



MCW Office of the Registrar – Staff Responsibilities

Sara Puls, Sr. Administrative Assistant

acadreg@mcw.edu

Responsibilities:

- FERPA
- Academic records
- MCWconnect
- Manage service counter
- Enrollment verifications
- Transcript/MSPE requests for students and alumni
- Medical education/license forms for physician licensing
- Diploma orders
- Transcript requests
- NBME forms

Kelly Griffith & NaKayla Spicer,

Academic Records Coordinator

acadreg@mcw.edu

Responsibilities:

- FERPA
- Academic records
- MCWconnect
- Registration and scheduling questions
- Visiting non-MCW senior medical students
- MCW medical students – away rotations and documentation
- Enrollment verifications for current students
- Transcript requests
- Medical education/license forms for physician licensing

Brenda Parsons, Associate Registrar, Graduate School and School of Pharmacy

bparsons@mcw.edu

Responsibilities:

- FERPA
- Academic records/standing
- MCWconnect
- Degree audits, posting, and reporting
- Registration
- Grade changes
- Transfer credit requests
- Permanent/temporary withdrawals
- MCW academic policies and procedures
- Student and Exchange Visitor Information System (SEVIS)
- Veterans education benefits

Kari L. McDermott, Associate Registrar, Medical School kamcdermott@mcw.edu

Responsibilities:

- FERPA
- Academic records/standing
- MCWconnect
- Degree audits, posting, and reporting
- Registration
- Grade changes and overdue grade follow-up
- Permanent/temporary withdrawals
- MCW academic policies and procedures
- Veterans education benefits and certification
- USMLE & NRMP data
- Manage Residency Match verifications
- Alpha Omega Alpha (AOA) Honor Society

Kerry J. Grosse, University Registrar kegrosse@mcw.edu

Responsibilities:

- FERPA
- Academic records/standing
- MCWconnect
- MCW academic policies and procedures
- Office of the Registrar policies and procedures
- Compliance with U.S. Department of Education regulations
- Federal reporting/National Student Clearinghouse reports
- Academic calendar
- Records issues