

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