



➤ **Who is the Registrar's Office?**

Hallie Moore, Associate Dean for Student Academic Affairs and Registrar
Kristen Zalar, Associate Registrar and International Student Adviser

➤ **Where is the Registrar's Office located?**

The Offices of the Registrar are located in Room N108 – in the hallway across from the Vending Machines. Our hours are 8:30 am – 12 noon and 1:00 pm – 5:00 pm, Monday through Friday.

➤ **What services does The Office of the Registrar provide?**

The Office of the Registrar provides the following student services:

- Registration assistance
- Academic Advising
- Student Schedule Maintenance
- Evaluation of Transfer Student status
- Evaluation of Advanced Placement Scores
- Grade Reports
- Proof of Enrollment documentation
- Transcript Requests
- International Student Advising

➤ **What is The Cleveland Institute of Music's privacy policy? FERPA forms must be submitted yearly to the Registrar's Office.**

▪ **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of a request for access.
2. The right to request the amendment of the student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901



The right to provide written consent before CIM discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

CIM discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by CIM in an administrative, supervisory, academic, research, or support staff position (including security unit personnel); a person or company with whom CIM has contracted as its agent to provide a service instead of using CIM employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks (i.e., student employee/work study student).

A school official has a legitimate educational interest if the official seeks the information within the context of his/her assigned CIM responsibilities; the information sought must be used within the context of official CIM business; and the information requested must be relevant and necessary to the accomplishment of some task or service related to CIM's educational mission.

4. CIM may disclose Directory Information without a student's prior written consent. Directory information is information not generally considered harmful or an invasion of privacy if disclosed. CIM reserves the right to utilize photos taken at sponsored events or in public areas of the campus in marketing material.

Students may restrict the release of Directory Information, except to school officials with legitimate educational interests. To do so, a student must submit the request for non-disclosure in writing to the Registrar's Office.

Question concerning FERPA should be referred to the Registrar's Office.

- **What if I don't want my address/phone printed in the student directory?**
 - If you choose to not have your address/phone printed in the student directory please fill out a new FERPA Release form. This form is located on the bookcase outside the Registrar's Office.
- **How do I change my address?**
 - Students are to update all address and phone information through Self-Service.



- **When do I register for classes?**
 - Students will register for classes at the following times.
For Spring Semester: November through the first week of class (the end of the drop/add period).
For Fall Semester: April through the first week of class (the end of the drop/add period).
 - Please be sure to consult the CIM 5 Year Calendar for the dates of registration. The 5 Year Calendar can be located at <https://www.cim.edu/conservatory/registrar.php>

- **How do I add / drop a class?**
 - Drop/Add is accomplished through Self-Service. Please see the instructions on Self-Service or speak to your adviser.

- **Where do I get the CWRU Course schedule?**
 - The CWRU course schedule is available on line through a link found on the Registrar's Page at <https://www.cim.edu/conservatory/registrar.php>

- **What does it mean to "withdraw" from a class? How does a "W" affect my grade report?**
 - If you decide to withdraw from a class you do so because the drop/add period has ended. A "W" does not affect your GPA but does count toward attempted credit hours and may impact Satisfactory Academic Progress toward your degree. If you have specific questions, please see your adviser.

- **How do I get permission to register for a "permit required" course?**
 - If the course you are requesting allows you to email the instructor through Self-Service, please use that option. Once they approve your request you can select the course from your cart and submit it for adviser approval. If the course does not offer you the option to contact the instructor, you should pick up a Class Permit /Course Override form from the Registrar's Office. Complete the form, obtain the instructor's signature, and return it to the office.

- **How do I get credit for an independent performance project?**
 - You petition the Registrar's Office for credit. You may also choose to participate in a Misc. Ensemble for which you obtain the form from the Registrar's Office.



- **What is “documentation of enrollment” or “student status verification”? How do I get this?**
 - This is a letter stating your enrollment status with the Cleveland Institute of Music. Often insurance companies will request verification of your status. The request form for Enrollment Verification is located on the Registrar’s Page at <https://www.cim.edu/conservatory/registrar.php>

- **What is an official transcript?**
 - An official transcript is a document that states conferral of degree and includes any other academic action.

- **Why is there a “hold” status on my semester grade report?**
 - Grades will be held for any outstanding financial obligation or for library issues.

- **Why is there a “hold” status on my registration?**
 - You are unable to register for classes until you have fulfilled any outstanding financial obligations.

- **Who is my Academic Adviser?**
 - As a general rule the following is your assignment but both Mrs. Moore and Ms. Zalar are available to meet with you.
 - *Domestic BM, MM, DMA students are advised by Mrs. Moore*
 - *PS, AD and all International Students are advised by Ms. Zalar.*
 - *International DMA students are advised by Mrs. Moore*

- **How do I know what classes I am required to take?**
 - The CIM Catalog is located on the CIM web page, <https://www.cim.edu/conservatory/registrar.php> and is your contract with CIM. All degree programs and the required courses and/or performance requirements are in the Catalog. In addition to the Catalog you will find the Academic Advising Sheets for your program (BM, MM, PS, AD) and your instrument on the Registrar’s Page at <https://www.cim.edu/conservatory/registrar.php> These sheets should be used as a guide for registering for your classes. Your academic advising sheet will be updated each semester at the time of your advising appointment and emailed to you.