

**Center for Academic Success, Office of Advising and  
Retention and Office of the Registrar**

Prothro Suite 100 (512)-863-1952

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**Academic Success:**

David Seiler—Director of Academic Success

- ❖ Oversees planning for Academic Success Seminar (PASS) Program for students on academic warning and probation
- ❖ Handles most student, parent, and faculty inquiries
- ❖ Represents unit on various committees/councils

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Jennifer Smull—Assistant Director of Academic Success

- ❖ Manages all of the classroom accommodations for students with documented disabilities
- ❖ Handles faculty inquiries about how to effectively work with students with disabilities
- ❖ Manages testing schedule for students using CASAR testing facilities

Contact info: [smullj@southwestern.edu](mailto:smullj@southwestern.edu)x1536.

Amanda Corcoran—Academic Success Coordinator

- ❖ Manages daily walk-in student traffic
- ❖ Advises a regular caseload of students
- ❖ Oversees BUCS, Captain's Academy and Peer Academic Mentoring Programs
- ❖ Acts as the initial academic point of contact for admitted transfer students
- ❖ Manages the exit interview process for departing students as well as the leave of absence process

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Tania Shebaro—Academic Success Specialist

- ❖ Communicates with faculty (student information, policies and procedures)
- ❖ Schedules staff appointments
- ❖ Provides initial advising information to students visiting or calling the Center for Academic Success and the Office of Advising and Retention
- ❖ Maintains student files and data records
- ❖ Administers exams for students with testing accommodations
- ❖ Assists in management of volunteer note takers

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## **Advising and Retention:**

Jennifer Leach—Director of Advising and Retention

- ❖ Coordinates and manages the academic advising system
- ❖ Analyzes data related to advising- and student retention-related programs and initiatives
- ❖ Coordinates New Advisor Training, advising aspects of Pre-Orientation Day and Orientation

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Ashley Taylor—Assistant to Advising and Retention

- ❖ Assists with strategic plan initiatives for academic advising program
- ❖ Assists in the assessment and evaluation of the advising program
- ❖ Supports the planning of Sprog and additional advising-related campus wide events
- ❖ Prepares materials and communications in support of academic advising initiatives

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## **Office of the Registrar:**

Sean Smith—Registrar

- ❖ Organizes and publishes the University course schedule
- ❖ Oversees grade reporting process, grade changes, resolving incomplete grades
- ❖ Plans and implements student registration
- ❖ Represents the unit on various committees

Contact info: [sean.smith@southwestern.edu](mailto:sean.smith@southwestern.edu), x1952.

Nadia Mahannah—Associate Registrar

- ❖ Evaluates all transfer credit for current and new students
- ❖ Evaluates all study abroad credit for current students
- ❖ Handles certification for Veteran students and dependents using VA benefits
- ❖ Edits and produces the University Catalog
- ❖ Represents the unit on the Curriculum Committee

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Jennifer Kisel—Assistant Registrar

- ❖ Manages Student Planning and graduation plans and audits for all students
- ❖ Processes graduation for May, August and December graduates
- ❖ Handles inquiries from faculty about degree requirements, degree declarations, substitutions, etc.

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