

Registrar explains current, proposed system

By Muriel Sims

"Effective but still not sufficient." That's how Dr. Bernell Jones, NCCU's registrar, describes the school's registration process.

Jones, formerly registrar at Winston-Salem State University from 1975-1978 and director of Personnel Training and Development from 1978-1982, has been registrar at NCCU for two years.

Jones noted that all the departments must work together to insure a smooth

registration process in cooperation with the Registrar's office, Financial Aid, Data Processing, the Athletic office and the Office of the Bursar.

"If one of these offices breaks down, then the entire registration process fails," said Jones.

One way to avoid problems is for students to complete their pre-registration forms early, making sure all courses and section numbers are coded in correctly.

A second important step is to complete all financial aid forms as soon as possible. "If this is done, students can go through registration smoother and faster," he said.

The Registrar's Office is also responsible for planning commencement exercises, making sure graduate schools and prospective employers receive student transcripts on time, supplying course schedules to students, filing in-state-residency applications, and publishing The Bulletin,

NCCU's course catalog.

Questions have arisen concerning the whereabouts of this year's catalog.

Jones explained that the catalogue for '84-'86 is not out because institutional funds to cover the printing expenses are not available at this time; however, the university hopes to publish an annual catalog instead of the bi-annual catalog which we normally receive.

Although Jones and his staff register approximately

5,000 students each semester, he has worked with registration in a totally different setting.


While working on his Ph.D. in Carbondale, Ill. at Southern Illinois University, he conducted registration at one minimum and two maximum security state penitentiaries.

"The process for registration used here is totally different from the process used in

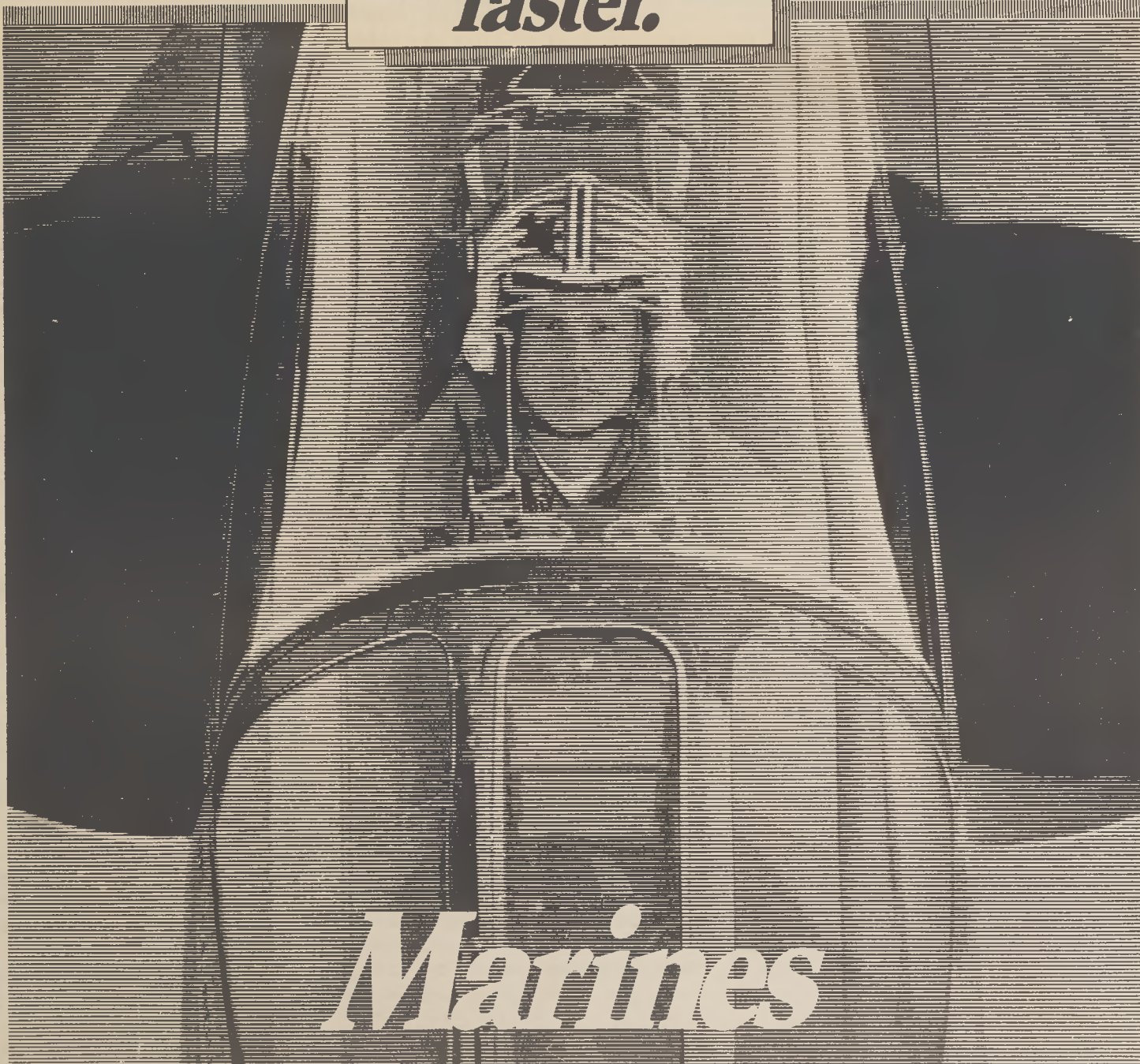
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