

Whom Do I Contact?

Topic or area listed in alphabetical order

**Office of the Registrar
Front Counter: 910.962.3125**

Campus calls: Dial 2 then the extension.

**Calling from off campus?
Dial area code (910)-962 then the extension**

What?	Who?
Academic Appeals	Dept. chair or academic dean
Academic dismissals and contracts	Albie Lange , ext. 2230
Address change	SeaNet (Personal Information)
AP scores	CollegeBoard
Athletic Certification	Ben Kempton , ext. 2143
Audit applications, including graded audits	Sandy Drew , ext. 3128
Class schedule building	Shane Baptista , ext. 2001
CLEP exams	CollegeBoard
Commencement Ceremony	Transition Programs ext. 3089
Course drops/withdrawals	SeaNet (Student Services)
Curriculum change requests (major, minor, cluster, catalogue year)	MySeaport (Academics tab > Student Services) General inquiries: Naamah Noble , ext. 7978
Dean's List Maintenance	Carrie Hammer , ext. 3957
Degree audits and u.achieve system support	Registrar
Diplomas	Brianna Padilla , ext. 3129
Directed independent study (DIS)	Sandy Drew , ext. 3128
Degrees with distinction	Brianna Padilla , ext. 3129
Dual enrollment admission of high school students	Admissions , ext. 3243

End of term processing	Albie Lange , ext. 2230
Enrollment/degree verifications	National Student Clearinghouse
Exam scheduling	Albie Lange , ext. 2230
Extended matriculation	Brianna Padilla , ext. 3129
FERPA (consent to release information)	SeaNet (SeaNet Proxy Menu tab > SeaNet Proxy Management)
Grade changes	Naamah Noble , ext. 7978
Graduation applications	SeaNet (Student Records > Apply to Graduate)
Graduation clearance	Brianna Padilla , ext. 3129
Hold on account	Contact the campus department that originally placed the hold.
International transient study and international transcripts	Sandy Drew , ext. 3128
Internships	Sandy Drew , ext. 3128
Military credit	Jill Parson , ext. 4176
Name change	Office of the Registrar front counter ext. 3125
Name change (extension students)	Transfer Admissions Coordinator, UNCW@Onslow, 910-938-6736
National Student Clearinghouse (questions about status)	Erika Riggs , ext. 3682 National Student Clearinghouse
NCAA eligibility	Ben Kempton , ext. 2143
Non-degree student (accepted only) questions	Naamah Noble , ext. 7978
Notary Service (ONLY for UNCW transcripts and diplomas)	Melissa Duffield , ext. 3126
Notary Service (all others)	Seahawk Mail , ext. 3750
Office of the Registrar newsletters	Melissa Duffield , ext. 3126
Online Accelerated Programs (OAP)	Kelley Griffin , ext. 3853 ext. 7359 Morgan Spence , ext. 2077
Online forms	Melissa Duffield , ext. 3126

Orientation	Transition Programs , ext. 3089
Placement tests, taking	Testing Center , ext. 7444
Placement test scores, receiving	Jill Parson , ext. 4176
Prevent disclosure of directory information	Office of the Registrar front counter ext. 3125
Probation, Academic	Albie Lange , ext. 2230
Re-enrolling applications	Susan Thornhill , ext 2145
Registration, general questions	Office of the Registrar front counter ext. 3125
Registration PIN	Academic advisor
Reinstatement after removal of courses for non-payment	Office of the Registrar front counter ext. 3125
Report requests	Erika Riggs , ext. 3682
Substitution/waiver or degree requirement modifications	Rosalie Woodward , ext. 3127
Supplemental credit (Foreign Language, etc.)	Ben Kempton , ext. 2143
Tax form, 1098-T information	Student Accounts ext. 4281
Testing Center (administer CLEP and placement tests)	Testing Center , ext. 7444
Transcripts, incoming (international)	Sandy Drew , ext. 3128
Transcripts, incoming (domestic)	Allison Moore , ext. 3036
Transcripts, outgoing	Credentials Customer Service, 847-716-3000 Rosalie Woodward , ext. 3127
Transfer course equivalencies	Emily Calder , ext. 3130
Transfer credit	Allison Moore , ext. 3036
Transient study (domestic)	Rosalie Woodward , ext. 3127
Transient study (international), including TABSA	Sandy Drew , ext. 3128
Tuition and fees	Student Accounts ext. 4281
UNC Online	Albie Lange , ext. 2230
Undergraduate Catalogue updates (degree audit)	Registrar

Undergraduate Catalogue (Banner)	Shane Baptista , ext. 2001
Visiting (non-degree) Student Registration	Naamah Noble , ext. 7978
Waitlists	Shane Baptista , ext. 2001
Website and Office of the Registrar calendar maintenance	Melissa Duffield , ext. 3126
Withdrawal (entire term-all courses)	MySeaport (Academics tab > Student Services > Complete Term Withdrawal (on left menu))