

## Message from the Registrar's Office

Steve McKelvey, Registrar, Assistant Vice-President for Academic Affairs • [registrar@stolaf.edu](mailto:registrar@stolaf.edu)  
Summer-Fall 2017

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As Registrar of St. Olaf College, I extend a warm welcome to all of you. The Registrar's Office:

- ❖ Advises students about academics and tracks students' progress toward graduation;
- ❖ Makes sure there are enough courses for all students each year;
- ❖ Implements academic policies, curriculum, and standards voted by the faculty;

We work with faculty advisors to provide accurate, timely information to students. Stop by our window in Tomson Hall or e-mail us at [registrar@stolaf.edu](mailto:registrar@stolaf.edu) whenever you have questions about your academic program.

### Transfer Credit:

Please contact [registrar@stolaf.edu](mailto:registrar@stolaf.edu) if you have any questions about transfer credits from previous work at another institution or from Advanced Placement (AP), International Baccalaureate (IB), or Post-Secondary Education Option (PSEO) programs.

### Registration for Semester I, 2017-18

You may have friends attending other colleges or universities who register for their fall term the summer before starting college. At St. Olaf, we do not have summer registration for several reasons. First, a summer trip to campus would place an extra burden on our new students and parents, especially those who live outside the immediate area. Second, we want our students to base their registration on close consultation with the faculty. We can best provide this type of personalized advising once students arrive on campus in the fall. To that end, a significant portion of our Week One orientation program offers accurate advice about our academic programs ensures that you are appropriately registered. See the information on the Destination website throughout the summer.

### Privacy of Student Records

Like all colleges and universities in the U.S., St. Olaf College is required to comply with the Federal Educational Rights and Privacy Act (FERPA) of 1974. FERPA gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own education records. Students have other rights under FERPA, including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records. We in the Registrar's Office communicate directly with students about their academic record (courses, schedule, grades) and are restricted from discussing academic information with others, even parents. If parents have any questions about a student's academic record, we ask that you first talk with your student about the matter. For further information about FERPA, please see:

<http://wp.stolaf.edu/registrar/ferpa/>

### General Education at St. Olaf College

As you begin to think about your St. Olaf education, I invite you to explore the brochure "Don't just ✓ Off Those Requirements!," which is available at <http://wp.stolaf.edu/ir-e/files/2014/05/DJCOTR.pdf>

On behalf of the staff of the Registrar's Office, I wish you all the best as you prepare to begin college at St. Olaf. Safe travels to Northfield. We look forward to meeting you soon!