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To: [ProvostNotes](#)
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Good morning and welcome to Fall 2023!

On this first morning of the semester, I am feeling honored to be starting my 23rd academic year at OTC. I spoke to the full-time faculty last week about the ripple effects of our work, and how every student we serve translates into many thousands of lives impacted. Doesn't get much better than that.

Since we're all busy prepping for our first day of students, I'll make this *Provost's Notes* brief, but I do have a couple of important items to share:

Roster Clean-Up: For those who are new, roster clean up is when we withdraw students from class who have not yet attended (or, for online classes, have not yet submitted an assignment). For those of you who are familiar with this process, please note a couple of changes:

1. Roster clean-up now happens on day 10 of the semester, instead of day 14. This semester that date is **Wednesday, August 30**. For those of you teaching online classes, please make sure you have an assignment for students to complete prior to day 10 (and encourage them to complete it).
2. Because of some IT updates, the process for completing roster clean-up has changed. You will receive detailed instructions for how to complete roster clean-up from Dr. Gavin O'Connor sometime before August 30. Keep an eye on your OTC email!

Safety Precautions: A reminder from our friends in Safety & Security to please lock your classroom doors after your class period begins. This is the best way to protect yourself and your students in the event of an intruder with nefarious intent on campus.

Wishing you an enjoyable first week!

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