

Registrar's Office Contact List

Name & Title	Contact Information	Areas of Responsibility
Cheryl Heath Senior Recorder	7787-5292 heathcl@sunybroome.edu	Assistance with Fast Forward, Booking of Conference Rooms , Booking General Purpose Classrooms, Grade Changes, Drop/Adds, Final Exam Schedule, Program change processing, Transfer Credit evaluation processing, PTK Officer processing, Service Learning credit processing, Complete Withdrawal & Medical Withdrawal processing, Replacement Diploma & Certificate, Registrar's General email acct, Special assignments
Debbie Lake Senior Recorder	778-5253 lakeda@sunybroome.edu	Assistance with Early Admits, Attendance processing, Drop/Adds, Grade processing, Incomplete Contracts, Independent Study, Late Registration Fee Processing, Order Supplies, Requisitions, Study Abroad, Work Study
Dawn Kutz Assistant Registrar	778-5293 kutzde@sunybroome.edu	Articulations, Class Schedule Changes, Degree Audit including CAPP and Degree Works, FLAC, Outcome Tracking, Program Changes, SIRUS reporting corrections, Student Retention Initiatives, Substitutions/Waivers/Exceptions, SUNY Gen Ed, SUNY Transfer Mobility Contact, TAP Certification for Full Time Students, Transfer Credit processing
Samantha Potter	778-5553	Address Changes, Associate Degree and Certificate production,

Student Records Specialist	potters@sunybroome.edu	Drop/Adds, File Folders, Graduation Certification processing
Connie Petrolle Recorder	778-5267 petrollecs@sunybroome.edu	Drop/Adds, Enrollment Certifications, Transcript production including Official and GETA
Sandy Williams Recorder	778-5349 williamsan@sunybroome.edu	Clearinghouse Verifications, Course Section Comments Updates, Deferments, Drop/Adds, Enrollment Certifications, Receptionist, Senior Audit Registrations, Study Abroad Registrations
Marty Guzzi Registrar	778-5295 guzzimj@sunybroome.edu	Academic Standing Calculations, Appeals for Academic Continuance Processing, Attendance Notifications, Banner Set Up for Registration, Budget, Coordinate Central Registration, Coordinate Enrollment and Graduation Reporting, Coordinate Master Schedule Production, Course and Curriculum Review, FTE Comparative Reports, Grade Changes, Grade Notifications, TAP Certification for Part Time and ADA, Run Scripts to Update Student Records, Website Information Updates