

OFFICE OF THE REGISTRAR

Julie Cowen, MA, Dean of Academic Records/Registrar

Mission: The Office of the Registrar provides quality service to the Vanguard community and supports the university mission through implementing academic policy, providing precise reporting, and maintaining accurate academic and institutional records.

The Office of the Registrar assists students by managing the course registration process, assisting with student withdraws and leaves of absence, transcript and degree verification services for both current students and alumni, evaluating and processing transfer credit, and evaluating students for graduation in their respective programs.

The Dean of Academic Records/Registrar is also the University's Primary Designated School Official (PDSO) and is responsible for working with international students on issuance of F-1 visas.

The Office of the Registrar also maintains the *Academic Catalog* and may be contacted with any questions about the contents herein at records.support@vanguard.edu.

