

# *The Registrar's Office Services*

*Available to Students and Alumni*

Office Undergraduate Email: [nuregstr@norwich.edu](mailto:nuregstr@norwich.edu)

Office Graduate Email: [registrargrad@norwich.edu](mailto:registrargrad@norwich.edu)

## *Services Not Performed by the Registrar's Office.*

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|---|--|
| 1. Campus or off-campus housing   | Housing Office 802 485-2138  |
| 2. Financial Aid needs  | Financial Aid Office 802 485-2015                                      |
| 3. Tuition/fees/room & board bills<br>Financial Holds on Academic Records | Bursar's Office 802 485-2055   |
| 4. Discipline Issues or Discipline Holds<br>on Academic Records           | Commandant's Office 802 485-2135                                       |
| 5. Academic Advising  | <u>Individual Academic Schools</u>                                     |
|   | Architecture 802 485-2620  |
|   | Business & Computer Science 802 485-2210                               |
|   | Engineering 802 485-2256   |
|   | Humanities 802 485-2410  |
|   | Social Science 802 485-2360  |
|   | Math, Nursing, PE, Sports Medicine,<br>& Natural Sciences 802 485-2310 |
| 6. International Students or<br>Foreign Study Opportunities               | Office 802 485-2582  |
| 7. Academic Internship Opportunities                                      | Office 802 485-2269  |

*Forms, General Academic Information, and Information on Processes are Available on the Registrar's Office Web site*

[www.norwich.edu/academics/registrar/index.html](http://www.norwich.edu/academics/registrar/index.html)

- Calendars & Course Schedules
- Final Exam Schedule [in box on right of page]
- Current Year University Catalog [in box on right of page]
- Prior Archived Year University Catalogs [in box on right of page]
- Forms for Transcript Request
- Tri-fold Information of Academic Processes & Information
- Course Registration Documentation
- Academic Forms
- Family Educational Rights & Privacy Act [FERPA]
- Student Change/Verification Forms & Information
- Additional Resources
- Transfer of Credit
- Non-Discrimination Policy

## Registrar

Linda E. Yeomans

Email: [lyeomans@norwich.edu](mailto:lyeomans@norwich.edu)

Phone: 802 485-2037

Services: Certification of Degrees  
Sign off for Commissioning  
Processing of CASD paperwork  
ARGOS Reports – Academic  
Creation of Final Exam Schedule  
Creation of University Catalog

## Associate Registrar/Office Manager Daniel Carroll

Email: [dcarroll@norwich.edu](mailto:dcarroll@norwich.edu)

Phone: 802 485-2520

Services: Course Schedule Coordinator  
Independent Study  
Registration Coordinator  
Mid & Final Grade processing  
Pass/Fail Grade Option  
Audit Grade Option

## Associate Registrar/Technical Services

Lynn E. Joslin

Email: [ljoslin@norwich.edu](mailto:ljoslin@norwich.edu)

Phone: 802 485-2606

Services: Online Pin # issues  
Technical Degree Audit Issues  
Degree Substitution/Waiver Processing  
Academic History Questions  
Audit of Historic Information  
Generation of Academic Letters

## Assistant Registrar

Stephanie Doherty

Email: [sdoherty@norwich.edu](mailto:sdoherty@norwich.edu)

Phone: 802 485-2038

Services: Transfer Credit into Norwich

## Assistant Registrar

Sharon Crossett

Email: [scrosset@norwich.edu](mailto:scrosset@norwich.edu)

Phone: 802 485-2255

Services: Graduate Email account  
[registrargrad@norwich.edu](mailto:registrargrad@norwich.edu)  
All Graduate Studies questions related to the Registrar's Office Services  
Veteran Attendance Certification  
100% Enrollment Reporting  
IPEDS Academic Reporting

## Academic Assistant

Erin Salvas

Email: [esalvas@norwich.edu](mailto:esalvas@norwich.edu)

Phone: 802 485-2036

Services: Official Academic Transcripts  
Duplicate/Replacement Diploma

## Academic Assistant

Jessica Chauvin

Email: [jchauvin@norwich.edu](mailto:jchauvin@norwich.edu)

Phone: 802 485-2035

Services: Office Email account [nuregstr@norwich.edu](mailto:nuregstr@norwich.edu)  
Enrollment Certification  
Processing of FERPA forms  
Processing Graduate Applications  
Processing of Withdrawals  
Processing of Leave of Absence  
Processing of Readmit Forms  
Processing of Changes in Address  
Processing of Changes in Phone #  
Processing of Change in Majors  
Processing of Room Event Reservation

## Academic Assistant

Diane Vanecek

Email: [dvanecek@norwich.edu](mailto:dvanecek@norwich.edu)

Phone: 802 485-2034

Services: Graduation Ceremony  
Diploma Production  
Office Web Site Manager  
Forms Manager  
Customer Service