How Can We Help?

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DEPUTY REGISTRAR **Registration Ops/Troubleshooting:** **registrarresolution@csi.cuny.edu** **This email address is only used when directed by CSI employee**	**Kara Bisceglie**	***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 **degreeaudit@csi.cuny.edu**	**Hernan Green** Terry DeMeo	***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.***
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SCHEDULING: **scheduling@csi.cuny.edu** **IndependentStudy@csi.cuny.edu** **These should only be used by CSI Employees.**	**Susan Massara** Marla Vento	***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	***juline.robinson@csi.cuny.edu*** ***shelley.giannina@csi.cuny.edu*** ***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.***