

Did You Know that the Office of the University Registrar...



Did you know that the **Office of the University Registrar** supports the academic mission of the University by providing comprehensive enrolment management services to members of the Queen's community, including applicants and students, faculty, staff and alumni?

Within a framework of University Senate, Faculty, and government policies, they are committed to providing a high standard of accurate and timely service in a fair, friendly, and comprehensive manner.

What they do

The Office of the University Registrar has three units:

- **Student Awards**, which coordinates student financial assistance in all of its forms – OSAP, other Government Student Financial Assistance Programs, Scholarships and Awards, and Bursaries for our new and in-course students.
- **Student Information Systems**, which coordinates SOLUS, the online Student Centre.
- **Student Records and Services / Faculty Services**, which is responsible for managing student record collection and retention, tuition fees, Queen's Photo ID (your student card), transcripts, exam and course scheduling, course evaluation (USAT), and convocation / graduation.

Where we are

The office is located at Room 125 (first floor) in Gordon Hall and is open Monday to Friday, from 8:30 am to 4:30 pm to serve you.

Other ways to contact the office:

By telephone

- Awards:
 - Phone: (613) 533-2216
- Records and Services:
 - Phone: (613) 533-2040
 - Fees Line: (613) 533-6894



By email

- For OSAP, bursaries, and general awards inquiries – awards@queensu.ca
- For general inquiries – solus@queensu.ca
- For questions about Convocation and graduation – graduand@queensu.ca
- For questions about Official Transcripts – transcpt@queensu.ca
- For fee related questions – fees@queensu.ca
- For inquiries about Student Photo ID cards – student.card@queensu.ca