

| Who do I call? | Duties | Who do I send? |
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| Admissions | <ul style="list-style-type: none"> • Assistance with admissions applications • First course advising • Career and degree pathway advising • Transcript in-take and review • College/TSI readiness assessment • Meningitis immunization compliance • Residency documentation review • Audit registration (ALL students) | New students to San Jacinto College (FTIC & Transfer) |
| Educational Planning, Counseling, & Completion | <ul style="list-style-type: none"> • Continuous and mid-point advising • Outgoing transcripts ordered in-person • Career and degree pathway advising • International student admissions and registration • Address & residency updates • Personal information changes • Verification of enrollment/degree (new & continuing) • Personal counseling • Academic Fresh Start (only applies to continuing students) • Disability & accommodation services • Waiver/Exemption Dean approval (new & continuing) • Graduation application in-take and processing • Withdrawals/reinstatements/drops (new & continuing) • Course substitutions | Continuing students at San Jacinto College |
| Registrar & Records Management | <ul style="list-style-type: none"> • Outgoing transcripts requested online or by mail • Meningitis immunization compliance received by fax or online • Transcript evaluations • CLEP & AP evaluations • State reporting data maintenance • Mailed transcripts reviewed for TSI • Final graduation compliance review and awarding • Technical degree & certificate completion investigation • District-wide course roster correction form in-take • Change of grade workflow audit | No students- This office is a processing and reporting center |
| Compliance & Judicial Affairs | <ul style="list-style-type: none"> • Student Code of Conduct Violations • Clery reporting | Any student |