



## JAMAICA THEOLOGICAL SEMINARY

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### The Registrar

The first Registrar was appointed in 1994-1995. Since then this very important office has continued to provide valuable support to the academic life and health of the institution. The current office holder, Rev. Peter Stroude has served for a decade. The current complement of staff includes an Assistant Registrar and a Registrar's assistant.

The Registrar and his staff are responsible for a host of critical functions:

- Registration for classes
- Evaluation of credits on application
- Timetabling of courses
- Scheduling rooms
- Record-keeping
- Preparation of transcripts
- Evaluating faculty evaluation forms
- Supply of stationery for faculty
- Communication through notices and letters with persons and internal and external agencies
- Production and publication of the academic calendar