


# Registrar's Office Directory 2024-2025



AUGUSTA UNIVERSITY  
Office of the Registrar

**The Registrar's Office at Augusta University keeps track of all official academic records. Our office is located in Rains Hall on the Summerville campus. Our hours of operation are Monday through Friday from 8:00am until 5:00pm.**

Contact our office if you have questions about...

- Course Schedules, Catalog Maintenance, Course Substitutions, Curriculum Inventory Reporting
  - Enrollment Reporting and Degree Verifications through The National Student Clearinghouse
  - Graduation Applications, Diplomas, English Translations for Latin diplomas
  - Jagtrax, Degree Works
  - Registration
  - Request(s) for Out of State Tuition Waivers for current students
  - Transcripts
  - Transient Permission Forms, PIN assignments for registration Withdrawals, Grade Changes, Attendance Verification
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Contact these resource emails if you have any questions about...

catalog@augusta.edu	Catalog updates/revisions not completed through the curriculum revision process Suggestions for catalog layout, suggested language, etc. Typos or misinformation in the catalog
classes@augusta.edu	Curriculum Inventory Reporting Section updates from faculty/staff to include but not limited to changes in: Classroom, Day, Instructional method, Instructor, Time
curriculog@augusta.edu	Curriculog-related inquiries
commencement@augusta.edu	Commencement ceremony-related questions
gradapp@augusta.edu	Graduation application questions Diploma processing General graduation inquiries
jagtrax@augusta.edu	DegreeWorks/JagTrax-related correspondence Course substitutions
records@augusta.edu	Attendance verification Grade changes Reactivations Tuition Reclassification Petitions for Current Students Waivers for continuing students, excluding military Withdrawals Student Record Updates
registrar@augusta.edu	Enrollment Certification General inquiries National Student Clearinghouse Transient forms

# Our Team

## Heather Metress

### Registrar

Team Lead, Registrar Support Team

**Email:** [hmetress@augusta.edu](mailto:hmetress@augusta.edu)

**t: (706) 721-5052**

Back-Up: Shannon Hink

- Oversees the Office of the Registrar
- Manages the provisioning of Banner
- Official Reporting for the University
- Resolves policy and process issues

## Shannon Hink

### Associate Registrar

Team Lead, Records Team

**Email:** [shink@augusta.edu](mailto:shink@augusta.edu)

**t: (706) 721-3360**

Back-Up: Heather Metress

- Attendance Verification
- Grading
- Registration
- Registrar Operations

## Brittany Murphey

### SIS Functional Analyst

Registrar Support Team

**Email:** [brmurphey@augusta.edu](mailto:brmurphey@augusta.edu)

**t: (706) 721-0361**

Back-Up: Heather Metress

- Banner Security
- Crystal Reports
- System Requests

## Allyson North

### Associate Registrar

Team Lead, Customer Service and Graduation Team

**Email:** [anorth@augusta.edu](mailto:anorth@augusta.edu)

**t: (706) 446-1432**

Back-Up: Heather Metress

- Academic Calendar
- FERPA
- Special Projects
- Strategic Planning

## Jordan Cliatt

### Data Analyst

Registrar Support Team

**Email:** [jocliatt@augusta.edu](mailto:jocliatt@augusta.edu)

**t: (706) 446-1434**

Back-Up: Heather Metress

- Data Analytics



# Our Team

## Komal Patel

**DegreeWorks/JagTrax Curriculum Specialist**

Registrar Support Team

**Email: [kopatel@augusta.edu](mailto:kopatel@augusta.edu)**

**t: (706) 721-0804**

Back-Up: Brittany Murphey

- Review, Maintenance, and Training of JagTrax

## J'lyn Brown

**Student Records Coordinator**

Curriculum Management Team

**Email: [jlbrown@augusta.edu](mailto:jlbrown@augusta.edu)**

**t: (706) 721-2203**

Back-Up: LeeAnn Walker

- Course Schedule Production
- Course Scheduling Training
- Course Fee Audits
- Course Related Policy Audits
- Curriculum Inventory Reporting (CIR)
- Manages Classes Resource Email

## Melissa Hansen

**Student Services Specialist**

Records Team

**Email: [chansen@augusta.edu](mailto:chansen@augusta.edu)**

**t: (706) 721-0336**

Back-Up: Cheryl Hudson

- Transcript Processing
- National Student Clearinghouse Reporting
- Dual Enrollment Processing
- Student Record Updates

## Kristen Bentley

**Student Services Specialist**

Graduation Team

**Email: [kbentle2@augusta.edu](mailto:kbentle2@augusta.edu)**

**t: (706) 446-1437**

Back-Up: Leza Witherington

- Graduation Review/Audit
- Diploma/Certificate Ordering
- Graduation Application Processing
- Degree Verification

## Dane Doughty

**Student Services Specialist**

Records Team

**Email: [dadoughty@augusta.edu](mailto:dadoughty@augusta.edu)**

**t: (706) 446-1435**

Back-Up: Danielle Thomas

- Current Student Tuition Reclassification Petitions
- Out of State Tuition Waiver Processing
- Fee Waiver Processing
- Reclassification and Fee Waiver Audits

## Cheryl Hudson

**Student Records Coordinator**

Records Team

**Email: [chudson@augusta.edu](mailto:chudson@augusta.edu)**

**t: (706) 737-1885**

Back-Up: Melissa Hansen

- Manages Medicine and Dental Grade Changes
- Medicine and Dental Reactivations
- Medicine and Dental Withdrawals
- MCG M1/M2 Registration and Record Management
- MCG Resident Registration and Inactivations

# Our Team

## Eric Klee

### Curriculum Systems Manager

Curriculum Management Team

**Email:** [eklee@augusta.edu](mailto:eklee@augusta.edu)

Back-Up: LeeAnn Walker

- Curriculum/Curriculum Management
- Catalog Management
- Curriculum/Curriculum Website Maintenance
- Curriculum Systems Reporting & Tracking

## Danielle Thomas

### Student Services Specialist

Records Team

**Email:** [dthomas10@augusta.edu](mailto:dthomas10@augusta.edu)

**t: (706) 446-1433**

Back-Up: Dane Doughty

- Manages Grade Changes (Non-Medicine/Dentistry)
- Withdrawals
- Reactivations

## Leza Witherington

### Student Records Coordinator

Graduation Team

**Email:** [lwitherington@augusta.edu](mailto:lwitherington@augusta.edu)

**t: (706) 446-1357**

Back-Up: Kristen Bentley

- Graduation Review/Audit
- Diploma/Certificate Ordering
- Graduation Application Processing
- Degree Verification

## Amber Moore

### Student Services Coordinator

Customer Service Team

**Email:** [amoore22@augusta.edu](mailto:amoore22@augusta.edu)

**t: (706) 446-1430**

Back-Up: Will Thomas

- Front-line Customer Service
- Manages Registrar Email
- Special Groups Registration

## Will Thomas

### Student Services Specialist

Customer Service Team

**Email:** [withomas@augusta.edu](mailto:withomas@augusta.edu)

**t: (706) 446-1430**

Back-Up: Amber Moore

- Registrar Email
- Enrollment Certifications
- Degree Verifications

# Additional Resources



For important dates and deadlines, the academic calendar can be found at [calendar.augusta.edu/site/academic](http://calendar.augusta.edu/site/academic).



Registrar's Office forms can be found on our website at <http://www.augusta.edu/registrar/forms.php>. All forms are fillable PDF documents.



Information about Graduation and Commencement can be found on our website at <http://www.augusta.edu/graduation/>. Our office reviews the graduation application to ensure the student's completion of all academic requirements for a degree. For cap and gown, regalia and graduation announcement inquiries, contact the JagStore at (706) 737-1611.



Deadlines associated with courses and course scheduling can be found at <https://www.augusta.edu/registrar/curriculum.php>. Instructions and tips for section updating for both Summerville and Health Sciences campuses can be found at [http://www.augusta.edu/registrar/section\\_update.php](http://www.augusta.edu/registrar/section_update.php)



Our office offers various trainings for the AU campus community throughout the year. See what training courses are being offered: [augusta.edu/registrar/training](http://augusta.edu/registrar/training).



# Important Dates

## Fall 2024

- Classes Begin August 14, 2024.
- Attendance verification for Fall 2024 semester begins August 21 and ends August 27, 2024.
- Withdrawals– Last day to receive a W for Fall 2024 is October 28, 2024.
- Classes End on December 4, 2024.
- Exams– Exams are scheduled beginning Friday, December 6, 2024 and ending Wednesday December 11, 2024.
- Grading– Grades due for Fall 2024 on December 16, 2024 by 8:00am.
- Fall 2024 Commencement will be held December 11 and 12, 2024.

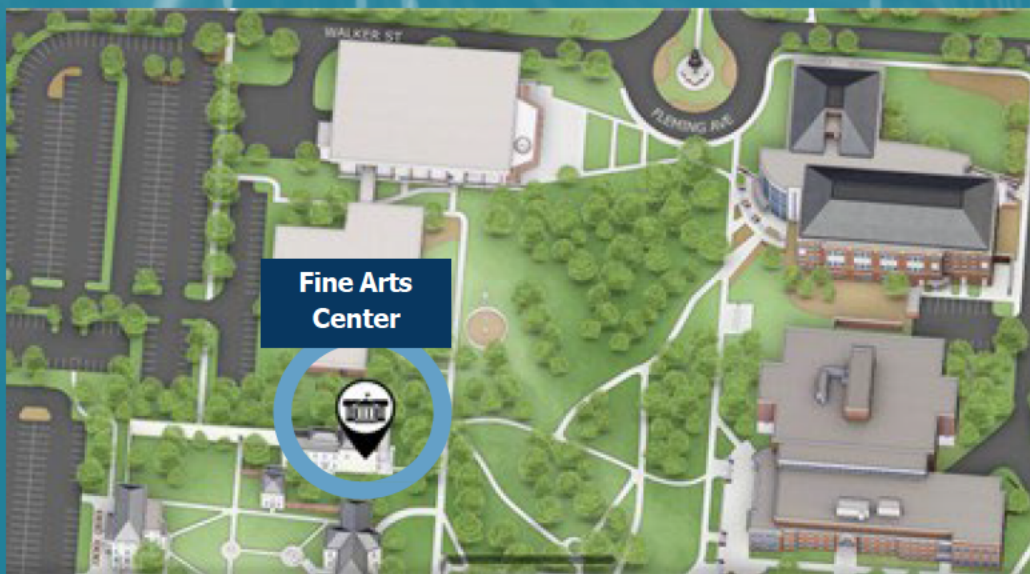
## Spring 2025

- Classes Begin January 6, 2025.
- Attendance verification for Spring 2025 semester begins January 14 and ends January 21, 2025.
- Withdrawals– Last day to receive a W for Spring 2025 is March 4, 2025.
- Classes End on April 30, 2025.
- Exams– Exams are scheduled beginning Friday May 2, 2025 and ending Thursday, May 8, 2025.
- Grading– Grades due for Spring 2025 on May 12, 2025 by 8:00am.
- Spring 2025 Commencement will be held May 8 and 9, 2025.



# CONTACT US:

**We're in Rains Hall on the  
Summerville Campus, next to the  
Fine Arts Center (circled below).**



**706-446-1430**

**registrar@augusta.edu**

**augusta.edu/registrar**