



THE CHATTER

REGISTRAR'S OFFICE NEWSLETTER

AMERICA - AFRICA
ASIA - AUSTRAL ASIA

IMPORTANT DATES

SEPTEMBER 2022

SEPTEMBER 1

- Last Day to apply for Spring 2023 graduation
- "W" grading begins for Fall 2022 courses

SEPTEMBER 2

- Spring 23 Course Plan Draft Due

SEPTEMBER 5

- Labor Day Holiday (No Classes, Offices Closed)

SEPTEMBER 15

- Info Releases in SPACMNT expire

SEPTEMBER 19

- Deadline for final Spring 23 course plan

SEPTEMBER 26

- Deadline for Dean Approval for Course Plan Schedule



Spring 2023 graduation applications are due Monday, September 1, 2022.

Applications are completed in Eagle Online.

A complete FAQ for graduation is online at:

<https://www.tntech.edu/records/graduation.php>

REGISTRATION REMINDERS

Wednesday, August 29 is the last day students can add or drop classes in Eagle Online using the Add or Drop Classes link. Beginning Thursday, September 1, students will have to add a course using the Add or Drop Form, and can use the Drop Form Request link in Eagle Online to drop a course.

Remember, anytime a student is dropping all of his/her classes, the student will need to complete a University Withdrawal in Eagle Online.



Thank you to everyone who attended the open forum q & a session on August 24th! Your feedback is invaluable to our office and helps us understand what your needs are and how we might accommodate those needs. Meeting those needs will only improve the student experience which is our primary goal!

We hope to make the open forum sessions a regular thing, but please let us know any questions or feedback in the meantime while we plan up another session.

Catherine Warren



Meet our newest member of the team!

1. I go by Cat!
2. I am currently receiving my graduate degree in Psychology.
3. I am very involved in the local community and enjoy politics, reading, plants and helping others.

Bonus Material: I have enjoyed my time working in the Records department and learning about the inner workings of Tennessee Tech University.

INFORMATION

NEW

RELEASE AUTHORIZATION

Information Releases in SPACMNT (banner) are all set to expire on September 15th.

Additional training for the new Information Release Authorization feature in Tech Express will be held on September 7th at 2:30. This training session will be held on Teams. For more information or for a link to the meeting, email registrar@tnitech.edu.

Guides and resources for the new feature are available on the website:

<https://www.tnitech.edu/private/records/pdf/inforelaseforfacultyandstaff.pdf>

<https://www.tnitech.edu/records/faculty.php>



Undergraduate Request for Exception to University Requirement

Requests for exceptions are special requests for students who need an exemption from University policy due to extenuating, unavoidable situations. Exceptions require documentation from the student supporting the extenuating circumstance, as well as acknowledgements from the dean and chair of the student's major. Advisors can also initiate these requests on behalf of their students.

The types of requests that can be made vary from:

- transfer credit
- withdrawing from the university or dropping courses from a previously completed term
- extension of an incomplete ("I" grade)
- course level change
- modification of a general education core requirement
- etc.

The form, along with more information can be found at: www.tnitech.edu/records/forms.php