

# *Office of the University Registrar*

The Office of the University Registrar provides an important link between the university's academic programs and policies and the student. It administers a number of specific services, including class scheduling, registration, record functions, verification of enrollment, reporting, and transcript services.

The Office of the University Registrar utilizes the Student Hub (<https://me.northeastern.edu/>) to provide students convenient access to information and services, including class schedules and registration, most recent grades, unofficial transcripts, and transcript and enrollment verification requests.

Office of the University Registrar website (<https://registrar.northeastern.edu/>)  
registrar@northeastern.edu  
617.373.2300  
617.373.5351 (fax)

## **Maintenance of Student Records**

The Office of the University Registrar is responsible for ensuring appropriate maintenance and safekeeping of student records. The transcript, which is stored electronically and maintained indefinitely, is the holistic record of student attendance and degree progress. In the event that the university discontinues operations, the archive of student records would be maintained by:

Massachusetts Department of Higher Education  
One Ashburton Place  
Room 1401  
Boston, MA 02108