

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

Prothro Suite 100 (512)-863-1952

registrar@southwestern.edu/success@southwestern.edu

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: torrealb@southwestern.edu, x1952.