

# Office of the Registrar

**Responsible University Office:**

[Office of the Registrar](#)

**Contact Information for this office:**

903-886-5665

The Office of the Registrar maintains the academic records for all students as well as assists with registration, [transcript requests](#), [enrollment verifications](#), grading, and [graduation](#).

Most of our services/forms are online for faster service and can be accessed through our [website](#). Helpful information for faculty includes: [important dates and deadlines](#); [degree program codes](#); the [Undergraduate Graduation Checklist](#); CourseLeaf Curriculum (CIM) management; and instructions on such topics such as census date (2<sup>nd</sup>, 4<sup>th</sup> and 12<sup>th</sup> day) class rosters, waitlists, and entering grades in [MyLeo](#).