

Gwenn Sherburne (2804)

Registrar

- *Program and policy implementation*
- *Family Educational Rights & Privacy Act*
- *Academic calendar & academic policies*
- *Banner security requests*

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Joshua Nelson (2221)

Associate Registrar

Academic Records & Business Processes

- *Undergraduate petitions*
- *Student data requests*
- *Banner student coding*
- *Undergraduate readmission*

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Katrina Teppen (2602)

Associate Registrar

Registration Systems & Academic Scheduling

- *Consortium registration*
- *Registration systems*
- *Academic and classroom scheduling systems*
- *Online registration guide*

kkaiser01@hamline.edu

Dana Wallace (2588)

Graduation & Degree Audit

Administrator

- *Graduation application*
- *Degree evaluations*
- *Curriculum record maintenance*
- *Clearinghouse reporting*

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Kori Nelson (2028)

Registration Specialist

- *Course registration*
- *Special registrations*
- *Registration issue troubleshooting*

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Michael Klecker (2618)

Scheduling Coordinator

- *Academic course scheduling*
- *Classroom scheduling*
- *Scheduling issue troubleshooting*

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Taylor Yetter (2127)

Transfer Articulation
Coordinator

- *Transfer credit evaluation and processing*
- *TES system maintenance*

tyetter01@hamline.edu

Gina Stower (2008)

Records Coordinator

- *Academic file maintenance*
- *Transcript processing*
- *Grade processing*
- *Diploma orders/distribution*
- *SAS front desk supervision*

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