

Registrar

The School of Medicine Registrar works closely with the University Registrar and maintains the permanent records and academic documents of all active and former Doctor of Medicine students.

The Registrar is also responsible for:

- Processing requests from students and alumni to view permanent student records
- Maintaining the School of Medicine course catalog and making the necessary annual updates
- Updating the MD program course descriptions and other pertinent information in OASIS
- Managing the registration of all students in their classes each term
- Verifying the accuracy of student grades in the Emory PeopleSoft/OPUS system
- Providing GPA reports for consideration of induction into AOA (MD program) and final honors for graduation
- Managing student enrollment changes
- Monitoring satisfactory progress and advancement to the next phase of the curriculum for MD students
- Ensuring degree candidates have met all graduation requirements
- Certifying graduates with the University, AAMC, and the NBME
- Submitting graduate list of honors students to the University registrar for notation on transcript
- Data reporting on student demographics, enrollment, and academic progress

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Last modified: 7/7/2021