

Office of the Registrar



- # **Academic Calendar**
- # **Course Rosters**
- # **Grading**
- # **Student Privacy**

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Academic Calendar



Academic Calendar

- # **Registration Dates** (*no new registrations after Late Registration period*)
- # **Roster verification dates**
- # **Grading period dates and deadlines**
- # **Census Date** (all enrollment after census day is official & counts as attempted hours)
- # **Add/Drop/Withdraw Deadlines** (Automatic W vs. W or WF)





Academic Calendar

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Academic Calendar

Academic Calendars

The academic calendars list all important semester dates such as registration periods, term dates, important deadlines, and holidays.

Current Academic Calendars

- [Summer 2017](#)
- [Fall 2017](#)
- [Spring 2018](#)
- [Summer 2018](#)
- [2016-2017 Academic Calendar at a Glance \(including Summer 2017\)](#) [pdf]
- [2017-2018 Academic Calendar at a Glance \(including Summer 2018\)](#) [pdf]
- [Term Dates 2015 - 2020](#) [pdf]



Academic Calendar

CSV for Outlook Calendars

The academic calendar for a respective term can be [uploaded to your Outlook calendar](#).

iCalendar for Google, Apple, Yahoo and Outlook

The academic iCalendar for a respective term can be synced to your Google, Apple, Yahoo, or Outlook calendars.

- [Google](#)
- [Apple](#)
- [Yahoo](#)
- [Outlook](#)



Class Rosters, Early Alert & Grading

Class Rosters & Grading

All class roster verifications and grade submissions are done online through TWU WebAdvisor:

- # Go to webadvisor.twu.edu
- # Click “Log In” 
- # Enter User ID and Password
- # Select “Faculty” 

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Class Roster

- # Real-time list of **currently enrolled** students

 - # Attendance should be checked against the roster on **first class day and every subsequent class day through the census date**

 - # Students not on roster who are attending and think they are enrolled need to:
 - *During Late Registration:* Register themselves through WebAdvisor if eligible
 - *After Late Registration:* Need department approved Add form submitted to Registrar's Office
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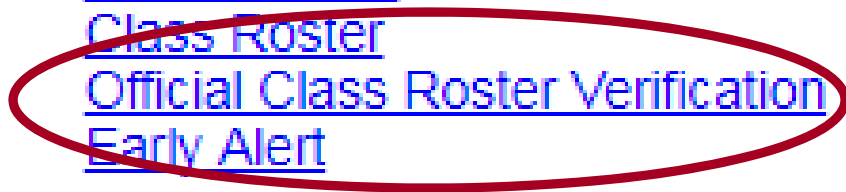
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Official Class Roster Verification

- # List of students enrolled as of the **Census Date** (12th class day)
 - # Rosters may be verified online through WebAdvisor **starting on the 13th class day**
 - # Required to ensure accuracy of enrollment for state reporting, funding, and federal financial aid compliance
 - # Roster verification will be available **September 14th – 25th**
 - # **PLEASE DO NOT WAIT UNTIL AFTER CENSUS DATE TO TAKE ROLL! (By then it is too late!)**
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Official Class Roster Verification

- # Each course roster for the term **must be verified**.
 - # A student who has dropped the course prior to the census date will not appear on this roster. A student who has dropped after the census date will show a status of dropped or withdrawn
 - # Indicate if a student has been **attending, stopped attending, or never attended**. Please include last date of attendance for anyone marked “stopped attending”
 - # **Blackboard roster is not the official roster**. Students sometimes may remain in Blackboard who are no longer enrolled in the course.
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Early Alert

- **At the beginning of the 5th week, instructors of freshmen or sophomores will be asked to submit the status of students in danger of failing the course (current grade of D or F)**
 - **Critical early intervention for high risk students**
 - **Early Alert is available
September 25 – October 9th**
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Final Grading

- Final grading is opened the week prior to final exams and remains open until 5:00 p.m. the Monday after final exams
 - ***Fall 2017 grade deadline: Monday, December 18th, 5:00 p.m.***
 - **All enrolled students must have a grade submitted, even if they have not been attending.**
 - Grades not submitted by the deadline will require a “Change of Grade” form signed by the instructor and the department chair for each missing grade.
 - If you have difficulties, please contact the Registrar’s Office PRIOR to the deadline for assistance.
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Class Rosters & Grading

- # The Registrar's Office will send out notifications to faculty **TWU e-mail addresses** at the opening of each grading period
 - # Notifications will include the grading period deadline and detailed instructions.
 - # Information is also available on the Registrar's Office website at **www.twu.edu/Registrar**
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Student Privacy Rights & FERPA

Privacy of Educational Records

- # It is a violation of federal law (FERPA) to release student educational information without student consent
 - # All faculty are required to take mandatory FERPA training through Blackboard.
 - Instructions available at <http://www.twu.edu/registrar/9785.asp>.
 - # Never post grades by name, ID, or SSN.
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Questions?



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