Travel Letter Procedure:

- Hand in travel letter to instructor the first week of semester
- Attend faculty office hours as needed for assistance
- Communicate exam conflicts immediately to arrange a makeup date

What is Blackboard Observer or StarFish Early Alerts and How to “Opt-in”

- See back of page for more information and instructions

Student – Athlete’s Name: ___________________________ Course Name: ___________________________

Below are the dates and times that Men’s Basketball will be away for competition this semester. These dates are regulated through NCAA and University guidelines concerning the missed class policy for athletic competition. **If you have any concerns, please contact Ericka Lavender@Ericka.Lavender@utoledo.edu.** It is the student’s responsibility to meet with you prior to each excused absence and make arrangements to make up any work.

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Time</th>
<th>Competition Location</th>
<th>Return Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 14th</td>
<td>12:00pm</td>
<td>Toledo, OH</td>
<td>Tuesday, November 14th</td>
<td>10:00pm</td>
</tr>
<tr>
<td>Tuesday, November 21st</td>
<td>12:00pm</td>
<td>Syracuse, NY</td>
<td>Saturday, November 25th</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Monday, November 27th</td>
<td>12:00pm</td>
<td>Lawrence, KS</td>
<td>Wednesday, November 29th</td>
<td>11:59pm</td>
</tr>
<tr>
<td>Wednesday, December 6th</td>
<td>12:00pm</td>
<td>Detroit, MI</td>
<td>Wednesday, December 6th</td>
<td>11:59pm</td>
</tr>
</tbody>
</table>

Under no circumstances do we allow exams to be proctored on the road without prior permission from our faculty athletics representative Dr. Mary Powers and student-athlete’s athletic academic coordinator. If you have questions about proctoring an exam on the road, please reach out to Dr. Mary Powers at mary.powers@utoledo.edu.

Thank you again for your support, please refer to the back of this page for more information and instructions on how to Opt-In to Blackboard Observer or Starfish Early alerts. If you have any further questions concerning a student-athlete or Opting-in to Blackboard Observer please contact Ericka Lavender at ericka.lavender@utoledo.edu.

*Sincerely,*

SAAS Staff
Dear Faculty and Staff,

I am requesting that you “Opt-in” and Enable Blackboard Observer access for my ATHLETIC ACADEMIC ADVISORS in Student-Athlete Support Services office (SAAS). By “Opting-in” and enabling Blackboard Observer, you are allowing my ATHLETIC ACADEMIC ADVISORS in SAAS to view MY grades. All student-athletes have signed off on FERPA and granted our department permission to request access to their academic information.

Observer access does not allow them to post to your course or modify it in any way. My ATHLETIC ACADEMIC ADVISOR’s view will be limited to the MY GRADES ONLY, unless you expand the settings to show additional information such as course syllabus, calendar schedule and announcements.

If you do NOT “Opt In” to Blackboard Observer Access, you will receive Starfish Early Alert Progress Surveys to complete this semester regarding student athletes and their academic progress in your course(s). Dr. Julie Fischer-Kinney, Assistant Provost, will be emailing out information regarding Starfish Early Alert. Should you decide to “Opt In” with Observer Access, you will NOT receive a Starfish survey.

By using the link below and completing the form ensures that we are aware of your decision to either “Opt-in” to Blackboard Observer access OR Starfish Early Alert for reporting on student athletes.

USE THIS LINK to choose if you want to “Opt-in” Blackboard Observer OR Starfish Early Alerts: http://www.utoledo.edu/success/saas/webforms/Opt-In-to-Blackboard-Observer.html

Once you complete the form, please log into your Blackboard and ENABLE your course – see steps below:

![How to “Opt-in” into Blackboard Observer](image-url)