Welcome to the Student Administration (SA) reference materials site. We have created a single location for Faculty and Staff to use to locate SA related training materials, forms, FAQs, and other helpful resources. Please note that this site is currently in development. New pages will be released as they are completed. We anticipate the site will be 100% complete by March 2016.

The information is organized in the following manner:

**Teach a Class** - this section includes all of the information necessary to assist Faculty in managing their students and classes.

**Advise a Student** - this section is designed for all Faculty and Orientation Advisors who are responsible for helping students during their Advising Period.

**Submitting Grades** - this section is designed to show Faculty and staff steps needed to submit grades.

**Take a Class** - this section is designed to show Faculty and Staff the steps a student needs to take in order to register, add, and drop a class.

**Schedule a Class** - this section is designed for Scheduling Coordinators and includes all information related to scheduling classes.