

From: Keeling, Mitzie R

Sent: Thursday, February 08, 2007 3:54 PM

To: Antoine, Lorre; Bailey, Abbie L; Baron, Michael; Boyer, Lynne L; Bray, Carolyn S; Brown, Jessica A; Butts, Thomas R; Celedon, Nicholas E; Chaffin, Mary C; Clarkson, Sherry G; Curry, Barbara A; Dougherty, Bonnie B; Durbin, Cynthia J; Dutia, Anahita A; Ellington, Deidria L; Ember, Barbara A; Evans, Yolande Y; Fang, Qin; Felipe, Mary E; Gamm, Nicon K; Gdovin, Jenn L; Hinton, Robert E; Hollister, Linda M; Jacob, Varghese S; Jameson, Claire T; McClure, Cristen C; Medrick, Mary; Miller, Dennis; Minnish, Roxanne W; Moden, Eric G; Parker, Barbara A; Patterson, Judith L; Perkins, William S; Ramakrishna, Viswanath; Shell, Renetta L; Skillestad, Lori L; Snedecor, Mary A; Spain, Elise D; Steele, Gary E; Swensen, Elizabeth M; Willis, Ann; Wilson, Michael L; Yu, Nancy; Aiuvalasit, Amanda J; Allen, Sharon B; Baker, Gaylanalee F; Baker, Shelby N; Biewer, Michael; Boyer, Jean T; Carden, Janet K; Du, Juan; Dunavin, Michele A; Eppes, Joan J; Ferraris, John P; Fielder-White, Georgia; Fitussi, Lee A; Godwin, Cynthia R; Gozzola, Rebecca; Heard, Linda L; Hoggard, Connie E; Hooshyar, Mohammad; Jury, Janie K; Kimbriel, Judith A; Kinnon, Tommie L; Ledbetter, Cynthia E; Lewis, Mickey; Linehan, Thomas E; Milligan, Susan J; Morrison, Stacy D; Neumann, Carol E; Perez, Pollyana; Peterson, Rosie; Pirkul, Hasan; Prisock, Delfina V; Rachavong, Darrelene; Richardson, Norma J; Robertson, Judy C; Rodriguez, Mary N; Semones, Carolyn S; Sherbet, Sue; Shoffstall, Angela A; Springate, David J; Square, Eloise; Trotta, Wanda V; Tureff, Myrna L; Vice, Mary F; Willis, Diana M; Young, Elizabeth R; Abernathy, Deran C; Addison, Terri; Baumann, Athena A; Beason, Ketra Kelly; Blakely, Kristen K; Boyd, Barbara S; Buchanan, Shasta C; Church, Diana; Conley, Sheri D; Ervin, Steve M; Eubanks, Stephen D; Fischer, Ting Y; Fleming, Colter J; Garcia, Agapito M; Graunard, Guy E; Gray, Karen M; Gutierrez de Pineres, Sheila Amin; Harris, Robert D; Houghton, Patrick J; Howell, Ruth V; Johnson, Janie; Kuo, Tess H; Lambert, Dartinya H; Leibert, Daphne A; Manning, Walter S; McCabe, Elizabeth P; McKay, Trudi; Moody, Andrea D; Muhammad, Pchervania T; Nelson, Judy K; Noble, Carol P; Paden, Chien Ho; Patton, Jo A; Pinckley, Ken R; Rackler, Alison B; Rogers, Jacquelyn; Rude, David W; Rumph, Barbara A; Sanchez, Matthew; Sorge, E G; Stringer, Betty D; Suchedina, Fauzia A; Taraba, Kristi A; Williams, Valerie A; Wiser, Carolyn S; Worley, Cathryn L; Buhrmester, Duane; Burbey, Barbara A; Cantua, Corina; Chizeck, Susan P; Collins, Janet H; Cong, Dachang; Cummings, Richard; Dantan, Luis; Friesenhahn, Cheryl A; Grant, Richard C; Hernandez, Nora A; Herndon, Sarah C; Jacobsen, Lori A; Jenkins, Cynthia D; Johnson, Carol A; Johnston, Esther S; Johnston, Lori G; Johnston, Teresa M; Jones, Judy; Kim, Sook K; Liang, April H; Lippincott, Donna E; Marroquin, Irene; Nall, Leah T; Paden, Anthony F; Rasmussen, Renee J; Rex, Mary J; Riall, Tara N; Rollerson, Sheila D; Salter, Elizabeth M; Sherbet, Boyd E; Smith, Erin; Stewart, Mary Ann C; Swayze, Jill K; Teel, Paul L; Weaver, Martha M; Alexander, Cathie S; Basit, Moazama; Boltrushek, Amy E; Cantua, Adriana; Coleman, Dean Michael; Curtis, Ellen C; Felts, Gina C; Garza, Michael S; Hoffman, John H; Jackson, John K; Johnson, Scherry F; Malone, Megan L; Mecklenburg, Kent R; Musgrove, Elizabeth C; Nourani-Dargiri, Zahra; Ntafos, Simeon C; Pazdral, Rebecca K; Pena, Dariela A; Sadowski, Rebecca Z; Sekerke, Christine A; Swigert, Margaret E; Torres, Kathryn B; Welgehausen, Eric C; Whaley, Patavia C; Wood, Harold G; Zirkle, Sally A; Adams, Mary K; Allum, Frank; Anderson, Virginia L; Covarrubias, Tasha M; Duncan, Rebecca L; Evans, Julie; Gladwell, Joan; Grant, Millicent S; Grayson, Cindi M; Gribble, Mary K; Henery, Denyse M; Johnson, Lisa F; Kisielowski, Leszek; Lambert, Azelie L; Lippie, Jerrie R; McLain, Remona P; Nichols, Jennifer S; Renfrow, Marjorie L; Rhodes, Jan B; Ritchey, David; Sahle, Emebet; Speight, Jamie M; Stringer, Kaye L; Wiser, Rebecca; Yao, Lin; Aubrey, Judith E; Brinker, Robin A; Clothier, Judy M; Dickinson, Deborah R; Heiler, Susan L; Jones, Glenda G; Kennedy, Karen L; Kruse, Teresa D; Lau, Yuk Ping D; Loendorf, Wendy; Mckenzie, Susan P; Pianka, Sharon J; West, Diane L

Subject: Bi-Annual Registration, FERPA and Graduation Training

Summer and Fall registration will begin the first week of April. To bring everyone up to speed, we are offering several training sessions for your convenience. The sessions will include registration procedures, policies and definitions, FERPA guidelines, and graduation procedures and policies. Please RSVP (reply to this email) for one Registration/FERPA training and one Graduation training (if applicable):

Monday, February 19th – 10am-12pm (Registration/FERPA)

Wednesday, February 21st – 1pm-2pm (Graduation), 2pm-4pm (Registration/FERPA)

Thursday, February 22nd – 10am-12pm (Registration/FERPA), 2pm-3pm (Graduation)

All trainings will be held in HH 2.502. There is a limit of 65 people per training – RSVP to guarantee a seat!

These training sessions are mandatory. Failure to attend the Registration/FERPA training will result in a change of SIS profile. Graduation training is mandatory for all applicable employees.

Thank you for your cooperation!

Office of the Registrar