

Things to Remember....

- Enter Last Date Attendance (LDA) during first 14 days of the semester. This is **REQUIRED** for federal student aid. Submit LDAs again at midterm and end of semester.
- Enter Final Grades via Banner Self-Service by 10am the Monday following Commencement.
- Submit Grade Changes via Banner Self Service.
- Review FERPA Guidelines on the Registrar's webpage at www.tntech.edu/records often.
- Visit the Registrar's webpage and click on the **Faculty link** to the left for more detailed instructions on LDA, grading, etc.
- Visit myTech IT Helpdesk from the Gold Express Link in upper right corner at www.tntech.edu for information about emailing your students by class or with a particular major in their department. Click on the "Knowledge Base" link.

