## How Can We Help?

### Registrar
**General questions:**
registraroffice@csi.cuny.edu

Kerri Gerson
Stacy Yurich
Evelyn Anicito

**Email:**
kerri.gerson@csi.cuny.edu
stacy.yurich@csi.cuny.edu
evelyn.anicito@csi.cuny.edu

**Office operations, Budget & Purchasing, Phones, Mail, Email communications, Deferment forms, student certification and enrollment certification Deregistration, registrar mailbox.**

Kara Bisceglie

**Email:**
kara.bisceglie@csi.cuny.edu

**Term activation/rollover, block registration appointment assignments, registration and deregistration backend processing, Pre-requisite validation and sweeps, CUNYFirst permissions/waivers and inquiries, enrollment reporting, medical withdrawal.**

### Degree Audit
**Email:**
degreeaudit@csi.cuny.edu

Hernan Green
Terry DeMeo

**Email:**
hernan.green@csi.cuny.edu
terry.demeo@csi.cuny.edu

**Review applicants for graduation, send candidates for review to appropriate academic department and coordinate responses, correct/order diplomas, input waivers/substitutions notify students of graduation status.**

Annell McSween
Peggy Buttermark
Stefanie Rivera
Tracey Wright

**Email:**
annell.mcsween@csi.cuny.edu
peggy.buttermark@csi.cuny.edu
stephanie.rivera@csi.cuny.edu
tracey.wright@csi.cuny.edu

**Transfer credit evaluations. E-Permit, Readmission, Visiting/non-degree student application and registrations. Office of the Registrar Information Counter activity.**

### Scheduling:
**Email:**
scheduling@csi.cuny.edu
IndependentStudy@csi.cuny.edu

Susan Massara
Marla Vento

**Email:**
susan.massara@csi.cuny.edu
marla.vento@csi.cuny.edu

**Scheduling requests, room, day, time, instructor changes, waitlist, curriculum updates CUNYfirst catalog, restrictions and requisites for courses and sections, final exam scheduling, space reporting, class enrollment reporting, schedule system maintenance, space assignments for special programs.**

### Records
**For a record update/question:**
requestupdate@csi.cuny.edu

Transcript inquiries:
transcriptrequest@csi.cuny.edu

Juline Robinson,
Shelley Giannina
MaryJane Leykam
Crystal Perillo

**Email:**
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maryjane.leykam@csi.cuny.edu
crystal.perillo@csi.cuny.edu

**Grade changes, class rosters, bio/demo student information, change of majors/minors, final grade processing and reporting, study abroad credits, Course and Standing appeals, residency, transcripts, National Student Clearing House.**

### Other Information
For questions on flexible grading policy for spring 2020, email:

CNCSpring@csi.cuny.edu