THE CHATTER

REGISTRAR'S OFFICE NEWSLETTER

Important Dates

DECEMBER 2022

Last Day of Classes	**2**
Finals	**5-8**
Commencement	**9**
Grades Due 10am	**12**
Course Selection	**16**
(Fee Waivers & Disabled)	
Holiday Break	**23**

Fall 22 Grading

ALL grades are due by the Monday, December 12th, 2022, deadline. Any student who does not have a grade by the 10:00 a.m. deadline will be issued an NR (Not Reported) grade. NR grades are incomplete grades that prevent finalizing a student's record for that semester. Grades not submitted on time or NR grades can affect the following:

- Financial Aid & Scholarship Eligibility
- Student Verification of Grades for Insurance Purposes
- Academic Standing Calculations
- Degrees from being Awarded
- Incomplete Transcripts (affecting Transfer Students, Graduate Admissions, Employment Opportunities, etc.).
- Completion or Issuing of Licensures
- Compliance for International Students
- Visa Renewal Issues (due to an incomplete transcript)

ATTENDANCE REPORTING

ASSIGNING "F" GRADES

· "F" GRADE: If the student failed your course due to academic performance (excluding attendance), enter an "F" grade. Earned "F" grades will not require the Last Date of Attendance (LDA).

• "FA" GRADE: Use the "FA" grade for a student who stopped attending your course. "FA" grades require the Last Date of Attendance (LDA).

• "NF." GRADE: Use the "NF" grade for a student that has NEVER attended your course. "NF" grades will require a Last Date of Attendance (LDA). For Fall 2022, please use the following date for the LDA if the student NEVER attended your course.

- **Full Term Course: 8/17/2022**

*****To document participation, instructors may use their normal processes in evaluating course work, such as roll call, group participation, test grades, homework grades, etc.

Attendance Reporting Instructions:
- From Tech Express, choose the Faculty Services Link in Eagle Online, click on Instructional Faculty Menu, then click on Attendance Reporting.
- If the student has been attending consistently, leave a "Y" (yes, attending) in the pull-down menu. No date is required.
- If the student has Never Attended your class, choose "N" (never attended) from the pull-down menu.). For Fall 2022, please use the date below for the LDA if the student NEVER attended your course.

- Full Term Course: 8/17/2022

- If the student has Stopped attending, choose "S" (stopped attending) from the pull-down menu. Please enter the date you associate as the student's Last Date Attended and enter it in the blank to the right using the following format: MM/DD/YYYY

To report attendance for another class, go back to the menu, and click Select CRN. Next, choose the course from the pull-down menu. Then click on Report Attendance.

Click here for more information and choose Entering LDA (Last Dates of Attendance): https://www.tntech.edu/records/faculty.php

- When contacting the registrar's office to inquire about capturing grades for your course(s), please email us the CRN(s) of all sections for which you are making your inquiry.

New to the Team

Help us welcome Ms. Cheryl Short to the team! She is assisting students and the campus community at our front desk!

For assistance within the Registrar's Office, please contact us at:

registrar@tntech.edu
931.372.3504

HAPPY
Holidays

From our office
to yours, we wish you
a safe and happy
holiday season!

ENTERING FINAL GRADES

- From Tech Express, choose the Faculty Services Link in Eagle Online, click on Instructional Faculty Menu, then click on FINAL GRADES.
- Select the CURRENT TERM.
- Choose the course from the pull-down menu and click submit.
- Select the student and choose grade from the pull-down menu. If you have already entered and completed Attendance Reporting, there is no need to enter an LDA on this form.
- Enter all grades and submit. There is a 30-minute time limit on this page, so submit often.
- To enter grades for another class, go back to the menu, and click Select CRN. Next, choose the course from the pull-down menu. Then click on Final Grades.

Grades can be changed via the Grade Roster within your Eagle Online account until the grade is rolled to the student transcript. You can check the status of a grade on your Grade Roster under the column titled "Rolled" with an N (No) or Y (Yes). To change a grade after the grade has rolled to the student record, please submit the change via the Grade Change Request for a Prior Term link in Banner Self-Service.

TTU Grade definitions:
A–excellent
AU.–audit*
B–good
X–absent from examination
C–satisfactory
W–withdrew passing*
D–passing
S–satisfactory*
F–failure
U–unsatisfactory
I–incomplete*
CU.–co-op unsatisfactory*
IF–incomplete, calculated as an F
SP.–thesis(satisfactory progress)*
FA.-failure attendance
NR.-not reported
NF.– fail, never attended
NP–thesis (no progress)*
P–pass*
EXC–exchange program*
*Grades with an asterisk are not calculated in the Grade Point Average (GPA).