Academic Success:

David Seiler—Director of Academic Success
❖ Oversees planning for Academic Success Seminar (PASS) Program for students on academic warning and probation and Early SUccess Program for students admitted with warning
❖ Handles most student, parent, and faculty inquiries
❖ Represents unit on various committees/councils
Contact info: seilerd@southwestern.edu, x1286.

Jennifer Smull—Associate 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, x1536.

Renee Burrell—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
Contact info: burrellr@southwestern.edu, x1401.

TBA—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
Contact info: success@southwestern.edu, x1954

## 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 Sprog Orientation and Welcome Week
Contact info: leachj@southwestern.edu, 512-863-1886

Ashley Taylor—Assistant to Advising and Retention
❖ Assists with strategic plan initiatives related to advising and retention
❖ Assists in the assessment and evaluation advising and retention initiatives
❖ Supports the planning of Sprog and additional advising-related campus wide events
❖ Prepares materials and communications in support of advising and retention initiatives
Contact info: taylor2@southwestern.edu, 512-864-1284

## 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, 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
Contact info: mahannan@southwestern.edu, x 1952.

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.

Contact info: kiselj@southwestern.edu, x1952.

Theresa “Terri” Torrealba—
Specialist
❖ Manages various aspects of the registration process (adds/drops)
❖ Processes transcripts and enrollment verifications
❖ Handles general inquiries by faculty, staff, and students, in addition to managing the front counter for the Office of the Registrar

Contact info: torrealt@southwestern.edu, x1952.