

# REGISTRATION & RECORDS

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Registration and Records maintains all official student records. Any changes pertaining to student information should be directed to this office. For a full list of their services, please visit the Registration and Records tab ([https://my.ketchum.edu/ICS/Office\\_of\\_Registrar/](https://my.ketchum.edu/ICS/Office_of_Registrar/)) on the portal. Unofficial transcripts are available on the My Records tab ([https://my.ketchum.edu/ICS/My\\_Records/My\\_Unofficial\\_Transcript.jnz](https://my.ketchum.edu/ICS/My_Records/My_Unofficial_Transcript.jnz)) on the portal.

Refer to the University Catalog (<https://catalog.ketchum.edu/university-catalog/university-policies-procedures/student-records-policies-procedures/>) for more information regarding student records.

## Contact Information

Email: [Registrar@ketchum.edu](mailto:Registrar@ketchum.edu)

Location/Hours:

MBKU Fullerton Campus, Building D  
Monday-Friday 8:00am – 5:00pm