



**Office of the Registrar:  
Faculty & Staff Key Contacts**

Main Office: University Registrar; Tarrah Mirus – [tmirus@gsu.edu](mailto:tmirus@gsu.edu) – 404-413-2275

**Academic Records, Graduation Review & Diploma Services**

- Graduation office staff – [graduation@gsu.edu](mailto:graduation@gsu.edu)
  - Used for issues related to degree conferral, letters of completion, invitation letters, graduation application issues, and questions regarding diplomas
  - Can provide invitation letters electronically (including electronic signatures), however, we will need to provide a statement to students who need hard copy, certified diplomas to be mailed internationally.
- University Events – [commencement@gsu.edu](mailto:commencement@gsu.edu)
  - Questions regarding ceremonies (including special permission to attend), regalia, and the Commencement Fair
- Academic Records staff
  - [gradechange@gsu.edu](mailto:gradechange@gsu.edu) – please send questions or concerns related to grade changes to this address
  - [repeattoreplace@gsu.edu](mailto:repeattoreplace@gsu.edu) - If there are follow up questions please email this for repeat to replace concerns.
  - [transcriptattach@gsu.edu](mailto:transcriptattach@gsu.edu) - please send documents that you need to send alongside a transcript to this address.
  - Services you may request using [recgradsvc@gsu.edu](mailto:recgradsvc@gsu.edu)
    - Enrollment verification (not the standard form from Banner – but still satisfactory), Grade changes, National Student Clearinghouse, Repeat to Replace, Transcript Request Assistance, Transcript Historical Recreate requests, Transcript attachments
- *Management Team:*
  - Associate Registrar; Sabrina Champion / [schampion@gsu.edu](mailto:schampion@gsu.edu)
  - Asst Registrar (Graduation and Diploma Services); Angela Crowder / [acrowder@gsu.edu](mailto:acrowder@gsu.edu)
  - Asst Registrar (Records and Grading); Mia-Liani Patterson / [mpatterson23@gsu.edu](mailto:mpatterson23@gsu.edu)

**Classroom Scheduling**

- Associate Registrar; Candy Perry / [candyp@gsu.edu](mailto:candyp@gsu.edu)
- Academic Space usage requests
  - Downtown campus – [regreservation@gsu.edu](mailto:regreservation@gsu.edu)
  - Perimeter campus – [pcregreservation@gsu.edu](mailto:pcregreservation@gsu.edu)

**Document Management Center**

- Associate Registrar; James Strickland / [jstrickland@gsu.edu](mailto:jstrickland@gsu.edu)
  - Unit Point of Contact – [dmc@gsu.edu](mailto:dmc@gsu.edu)
  - Receiving transcripts deposit address – [electronictranscript@gsu.edu](mailto:electronictranscript@gsu.edu)
    - Colleges with the capability of sending electronic transcripts through Parchment, EscriptSafe, Joint Service Transcript, Credentials Solutions, and National Student Clearinghouse may send your transcripts electronically
    - High Schools may send transcripts via Georgia Futures or to the above email



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**Enrollment and Registration Services**

- For general registration issues or questions please reach out to this team – or you may search the Panther Answer knowledgebase. Please note that the knowledgebase is student focused.
- *Management Team:*
  - Associate Registrar; Darrick Owens / [daowens@gsu.edu](mailto:daowens@gsu.edu) or you may contact your campus Asst Registrars as noted below:
  - Alpharetta: Shan Thomas / [lthomas2@gsu.edu](mailto:lthomas2@gsu.edu)
  - Atlanta: Clifford Barrett / [cbarrett13@gsu.edu](mailto:cbarrett13@gsu.edu)
  - Clarkston: Jamie Kirk / [jkirk5@gsu.edu](mailto:jkirk5@gsu.edu)
  - Decatur: Raymond Selles / [rselles@gsu.edu](mailto:rselles@gsu.edu)
  - Dunwoody: Stephanie Miller / [smiller104@gsu.edu](mailto:smiller104@gsu.edu)
  - Newton: Egypt Workman / [eworkman@gsu.edu](mailto:eworkman@gsu.edu)
  - Contact Center: Johnny Reynolds / [jreynolds@gsu.edu](mailto:jreynolds@gsu.edu)

**Military Outreach Center**

- Director; Mark Eister – [meister@gsu.edu](mailto:meister@gsu.edu) OR [moc@gsu.edu](mailto:moc@gsu.edu)
- Military Student Advocates via email:
  - Atlanta: Randy Barrone – [rbarrone@gsu.edu](mailto:rbarrone@gsu.edu)
  - Clarkston: John Douglas – [jdouglas20@gsu.edu](mailto:jdouglas20@gsu.edu)
  - Dunwoody: Natascha Nichols – [nnichols5@gsu.edu](mailto:nnichols5@gsu.edu)
  - Alpharetta: Susan Soper – [ssoper@gsu.edu](mailto:ssoper@gsu.edu)
  - Decatur: Noey Watson – [nwatson@gsu.edu](mailto:nwatson@gsu.edu)
  - Newton: John Douglas – [jdouglas20@gsu.edu](mailto:jdouglas20@gsu.edu)

**Registration & Compliance**

- Registration Adjustment and / or Roll Verification Questions and Concerns
  - Averil Smith – [asmith7@gsu.edu](mailto:asmith7@gsu.edu)
  - Andrew Peters – [apeters11@gsu.edu](mailto:apeters11@gsu.edu)
  - Sam Bolling – [sbolling@gsu.edu](mailto:sbolling@gsu.edu)
- Other functional points of contact;
  - Tuition classification (for students who have questions about residency reclassification after their first admitted semester – new admits should work with admissions) – [residency@gsu.edu](mailto:residency@gsu.edu)
  - VA education benefits (for all chapters except voc rehab which is managed through the student accounts team) – [vetstudentservices@gsu.edu](mailto:vetstudentservices@gsu.edu)
  - Cross Registration (ARCHE – this is NOT the same as CROSS LEVEL registration. Cross level registration is managed via advisement teams) – [gsucrossreg@gsu.edu](mailto:gsucrossreg@gsu.edu)
- *Management Team:*
  - Senior Assoc Registrar; Averil Smith – [asmith7@gsu.edu](mailto:asmith7@gsu.edu)
  - Asst Registrar; Andrew Peters – [apeters11@gsu.edu](mailto:apeters11@gsu.edu)