TO: Spring 2016 Faculty
FROM: Monique W. Anderson, Associate Dean and University Registrar
RE: Title IV opens January 27 and closes February 10

Not all sections will have Title IV students. Many undergraduate students receive Title IV aid. Some graduate, law, and vet med students receive this type of aid, however, not every section will have Title IV students registered.

Federal financial aid regulations require that UT track class attendance of Title IV aid recipients and attempt to retrieve aid monies from students who fail to maintain the credit hours for which aid was disbursed. **Some sections will not have Title IV students because not all students registered in every section receive Title IV monies.**

**Primary Instructors** - Only primary instructors can submit Title IV. An attendance code must be submitted for every student on your Title IV attendance list in order to comply with federal regulations.

**NetID and NetID Passwords** - Entry into MyUTK requires using your NetID and NetID password. If you do not know your NetID and NetID password, please visit the OIT website at http://oit.utk.edu/.

**To Access Title IV Attendance:**
  - Go to MyUTK. The link for MyUTK is on the UTK homepage under logins.
  - Click Title IV Attendance from the first column.

**Submitting Title IV Information:** Click on the drop down box for the student to choose an attendance code:
  - Currently Attending - no date required
  - Never Attended - no date required
  - Stopped Attending - requires a date of last attendance. The date of last attendance must fall within the current term dates. Please note the format of the last attendance date: MM/DD/YYYY. Any other formats will cause an error. The date of last attendance entered in the Title IV page does not roll to the grade roll. There is a separate date of last attendance on the grade roll for use during grade entry if you wish to enter a date for a student who earned a grade of F.
  - The ‘Default to Currently Attending’ button will assign the code ‘currently attending’ to all students who do not already have an attendance code assigned. Please be sure to submit any stopped attending or never attended codes before clicking this button. Otherwise, all students will be assigned a currently attending code.

Click the submit button located at the bottom of the page to save your entries.

Check for error messages at the top of the Title IV Attendance Page. It will tell you if your submission was successful or if the system encountered errors.

**Questions or Problems** - Please call the Office of Financial Aid & Scholarships (974-1111) if you have questions, or send email to onestop@utk.edu.