

# Academic Records & Registration

Lois Hathaway, Registrar

Tina Stone, Enrollment Information Technician

The Office of the Registrar maintains student academic records in compliance with the academic regulations of the faculty.

Academic regulations relating to degree requirements, grading policies, and academic standing can be found under Academic Regulations, elsewhere in this Bulletin.

The Office of the Registrar provides a variety of services including transcript production, enrollment certification and registration. The Registrar is responsible for administering the Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes.

## Transcripts

Official transcripts of credits earned may be obtained from the Office of the Registrar, Indiana University Kokomo, P.O. Box 9003, Kokomo, IN 46904-9003. A fee is charged for each transcript. Students should contact the Office of the Registrar for the correct fee amount.

## Checklist

The Office of the Registrar maintains the university checklist. The checklist contains names of students not permitted to register for another semester without authorization from the university office that placed them on the checklist. Students may be placed on the checklist for academic reasons or personal misconduct.

## Confidentiality of Student Records

In compliance with Section 438 of the General Education Provisions Act (as amended) entitled Family Educational Rights and Privacy Act, student records are confidential and available to persons other than the student only under stated conditions, with the exception of "public information." Public information, as defined by the Privacy Act, is limited to name, address, phone number, major field of study, dates of attendance, admission or enrollment status, campus, school, college, division, class standing, degrees, awards, activities, and sports and athletic information. Such public information shall be released freely unless the student files the appropriate form requesting certain public information not be released. This form is available from the Office of the Registrar. Public information that cannot be restricted includes name, enrollment status, degrees, and dates of attendance.

# Student Development & Campus Life

Sarah Hawkins, Director

The Office of Student Development and Campus Life is dedicated to the personal and professional growth and development of the students of Indiana University Kokomo. One of the primary focuses of this unit is to create out-of-class practical learning opportunities for students. Student Development and Campus Life consists of the following units: Career Services, Campus Climate, Student Activities and Child Care.

## Career Services

Julie Chism, Coordinator

Career Exploration

The following resources are provided to help students with career decisions:

- A Career Library and Resource Center is available in the lobby of the Career Services office.
- Career and major interest tests are available for a nominal fee.
- The office assists students in arranging work experiences and internship opportunities.
- The coordinator is available by appointment to discuss careers with students, alumni, and area residents.

## Placement Services

The following services, coordinated through the office, aid students in seeking employment:

The Office of Career Services provides web-based placement file service to students and alumni for a nominal fee, and offers help in developing effective job search techniques (resumés, cover letters, and interviews).

Information received by IU Kokomo about job openings is made available to students through flyers, notices on bulletin boards, and other internal communications. Students and alumni with active placement files will also be able to access job postings through a web site.

During the academic year, IU Kokomo assists potential employers in arranging interviews for job candidates.

Students needing part-time work during college years (including work-study positions) should check with this office for assistance.

## Career Information

Information about employment in specific career fields is available from any of these locations: placement office, deans' offices, division chairpersons, and the IU Kokomo Library.