## **Student Enrolment Services**

Student Enrolment Services is committed to providing outstanding customer service to new and current students, staff, faculty and the community at large.

## WHO ARE WE?

Student Enrolment Services (SES) is the public face for the Office of the Registrar, providing day-to-day student-centered services related to the areas of admission, registration, fee payments, academic records and graduation. We work closely with other departments in the Student Affairs division in the implementation and delivery of new services, policies and procedures.

## WHAT DO WE DO?

Counter service, including cashiering functions, is available on the Richmond, Surrey and Langley campuses. In addition to providing one-on-one assistance in-person at the front counters, the SES team provides telephone and email support to students.

SES provides the following Front Counter services on each campus\*:

- Admission, Transfer Credit, Registration and Academic Records Information
- Tuition & Other Fee Payments
- Transcript Requests & Pick-ups
- Advising & Testing Appointment Bookings
- Financial Aid and Student Awards Assistance
- Graduation Information

\*Students on the Cloverdale campus can access these support services through the Dean's Office.

Students are encouraged to visit kwantlen.ca/currentstudents for answers to questions regarding admission, registration, fee payment, transcripts, transfer credit, financial aid, and more.

Students can also send email inquiries to studentinfo@kwantlen.ca or telephone SES at 604-599-2000.