

Bradley University  
Academic Records

## **Electronic Academic Records**

A student's entire academic record can be accessed through the Registrar's online record system, Acinquire. The URL is: <http://acinquire.bradley.edu>  
Faculty and staff must have permission to access student records. Faculty who advise students must obtain permission from the Dean of his/her college. Those permissions are kept on file with the Registrar.

Acinquire is an Internet-based system that faculty can use to get information such as a student's midterm grades, accepted transfer work, and the student's schedule. Another powerful advising tool available to advisors through the Registrar's Office is the Degree Audit Requirement System (DARS). DARS is an option within the Access system that will allow the advisor to view all the graduation requirements for a particular major and the progress that a student has made in fulfilling those requirements. DARS will also identify how many credit hours the student has accumulated, GPA, junior/senior hours, and residency hours. Students also have access to DARS for their degree audit. Advisors should encourage students to bring an updated copy of their degree audit to their advising sessions.

If an error in the DARS is detected, the advisor should contact the Registrar's Office to rectify the situation. If a waiver to a college and/or department requirement is granted, the advisor should inform the Registrar's Office so the DARS is updated. For more information, contact Ms. Angela Butler, Assistant Registrar, 677-3099.

## **Regiserv**

The Registrar's Office provides electronic notices and updates to faculty about dates for advising, grades, faculty office hours, and roster information. To receive these email messages, contact Andy Kindler at: [akindler@bumail.bradley.edu](mailto:akindler@bumail.bradley.edu)

## Departmental/College Academic Records

Each department/college varies on the form of records maintained by the unit. Some departments maintain a hard copy of every student record. Information regarding transfer approval of coursework, petitions, and change of major/minor approvals are collected in a student's folder. An academic advisor should also include information about visits with that student in his/her folder. This information can be valuable if a student changes advisors or if department/college awards are being selected. To obtain the hard copy of a student's record, the advisor should see the department administrative support staff member or the college record administrative support staff member. Please refer to the list below:

Foster College of Business Administration.....Alison Jones, x2254  
College of Education and Health Sciences.....Mhairi Doty, x3183  
College of Engineering.....Sharon McBride, x2975  
College of Liberal Arts and Sciences.....Patti Hill, x2384  
Maggie Koehler, x2382  
Slane College of Communication and Fine Arts.....Vicki Tomblin, x2254