The University Registrar is the official custodian of academic records and the keeper of the university seal at Florida A&M University. The general functions of the university registrar are to assist in planning and executing academic policies and programs; provide for administration of policies and regulations pertaining to the academic status of students; provide for planning and executing orderly registration and graduation of students; develop the academic calendar, semester schedule of classes and final examination schedules; responsible for the maintenance and security of dependents of veterans receiving veteran benefits.

The specific responsibilities of the office are to collect and maintain academic information; conduct registration for regular degree-seeking and non-degree seeking students, and continuing education students; process requests for veteran benefits; process the graduation of degree-seeking students; process change of grades and acceptance of transfer credits; prepare and distribute transcripts; maintain accurate academic, historical, biographical, and directory information; provide information and data for use and review by college deans, planning directors, vice presidents, the President, the Board of Governors, U.S. Department of Education, and other authorized personnel and agencies.

Source:  http://www.famu.edu/index.cfm?a=Registrar