

Faculty Help Sheet: Office of the Registrar

1. The [Office of the Registrar](#) 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](#) 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>
4. University Academic Calendars
<http://www1.villanova.edu/villanova/provost/calendar.html>
5. University Confidentiality Policy-FERPA
<http://www1.villanova.edu/villanova/provost/resources/student/policies/disclosure.html>
6. MyNova Portal Information <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>
8. Policies <http://www1.villanova.edu/villanova/enroll/registrar/policies.html>
 - a. Student drop/add, course withdrawal
 - b. Valid Grades-Faculty Instructions
 - c. Satisfactory/Unsatisfactory
9. Policies regarding student attendance
 - a. Course and Class Regulations
<http://www1.villanova.edu/villanova/provost/resources/student/policies/regulations.html>
 - b. Class Attendance Policy
<http://www1.villanova.edu/villanova/provost/resources/student/policies/attendance.html>
 - c. Last date of attendance requirement for unofficial withdrawals
<http://www1.villanova.edu/villanova/enroll/registrar/policies.html>
10. Final Exam Schedules
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>