



THE CHATTER

REGISTRAR'S OFFICE NEWSLETTER

AMERICA - AFRICA
ASIA - AUSTRAL ASIA

Important Dates



FEBRUARY 2023

Summer 2023 Graduation Application Due

1

Summer/Fall 23 Course Schedule Draft Due

8

Summer/Fall 23 Course Schedule Final Plan Due

17

Summer/Fall 23 Course Schedule Dean Approval

24

FERPA REMINDERS

The Family Educational Rights Privacy Act (FERPA) was passed in 1974 by Congress to require educational institutions to:

- Provide students access to their educational records.
- Allow students to correct inaccurate or misleading information in these records.
- Limit the release of information to third parties.

As an employee of Tennessee Tech University, you are responsible for controlling access and protecting the student records you possess. Always be conscious and aware of how and with whom you share information. Be sensitive to student privacy and always err on the side of caution. The Registrar's Office has resources available to you to help you in learning more about FERPA as well as what to do and what not to do!

View our FERPA Fast Facts and video tutorials by clicking the following: [Fast Facts](#) (chart) [Student Privacy 101](#) (video tutorial) [Email & Student Privacy](#)



FACULTY & STAFF RESOURCES

KEEP IN TOUCH!

We are always here to help!

Brandi, Registrar

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Brittany, Associate Registrar

931.372.6806

Mary, Assistant Director

931.372.3303

Autumn, Specialist M-Q

931.372.3315

Amanda, Specialist A-E

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Cat, Specialist, F-L

931.372.3542

Cari, Records Specialist

931.372.3505

Cheryl C., NCAA

931.372.6260

Cheryl S., Front Desk

931.372.3504

The Office of the Registrar's website has a [Faculty and Staff page](#) that offers varying resources to assist you throughout the semester. We encourage you to review this page as often as possible! Check it out when you're needing information on:

- Course Scheduling
 - View the timeline.
 - View information on setting up courses.
 - See campus and course information.
- Change of Majors
 - View step-by-step instructions.
- Attendance
 - View how to track class attendance.
 - See information on submitting LDAs.
- Grades/Grading Information
 - Including incomplete grades and which forms you'll need.
- Substitution Requests
- FERPA
- Guides to registration errors, class rosters, etc.

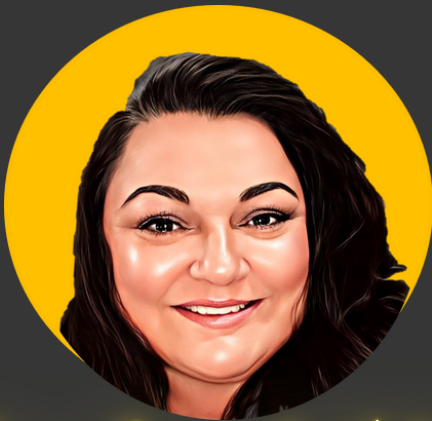




NEW WITHDRAWAL PROCESS

Before, students were directed to go to Eagle Online and click the Request for University Withdrawal link under the Registration link. There were issues happening there, so ITS suggested creating a Dynamic Form to alleviate those issues happening within EO.

The Dynamic Form is now live (at the very bottom of the page):
<https://www.tntech.edu/records/universitywithdrawal.php>



How Can I Help?

I am always here for you!
Connect with me anytime,
especially if I can help!
bmfletcher@tntech.edu
931.372.3419

hello



Hi! I'm Cheryl and I work in the Registrar's Office at the front desk. I'm a mother of two wonderful daughters who put sunshine into my life. I also have a charming and handsome two-year-old grandson. Talk about sunshine in your life; he fills our time with love and laughter! I am holding out for more grandchildren!!

I began working in the Registrar's Office in mid-November which is a very busy time for us, as I'm sure for everyone here at TTU. I very much enjoy my job and the wonderful ladies, now my friends, that I work with. I am proud to be here and look forward to each and every morning coming to work!! WINGS UP!!