Faculty Help Sheet: Office of the Registrar

1. The [Office of the Registrar](mailto:registrar@villanova.edu) can be reached by email at registrar@villanova.edu or by phone at 610-519-4032. We can assist or direct you if you have questions about registration issues, class schedules, grading, and more.

2. UNIT will assist you with technical support; the [TechZone](mailto:support@villanova.edu) can be reached by email at support@villanova.edu or by phone at 610-519-7777

3. Information, handbooks and guides from the Office of the Provost on faculty services can be found here: [http://www1.villanova.edu/villanova/provost/resources.html](http://www1.villanova.edu/villanova/provost/resources.html)


6. MyNova Portal Information [https://www1.villanova.edu/villanova/unit/accounts/mynovaaccount.html](https://www1.villanova.edu/villanova/unit/accounts/mynovaaccount.html)
   MyNova is where you access NOVASIS (and various other applications) to
   a. view your course schedule and classroom assignments
   b. view class lists, student pictures, and information regarding your students
   c. view your advisees, and their registration PINs during advisement
   d. enter grades

7. Information about Blackboard, Villanova’s official learning management system can be found here: [https://www1.villanova.edu/villanova/unit/instructionaltech/blackboard.html](https://www1.villanova.edu/villanova/unit/instructionaltech/blackboard.html)

   a. Student drop/add, course withdrawal
   b. Valid Grades-Faculty Instructions
   c. Satisfactory/Unsatisfactory

9. Policies regarding student attendance
   c. Last date of attendance requirement for unofficial withdrawals [https://www1.villanova.edu/villanova/enroll/Registrar/policies.html](https://www1.villanova.edu/villanova/enroll/Registrar/policies.html)

10. Final Exam Schedules [http://www1.villanova.edu/villanova/enroll/Registrar/exam_schedules.html](http://www1.villanova.edu/villanova/enroll/Registrar/exam_schedules.html)

11. How to make a classroom reservation for meetings, study groups, etc. [http://www1.villanova.edu/villanova/enroll/Registrar/reservation.html](http://www1.villanova.edu/villanova/enroll/Registrar/reservation.html)