



Upcoming

IMPORTANT DATES

- 3/14** Spring Break Begins
- 3/18** Spring Break Ends
- 3/18** Midterm Grading Ends
- 3/25** Last Day to Drop a Course with a "W" Grade (full term)
- 3/28** Summer & Fall 2022 Advisement Begins



COURSE SCHEDULING TIMELINE

- 3/8** Deadline for Dean Approval of Proposed Summer and Fall Course Schedule Plan
- 3/11** Deadline for Registrar Approval of the Proposed Summer and Fall 2022 Course Plan
- 3/15** FINAL Summer and Fall 2022 Course Schedule Plan



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](#).



Employee

SPOTLIGHT



Brittany Copley



PRO TIPS

preparing for summer & fall 22 course scheduling

The Course Planner will be used again for planning and organizing the Summer and Fall 2022 course schedules.

- Use CTRL + Shift + R for a hard refresh to see the most current/updated info, especially after having made recent changes.

- Depending on your layout in Tech Express, it is sometimes helpful to expand the card to full screen when reviewing and updating information. To exit full screen, click the Card View option in the same area where you previously selected full screen.

- Resources and training materials are available to you at:

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

Hi! I'm Brittany, your associate registrar! Here are a few fun facts about me:

1. I'm a local! I was born and raised right here in Cookeville.
2. When I'm not in the office doing what makes me happy, I love adventuring with my precious husband and two little girls.
3. Animals are near and dear to my heart. I serve on the board of a local, non-profit organization, Friends of Cookeville/Putnam County Animals!

