MCW Office of the Registrar – Staff Responsibilities

Sara Puls, Sr. Administrative Assistant
spuls@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
- NBME forms

Kelly Griffith, Academic Records
Coordinator kgriffith@mcw.edu
Responsibilities:
- FERPA
- Academic records
- MCWconnect
- Registration and scheduling questions
- Grade collection and maintenance
- Visiting non-MCW senior medical students
- MCW medical students – away rotations and documentation
- Enrollment verifications
- Transcript requests

NaKayla Spicer, Academic Records
Coordinator nspicer@mcw.edu
Responsibilities:
- FERPA
- Academic records
- MCWconnect
- Registration and scheduling questions
- Grade collection and maintenance
- MCW medical students – away rotations and documentation
- Visiting non-MCW senior medical students
- Enrollment verifications
- Transcript requests
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
- Permanent/temporary withdrawals
- MCW academic policies and procedures
- Veterans education benefits and certification
- USMLE & NRMP data
- 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