

University Registrar Quick Guide

Registrar Website

Choose **A-Z Index**; choose **Registrar**

Academic Calendar

Choose **A-Z Index**; choose **Academic Calendars**

Add/Drop

Add and Drop Deadline – August 28th for **full term** classes and last day to drop without a W.

Drop Policy – Students who drop **full term** courses after **August 28th** will receive the notation of W (Withdrawn). Undergraduate students are allowed **four** drops during their academic career.

Catalogs

Choose **A-Z Index**; choose **Catalogs** (Graduate or Undergraduate)

Class Rolls

MyUTK, <https://myutk.utk.edu/>

FERPA

<http://Ferpa.utk.edu>

Final Exams

Choose **A-Z Index**; choose **Registrar**, choose **Calendars**, choose **Exam Schedule** and **Exam Policy**

Grades

Choose **A-Z Index**; choose **One Stop or R for Registrar for Important Grading Dates**

Valid Grades – Undergraduate Level: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F (A+ is not a valid grade), S/NC (C or better for an S)

Graduate Level: A, A-, B+, B, B-, C+, C, D, F, I, S/NC (B or better), P/NP (Progress toward thesis or dissertation)

December 1 –Grading begins 7:00 a.m.

December 19 – Grades due by 8:00 a.m.

December 19 at 5 p.m. – Grades available to students on MyUTK, <https://myutk.utk.edu/>

Date of Last Attendance – If a student stopped attending, enter the last date of attendance beside the final grade for the course by December 19.

Registration/Timetable/Class Schedule

MyUTK, <https://myutk.utk.edu/>; choose **Class Schedule Search** under UTK Faculty Links

Online, choose **A-Z Index**, choose **Timetable of Classes**

MyUTK, <https://myutk.utk.edu/> choose **Registration Dates** to find Calendars with important registration dates

Syllabus

You should include **Add/Drop** dates and policy on the syllabus as well as the **Final Exam date**.

Teaching Guide

Choose **A-Z Index**; choose **Teaching and Learning Center**, choose **Faculty Resources** and then **UT Teaching Guide**. The Teaching Guide has important information about academic policies and services for students.

Faculty Attendance Tracking

MyUTK, <https://myutk.utk.edu/>; choose **Attendance Tracking** under Staff/Academic Resources. Entry is open August 23rd. Attendance Tracking should be entered by September 5th for full and first session, October 21st for second session and can be updated throughout the term until December 15th.