

# 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 School of Medicine students. The Registrar is also responsible for:

- Ensure final grades (including grade changes) have been posted into OPUS
- Process changes to enrollment status for student leaves, dual degree study, and withdrawals in OPUS
- Processing requests from students and alumni to view permanent student records
- Maintaining the School of Medicine course catalog and descriptions with annual updates
- Managing the registration of all students in their classes each term
- Verifying the accuracy of student grades in the Emory PeopleSoft/OPUS system
- Managing student enrollment changes
- Ensuring degree candidates have met all graduation requirements
- Certifying graduates with the University, AAMC, and the NBME
- Degree verifications for state medical board/residency programs for alumni
- Data reporting on student demographics, enrollment, and academic progress

## [Kimberly M. Hemingway](#)

Interim Registrar, School of Medicine  
[404-712-9921](tel:404-712-9921) or [404-727-5655](tel:404-727-5655)

## [Cindy Cheddar](#)

Academic Records Specialist  
[404-727-5655](tel:404-727-5655)

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