

The Registrar's Office: Academic Records, Registration, Grades, Transcripts, and more

On behalf of the Registrar's office, we'd like to welcome you to Hiram College! Our services include providing information and tools to facilitate student academic progress at Hiram College. We encourage you to review the brief outline of services below and to contact us with any questions.

Academic Records

Hiram College is committed to the protection and confidentiality of student educational records, adhering closely to the guidelines established by the [Family Educational Rights and Privacy Act](#) – a federal legislation established to regulate access and maintenance of student educational records.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent. It is important to note that all rights to access move to the student when that student (regardless of age) is in a post-secondary education institution; parents, spouses, and significant others have no inherent right to have access to student education records. Education records for the most part, with certain exceptions, include all records maintained in any medium which can identify the student.

Please visit www.hiram.edu/registrar to view Hiram's Annual Notification to Students regarding their FERPA rights and the exceptions to the requirement of prior student consent for release of student record information.

How Students Can Access Grades

Currently enrolled students can access their midterm and final grades through their secure Web4Student account. Grades, including Progress Report, Midterm and Final grades, are viewable as soon as they are posted by faculty.

Hiram College does not mail grades at the end of each semester. Students may obtain a copy of their final grades either by accessing their secure Web4Student account and printing a copy of their final grades or by completing a Request to Mail Grades form. This form is available in the Registrar's Office or can be downloaded from www.hiram.edu/registrar. Once completed, the form must be returned to the Registrar's Office.

Please note: Under FERPA we cannot issue grades to anyone, including parents, without the student's written consent on a **Request to Mail Grades Form**. As always, we encourage students to communicate their academic progress with their parents.

Registrar Office Information

Services provided by the Registrar's Office include:

- Enrollment verification
- Transcripts
- Verification of good standing
- Registration and Class Schedule
- Declaration of major, minor, and advisor
- Processing of Advanced Placement, International Baccalaureate, and all transfer credit
- Processing grade mailers upon student request
- More information can be obtained from the Registrar's Office website:
www.hiram.edu/registrar

The Registrar's Office is located in Teachout-Price, first floor. Our hours of operation are 8:30 am to 5:00 pm, Monday through Thursday, and 9:30 am to 5:00 pm on Friday.

Telephone: (330) 569-5210

24/7 Secure Fax: (330) 569-5211

Email: Registrar@hiram.edu

Mailing Address:

Hiram College
Registrar's Office
PO Box 67
Hiram, OH 44234

Registrar's Office Staff

Theresa Fuller, Registrar
330.569.5214
fullertd@hiram.edu

Virginia Taylor, Associate Registrar
330.569.5213
blandma@hiram.edu

Mary Bland, Assistant Registrar
330.569.5080
blandma@hiram.edu

Martha Meyer, Assistant Registrar
330.569.5212
MeyerML@hiram.edu

Main Office Number
330.569.5210