

# Office of the Registrar

## Mission

The Mission of the Office of the Registrar is to provide outstanding academic and support services to students, faculty, staff, and alumni in compliance with institutional, professional, and legal standards; and to provide timely and accurate information while maintaining the security and integrity of student data.

The Registrar's Office maintains the academic records of all Sofia University students. The Office issues transcripts, receives incoming student transcripts and documents, certifies enrollment, evaluates students' records, monitors academic standing, coordinates grades and attendance, and processes students for graduation. The Registrar's Office strives to improve processes and procedures through the innovative use of technological resources. In all these duties the Office supports the University's core values.

## Registration

Sofia University utilizes the online registration functionality through the Sofia portal. After completing the first quarter, students will have the ability to self-register. For further registration assistance, a guide is available in the Sofia University website [Office of the Registrar - Sofia University](#). Students may also consult with their designated Academic Advisor.

Have any additional questions? The Office of the Registrar can be contacted at [registrar@sofia.edu](mailto:registrar@sofia.edu) or by calling **1-888-820-1484 ext.10903** or via fax **(650) 493-6835**.

## Add/Drop Period

The Add/Drop period occurs prior to and throughout the first week of the quarter. During this period, students may add and drop courses.

## Transcript Request:

Sofia University official transcripts are ordered online via the National Student Clearinghouse (<https://tsorder.studentclearinghouse.org/school/welcome>). The standard transcript fee is \$5 (plus a processing fee). Unofficial transcripts are available on the student portal on the main Sofia University website.

## Changes of Name or Address

Students are responsible for maintaining up-to-date information: e.g., name, mailing address, phone number, or email address. Update to student information, except student name, may be completed in the portal. Name change requests must be accompanied by a copy of one of the following documents: marriage certificate, court order, social security card, or driver's license.

# Student Record Retention

In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the University retains all required records for a minimum of five (5) years from the end of the student's award year on-site in order to be compliant with Federal Regulation (34 CFR §668.24) and State Regulation (5 CCR §71920). Records may then be stored on a secure off-site location and/or digitized and stored into a solutions system.

## Enrollment Agreement:

Before signing the Enrollment Agreement, each student will be provided a Student Performance Fact Sheet appropriate to the selected program. This fact sheet discloses the recent history of students' performance and completion rates for the specific degree. The student must initial and date the Student Performance Fact Sheet and a copy is maintained in the student's file.

Upon open registration, students will be required to complete the Enrollment Agreement prior to being enrolled. A member of the Registrar team will guide students on completing the documentation in a timely fashion to ensure that all areas of the document are signed accurately. The completed Agreement is then combined with the admissions (applicant) records, and those documents are subsequently transferred to the newly admitted Student Record. A copy of this document can be also provided to the student for their records.

When signing an Enrollment Agreement, students acknowledge receipt of the Academic Catalog and agree to abide by the policies, rules, and regulations of the University. When signing an Enrollment Agreement, students acknowledge receipt of the Academic Catalog and agree to abide by the policies, rules, and regulations of the University.

## Enrollment Status:

Each student enrolled at the University is assigned an enrollment status. Status is used to track progress through the program and to determine billing. A student's enrollment status is determined by the number of units enrolled in for any given quarter. The chart below outlines the requirements for each enrollment status.

Level	Half-Time (Minimum)	Full- Time (Minimum)
Undergraduate Students	6 Units	12 Units
Graduate Students	3 Units	6 Units
Doctoral Students who are enrolled in a Dissertation course while completing other degree requirements	3 Units	5 Units
Doctoral Students who have advanced to Candidacy*	N/A	3 Units

*\* Candidacy for doctoral students is defined as the point where all degree requirements (all coursework except the dissertation and PsyD internship) have been successfully completed. At the stage that students reach Candidacy, registration for three units of Dissertation coursework or continuation is considered full-time status. Doctoral students who have not reached Candidacy are considered full-time with a minimum enrollment in five units per quarter.*

Students who participate in Federal Title IV Financial Aid Programs will have their enrollment status reported to the National Student Loan Data System (NSLDS) each quarter as required by Federal Title IV Regulations. A student's enrollment status, along with other factors, determines that student's eligibility for certain types of financial aid, as well as that student's ability to defer loan repayments. Student's must be enrolled at least half-time to receive any federal loans and/or qualify for continued deferral of repayment for any federal loans previously received.

# Graduation Application:

Upon completion of the requirements for a degree, students must apply for graduation to have their degree posted to their academic records and to receive a diploma. In addition, all tuition and fee payments must be settled. The graduation fee is \$175 (participation in commencement is included.) Please access the following link to complete your graduation application: [2023-2024 Graduation Application \(office.com\)](#).

Any questions about the process of graduation should be addressed to the Office of the Registrar at [registrar@sofia.edu](mailto:registrar@sofia.edu).

Degree posting and diplomas FAQs:

[https://www.sofia.edu/wp-content/uploads/2024/02/Degree-Posting-Diplomas-FAQs\\_Karina-Sulaiman.pdf](https://www.sofia.edu/wp-content/uploads/2024/02/Degree-Posting-Diplomas-FAQs_Karina-Sulaiman.pdf)

Commencement Ceremony Information:

The Commencement Ceremony will be held September 28, 2024, at Sofia's Costa Mesa campus located at 3333 Harbor Blvd, Costa Mesa, CA 92626. To participate in the Commencement Ceremony, please complete the Commencement Application no later than August 1, 2024.

If you have any further questions about graduation, please find the most frequently asked questions here:

Commencement Ceremony Information | Sofia University <https://www.sofia.edu/student-resources/commencement/>