



## **Frequently Asked Questions:**

**1. Where can I find the academic calendar?**

[www.uttc.edu/academics/calendar/](http://www.uttc.edu/academics/calendar/)

**2. How do I get registered for classes?**

Students must visit with their vocational advisor and will also see them to add/drop a course.

**3. Can I drop or withdraw anytime?**

Up until the “Last Day to Drop/Withdraw”. Please view the dates on the academic calendar. A student may withdraw after the college’s deadline but must provide proof of unforeseeable circumstances that force the student to withdraw. A Withdrawal and Add/Drop form are to be done by the advisor.

**4. Can I just stop attending classes?**

No. Once you are registered for classes, it is your responsibility to attend and submit homework. If you do not notify your vocational advisor or the Registrar’s Office; you will receive failing grades.

**5. How do I order transcripts?**

There is a ‘Transcript Request Form’ on our [www.uttc.edu/registrar/docs/](http://www.uttc.edu/registrar/docs/) website to print, fill-out and submit to the Registrar’s Office along with a \$2.00 fee per transcript.

**6. When will I get my final grades?**

Final grades are mailed out one week after the semester ends. Students may print off grades from the [www.my.uttc.edu](http://www.my.uttc.edu).

**7. I am in my last semester to graduate – what do I need to do?**

Make sure to speak with your vocational advisor. They will review your degree plan with you again and have you fill out a Graduation application and give you a Graduation Check-list.

**8. How do I obtain enrollment or degree verification?**

You would have to call the Registrar’s Office at (701) 255-3285 ext.3101, 3102, or 3171 and they will be able to verify your request and print off a letter for you.

**9. What about my privacy and confidentiality?**

Students are given the opportunity to restrict directory information each year. A FERPA Student Authorization Release form must be filled which can be printed from the [www.uttc.edu/registrar](http://www.uttc.edu/registrar) and handed into the Registrar’s Office.

**10. How do I change my address/phone number?**

Students must notify the Admissions or Registrar’s Office to change any personal information and attach a copy of an updated driver’s license or state issued ID.

**11. What if I decide to change majors?**

Students wishing to change majors may do so within the first ten working days of classes starting each semester and must see their vocational advisor to fill out a Vocation Change Form.

**12. How do I appeal a final grade?**

Students may appeal a final grade after discussion with the instructor and submit a Grade Appeal Form. This must be done before the Last Day of Classes in the following semester.