

# OFFICE OF THE REGISTRAR



Providing Guidance, Record-Keeping, and Customer Service in Support of Student Success

Processing timelines shown are estimates and during peak times throughout the academic year additional processing time may be necessary.

Typical processing time for services:

SERVICE	DESCRIPTION	PROCESSING TIMELINE	WHERE CAN I CONFIRM?
Graduate Degree Conferral	The administrative process for posting degrees for graduate level students who have satisfied degree requirements. Upon receipt of final grades, degrees are conferred and will show on your transcript	Approximately 3 to 4 weeks from when final grades are published.	Transcript
Professional Military Education Update (PME) to MilPDS	The administrative process for ensuring PME course/program completions and developmental education levels is accurately entered in USAF Military Personnel Data System. <b>This is an automated system update.</b>	Approximately 5 business days	vMilitary Personnel File (MPF)
Academic Record Update to MilPDS	The administrative process for ensuring academic specialty code and updates that data along with the school code and academic level into the USAF Military Personnel Data System.	Approximately 10 business days	vMilitary Personnel File (MPF)
Official Transcript Request	Order your official transcript via Parchment. Ordering information is located on the Air University Registrar's webpage. additional time required for records retrieved from the legacy database.	Approximately 7 business days*	Parchment Text, Parchment Site
Enrollment Verification	Complete an AU Registrar request for verification form located on the AU Registrar website or submit a form for our completion.	Approximately 5 business days	Email notice?
CCAF Diploma Reprint for Replacement	This is an administrative authorization to issue a reprinted copy of the initial CCAF diploma for replacement due to loss or damage.	Approximately 45 business days	Email confirmation
International Officer Admissions Status	Admission status reflects the status of your application and required documents to begin enrollment into an Air University program.	Approximately 5 business days after receiving all required documents	Registrar Office letter
Service Now Ticket	This is the AU Registrar's customer service ticketing system and is available for students and third parties to request assistance from Air University Registrar Office.	Approximately 5 business days after receiving request	Service Now Email confirmation
Registrar Org Email	This is the AU Registrar's customer service email box and is available for students and third parties to request assistance from the Air University Registrar Office.	Approximately 3 business days	Registrar email response
CCAF Inbound Transcript Processing	Transcripts that are submitted for review to receive transfer credit acceptance toward your undergraduate degree program.	Approximately 60 business days	Transcript
CCAF Degree Conferral	The administrative process for posting degrees for undergraduate level students who have satisfied degree requirements. Upon receipt of nomination for graduation from your education office, degrees are conferred and will show on your transcript.	Approximately 30 business days	Transcript

\*Additional time is required for records retrieved from the legacy database.