

Processing Registrar Forms: For Faculty/Advisor & Students

1. To access the Registrar Fillable PDF Forms, click on the following link:
<https://www.seattleu.edu/education/student-resources-and-services/>
 - Or go to the T-drive (T:\COE\Forms\SU_Forms\Registrar's Office\Forms\Fillable Forms)
2. Select the correct form based on your request of the Registrar**
 - **If you are unsure which is the correct form to use, please reach out to your advisor/faculty for guidance
3. Complete the fillable PDF form with all the required information
4. *If you are a **student***, send the completed form to your advisor/faculty
 - Properly complete the form with all required information before sending it to your advisor/instructor
5. **Advisor/Faculty:** Once you receive the form from your student, digitally sign the form and email it to the department chair (when appropriate)
 - Properly complete the form with all required information before sending it to the department chair.
6. **Department Chair:** Digitally sign the form and upload the form to the t-drive. Then, inform the Associate Dean that the form is ready for processing.
 - Make sure you are emailing the completed fillable PDF form.
7. **Associate Dean:** Digitally sign the form on the t-drive and inform the Administrative staff for processing.
8. Once processed, the form will be sent to the Registrar office.
9. Depending on the request, the student may receive an update from the Registrar office.