Student Central. Technical transfer credit questions may also be directed to the academic program dean. Students planning to take classes at another institution for transfer to DeVry should obtain approval from Registrar Services or the academic program dean. In addition, an official transcript documenting final grades must be submitted to Registrar Services upon completion of the classes.

### Veterans Benefits

If you are eligible to use the Montgomery GI Bill, VEAP, or dependent benefits, contact Registrar Services to get the necessary forms and information. If you are not sure about your eligibility, contact your regional VA Office by calling 1-888-GI BILL-1.

## **Our Staff**

### Melissa Knudsen, Registrar

- Supervises Registrar Services
- Veterans Affairs Certifying Official for continuing and resume students
- Orders and distributes undergraduate diplomas
- Distributes academic catalogs and addenda
- Evaluates foreign documents for proof of graduation and English
- Audits new and transfer files
- Campus FERPA Compliance Officer
- Campus Test Administrator (placement and COMP100 proficiency exams)
- Technical Management expert
- Academic policy expert

### Amy LaBay, Assistant Registrar

- Veterans Affairs Certifying Official for new students
- Oversees the issuance of all academic transcripts
- Audits and prepares files for archival
- Approves tuition reduction requests
- Academic scheduler
- Transfer credit evaluator
- Processes requests for readmit files
- Evaluates foreign documents for proof of graduation and English
- Verifies and inputs name changes
- Systems expert
- Academic policy expert
- Accreditation expert and researcher

### Alicia Hollis, Assistant Registrar

- Registrar liaison for DeVry University Centers
- Manages DeVry University Center files
- Enters all incoming transcripts and manages the transcript process
- Back up transfer credit evaluator
- Coordinates registration for resuming and transfer students

### Sandy Feighner, Administrative Assistant

- Student records coordinator
- Manages the file room
- Oversees all physical and electronic files
- Prepares applicant files for registration appointments
- Updates applicant files
- Registrar liaison for Admissions personnel