STUDENT RECORDS INFORMATION GUIDE

CLASS ROSTER CERTIFICATION
- Certification portal opens after *Census Day* of every part of term
- Certification Schedule: **www.tamiu.edu/registrar/roster_cert.shtml**
- Email with instructions and deadlines is sent by the Office of the University Registrar
- Modifications to roster submissions can be done via the certification portal.
  * Accurate roster certification is crucial as it impacts student financial aid and enrollment.

INCOMPLETE GRADES & CHANGE OF GRADES

ASSIGNING AN INCOMPLETE "I"
- May assign if the majority of the work has been completed satisfactorily prior to the last day to withdraw, but is pending to complete required work
- Written approval from the department chair and dean is required prior to granting an incomplete
- An "I" grade can be assigned like other grades in the grading portal
  - **Incomplete Grade Deadline:** Assigned by faculty or a year from the last day of term
  - **Requirement met:** "Change of Grade" form must be submitted with all required signatures
  - **Requirement not met:** Grade will revert automatically to an "F" by an administrative action of the University Registrar.

"CHANGE OF GRADE" FORM
- Incorrect grade assigned: Add justification
- Incomplete grade assigned: Add justification
- Approvals needed prior to submission to the Office of the University Registrar.
- **https://wvlfforms.tamiu.edu/Forms/REG-COG**

MIDTERM GRADES
- Submission through Uconnect or Blackboard
- Email notification with instructions is sent by the Office of the University Registrar
- Feedback for students and ability for intervention from academic advisors.

FINAL GRADES
- Submission through Uconnect or Blackboard
- Email notification with instructions and deadline
- Timely final grade submission will ensure **"end of term"** processes are followed as scheduled.

REGISTRARS
Forms, class time blocks, final exam schedule, etc.

UNIVERSITY CATALOG
Academic regulations, institutional policies, programs, courses, services, etc.

ACADEMIC CALENDAR
Important dates and events.

INSTAGRAM
Follow us!

FERPA: Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records. The site below provides guidelines for appropriately using and releasing student education records including but not limited to the posting of grades, use of web-based tools to support classes, and students opting for no release in the classroom setting. **www.tamiu.edu/registrar/ferpa_faculty.shtml**

FINAL EXAM SCHEDULE: The final exam schedule is posted prior to the start of the semester. Know your assigned final exam date and time by going to the following link: **www.tamiu.edu/registrar/finalexamschedule.shtml** and include in the syllabus.

ROOM ASSIGNMENTS: Rooms are assigned prior to start of the semester based on course capacities. Special room request due to medical accommodations, contact **MonicaP.Robledo@tamiu.edu**

Faculty Dashboard: Confirm you have the Faculty Dashboard Icon on your Uconnect. This icon will allow you to access grade portal, student information, etc.