# THE CHATTER

## REGISTRAR'S OFFICE NEWSLETTER

## IMPORTANT DATES

### AUGUST 2022

- **AUGUST 1**
  - **All Summer grades due 10am**
  - **New Info Rlease Authorization live in Tech Express**
- **AUGUST 4**
  - **New Faculty Orientation**
- **AUGUST 11-12**
  - **Advisement & Registration ("Open Registration")**
- **AUGUST 18**
  - **Fall 2022 Classes Begin**
- **AUGUST 22**
  - **TN eCampus Classes Begin**
- **AUGUST 24**
  - **Registrar's Office Q&A Session**
- **AUGUST 31**
  - **Last Day to Add Classes in Eagle Online (Drop Form Request link can be used to drop classes in Eagle Online through the last day to drop with a "W".)**
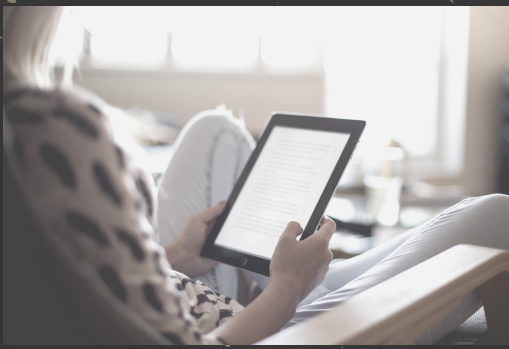
## REGISTRAR'S Q&A Session

The Office of the Registrar is conducting an open forum for questions and answers. The forum is open to all faculty members to ask questions about any and all matters relating to processing within the Registrar's Office; topics such as substitution workflows, Degree Works, etc.

Join us on Wednesday, August 24th at 11am on Teams!

**CONGRATS**

Congrats to our Summer graduates! **290** undergraduate and graduate degrees were awarded along with **18** certificates.

## PREFERRED NAMES

A new form is available to change one's preferred first name! This change will now occur across several platforms and will have much higher levels of visibility than previously.

Preferred names will not replace a legal name change, so be aware that this is just for the first name. There will also be some limitations (alphabetical characters, apostrophes, periods, and hyphens.

TTU reserves the right to deny a preferred name if it contains inappropriate or offensive language or is being used for misrepresentation.

**Check out the new form here!**

## FALL 22 ACADEMIC PURGE

The Fall 2022 academic purge is underway. Students who are registered for Fall 2022, but who did not make the academic requirements during their Spring 2022 and/or Summer 2022 semesters now show on the purge listing for academic departments to review and determine if a permit is necessary/appropriate. Students are also tagged in TechConnect as well. The deadline for permits is Friday, August 12th.

# INFORMATION

# NEW

## RELEASE AUTHORIZATION

In collaboration with ITS, the Registrar's Office is excited to announce a new Information Release Authorization within Tech Express! Information Release Authorizations have historically been completed in Eagle Online, but we have improved upon that process and made it much more accessible by now housing it within Tech Express (TE).

You can access your Information Release Authorization by clicking the green "Information Release Authorization" button under your profile in TE. From there, you will be able to click the toggle to prevent having your directory information released (this would prevent your name from being published in the Dean's List, press releases, the website, etc.). Or, you can leave the toggle unclicked to allow your directory information to be released.

Then, click + Add New Authorization and fill in the name of the person you wish to allow access, select the relationship, select an 8 alphanumeric passphrase code that you will share with the named individual in the release, as well as the areas you want them to be able to access your information. Finally, click Save New Authorization. If at any time you need to remove the authorization, you can click the edit icon next to the existing information release authorization, and toggle Active to make the release inactive.

When a user calls to retrieve information for you, they will only be given the information you selected in the release, and will only be given that information upon supplying the university with the passcode you created for that individual on your release.

You will want to create a NEW information release authorization as soon as possible so that we can update your record. Beginning September 15th, 2022 all previous releases stored within banner will be inactivated and will no longer be used to release your information to authorized individuals.

Please contact the registrar at registrar@tntech.edu with questions on this new release! Training materials will be provided as soon as possible for the new release at: www.tntech.edu/records.

## Keep in touch!

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