



August 2025

# The Office of the Registrar

## August 2025 Newsletter

### Catalog Year Policy Explained

Walsh University requires students to follow the curriculum requirements that are in effect at the time of matriculation at the University. This policy applies to all general education courses, as well as requirements for majors, minors, concentrations, and certificates.

Students are placed on the catalog year in effect at the time of entry to Walsh. This assigned specific catalog year determines the set of academic requirements the student must fulfill. All degree components- general education, majors, minors, concentrations, and certificates- must be completed according to this assigned catalog year.

A student's catalog year does NOT change if the student later declares or changes their major, minor, concentration or certificate. If a student adds an additional major, the student will follow the requirements from the catalog year assigned at the time of their entry to the University.

### UPCOMING IMPORTANT DATES

August 18	Fall Session Begins
August 22	Last Day to Add and Drop classes <b>by NOON</b> , including full term classes
August 29	Round 2 of schedule edits for Fall 2026 due
September 1	Labor Day, University closed
September 2	Fall 2026 Schedule live on the CAV Center
September 15	Midterm Grades due <b>by 4:00 pm</b>
September 26	Last day to drop classes with a W, including Administrative Withdrawals <b>by NOON</b> , includes full term classes
September 30	Spring Semester Graduation Application Deadline

# Highlight on Walsh E-forms

The Office of the Registrar utilizes digital forms for a number of administrative and academic processes.



## Access to Forms

- Both faculty and students have access to Walsh E-Forms. Some forms are initiated by the student while other forms are initiated by the faculty. Forms are able to be accessed in the CAV Center.



## Faculty Role

- If a form requires faculty review or approval, an email will be sent with a direct link to the form or forms can be accessed through the CAV Center.
- Faculty can choose to Approve, Decline, Refer or Return the form. Comments can also be made under the History tab.
- Each action triggers notifications and continues the workflow.



## Student Role

- Students choose the appropriate form and fill out all the required information accurately. Forms must be submitted by posted deadlines.
- Students should monitor their Walsh email for updates and other communication.



## Registrar's Role

- The Office of the Registrar monitors the workflow of all the E-forms and ensures the forms are routed to the appropriate faculty or students.
- Student records and schedules are updated or modified by the Registrar's Office according to the information submitted on the E-form.



## Additional Information

- See [SoftDocs Guides \(Walsh E-Form\)](#) on the Walsh University website.

Do you have students asking how to order official transcripts?



- Direct the student to the Office of the Registrar webpage
- Under the Transcripts & Records heading, they should choose Request/Track Transcripts
- Students can choose [Option 1: Order Your Transcript Online](#) or [Option 2: Manual Transcript Request](#)
- Option 1 is recommended. Transcripts are processed through the National Student Clearinghouse and are sent electronically
- Paper and electronic transcripts are both \$15

## Questions?

Please contact  
The Office of the  
Registrar at  
[registrar@walsh.edu](mailto:registrar@walsh.edu)

### The Office of the Registrar Staff

**Alexandria Sanders**  
University Registrar  
[asanders@walsh.edu](mailto:asanders@walsh.edu)

**Kelsey Nagy**  
Assistant Registrar  
[knagy@walsh.edu](mailto:knagy@walsh.edu)

**Mary Sveda**  
Academic Records Representative  
[msveda@walsh.edu](mailto:msveda@walsh.edu)

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