

## Debra L. Hytower

### EDUCATION

West Georgia College B.B.A. Management	Carrollton, Georgia December 1979
ITCC, Lockheed-Georgia Company Word Processing Certificate	Marietta, Georgia August 1980

### RELEVANT EXPERIENCE

**Assistant Registrar for Transfer Evaluation**  
University of West Georgia, Carrollton, Georgia  
1993 to Present

- Responsible for evaluating the transfer credit of new and continuing undergraduates
- Interpret and explain to prospective students, continuing students, faculty and staff current policies governing the transfer of credit, the College Level Examination Program, and educational experiences in the Armed Forces of the United States
- Serve as liaison between the Registrar's Office, the Admissions Office, and the academic departments on all matters related to the transfer of credit
- Responsible for maintaining the computer and paper transfer records of undergraduate students
- Record transfer credit awarded to graduate students to the computer files
- Maintain and update the transfer articulation sub-module of the Banner academic history module

**Office Manager, Registrar Office**  
West Georgia College, Carrollton, Georgia  
1988 to 1993

- Assisted the Associate Registrar in coordinating the daily operation of the Registrar's Office
- Maintained a current knowledge of policies and procedures governing the operation of the Registrar's Office
- Coordinated Veterans Affairs
- Supervised student assistants
- Coordinated the establishment and maintenance of records in the records room and vault
- Coordinated the microfilming of permanent academic records
- Assisted in the quarterly evaluation of undergraduate degree candidates
- Assisted in posting transfer credit on undergraduate transcripts

**Recorder II, Registrar Office**  
West Georgia College, Carrollton, Georgia  
1985-1988

**Senior Secretary to Assistant Director of Operations,**  
Residence Life Office, West Georgia College, Carrollton, Georgia  
1981-1985

**Service Order Typist**  
Southern Bell, Chamblee, Georgia  
1980-1981

**INVOLVEMENTS** Volunteer, Committee for Better Ward 1  
Athletic Booster Club  
Parent Advisory Committee