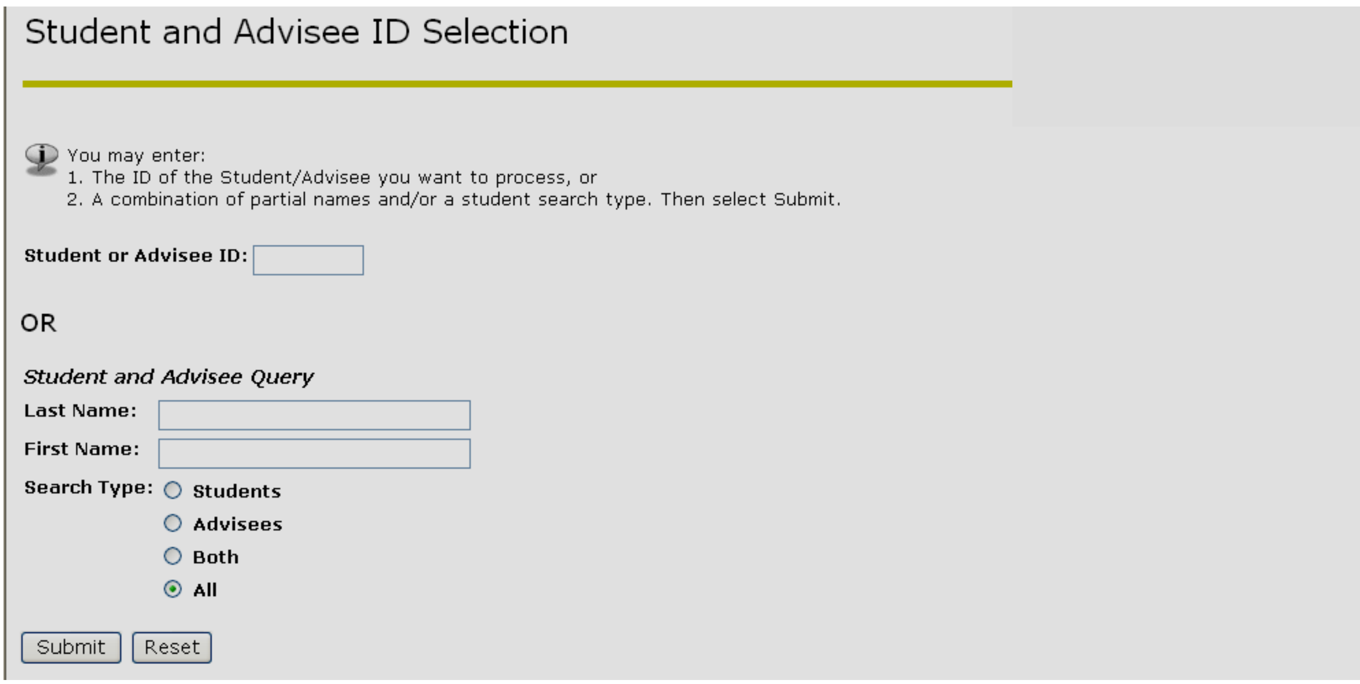
Faculty & Advisor Self-Service

Revised: August 1, 2013
By: Registrar's Office

Table of Contents

Selecting a Student ID

1. From the Faculty & Advisor page, click **Student Menu**.
2. Click **ID Selection**.
3. Select the current term from the drop down menu.
4. You may enter:
   - The UNC Charlotte ID of the student you want to process.
   - A combination of partial names and/or a student search type.
5. Click **Submit**.
   - A page will display, asking you to confirm the student returned is the one for whom you are seeking information.



6. Click **Submit**.

Viewing General Student Information

1. From the Faculty & Advisor page, click **Student Menu**.
2. Click **View Student Information**.
   - This will display the student's general information.

Faculty View of Student Information

If the word "Confidential" appears beneath a student's name, his/her personal information is to be kept confidential.

Information for Robert J. Smith

Student Information effective from Spring 2005 to The End of Time

Registered for Term:	Yes
First Term Attended:	Fall 2001
Last Term Attended:	Fall 2003
Status:	Active
Matric Term:	Spring 2003
Residence:	In state Resident
Citizenship:	United States Citizen
Student Type:	Continuing
Class:	5th Yr or 2nd Degree
Expected Graduation Date:	May 15, 2008

To view information for a different student, refer to page 3 for instructions on **Selecting a Student**.

Student Class Schedule

1. From the Faculty & Advisor page, click **Student Menu**.
2. Click **View Student Schedule**.
   - This will display the student's schedule for the term selected.

Current Schedule

Total Credit Hours: 6.000

Financial Management - FINN 3120 - 090

Associated Term:	Fall 2006
CRN:	10332
Status:	Web Registered on May 14, 2006
Assigned Instructor:	
Grade Mode:	Standard Letter
Credits:	3.000
Level:	Undergraduate
Campus:	Main/Uptown Center

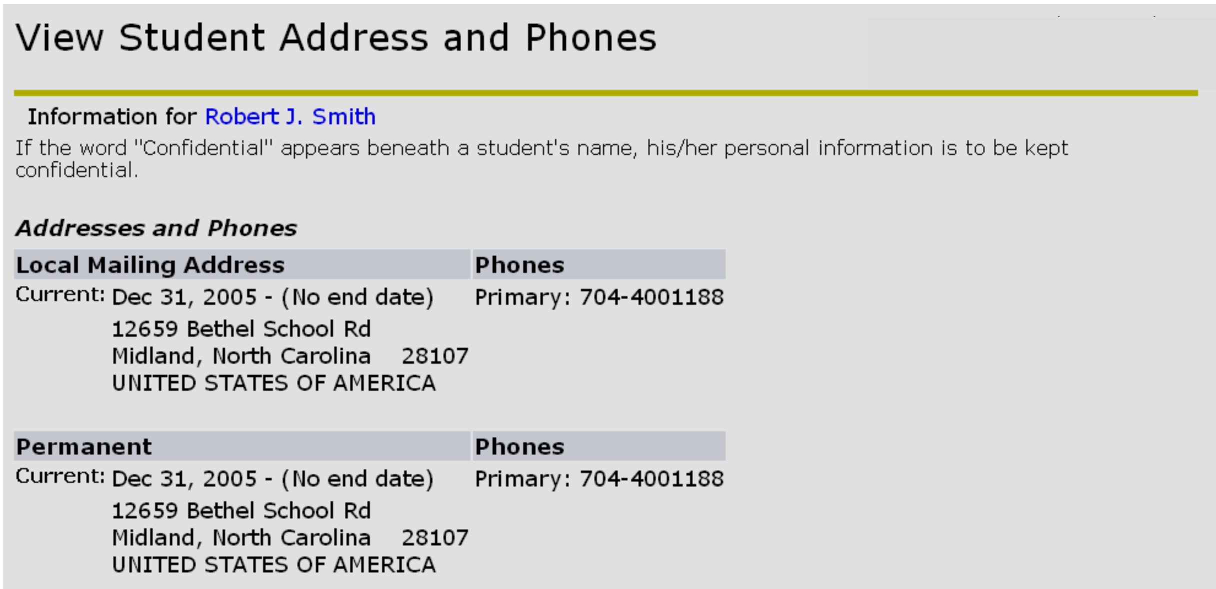
Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	6:30 pm - 9:15 pm	M	Friday 017	Aug 21, 2006 - Dec 06, 2006	Lecture	TBA

To view information for a different student, refer to page 3 for instructions on **Selecting a Student**.

Student Address

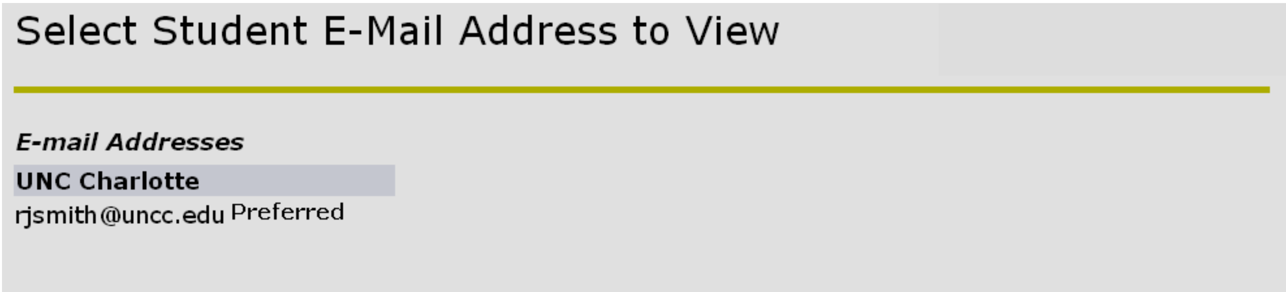
1. From the Faculty & Advisor page, click **Student Menu**.
2. Click **View Student Address and Phones**.
   - This will display the student's address and any phone numbers listed in the system.



To view information for a different student, refer to page 3 for instructions on **Selecting a Student**.

Student E-Mail

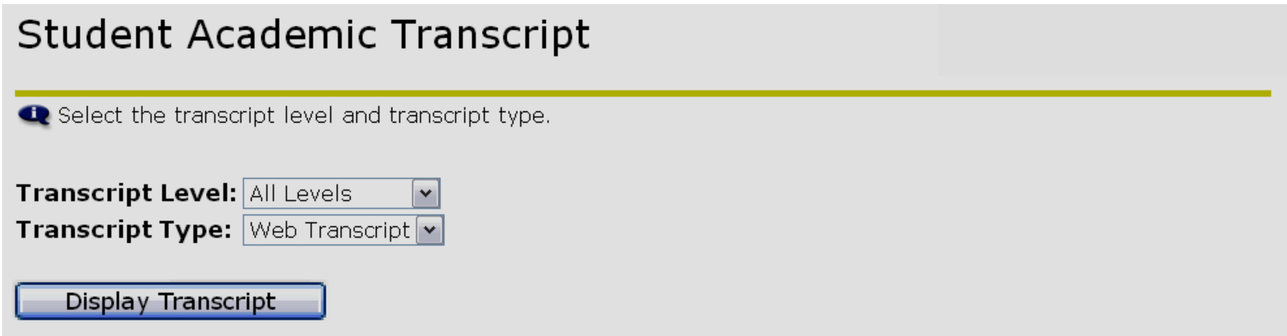
1. From the Faculty & Advisor page, click **Student Menu**.
2. Click **View Student E-mail Address**.
   - This will display the student's e-mail address that is listed in the system.



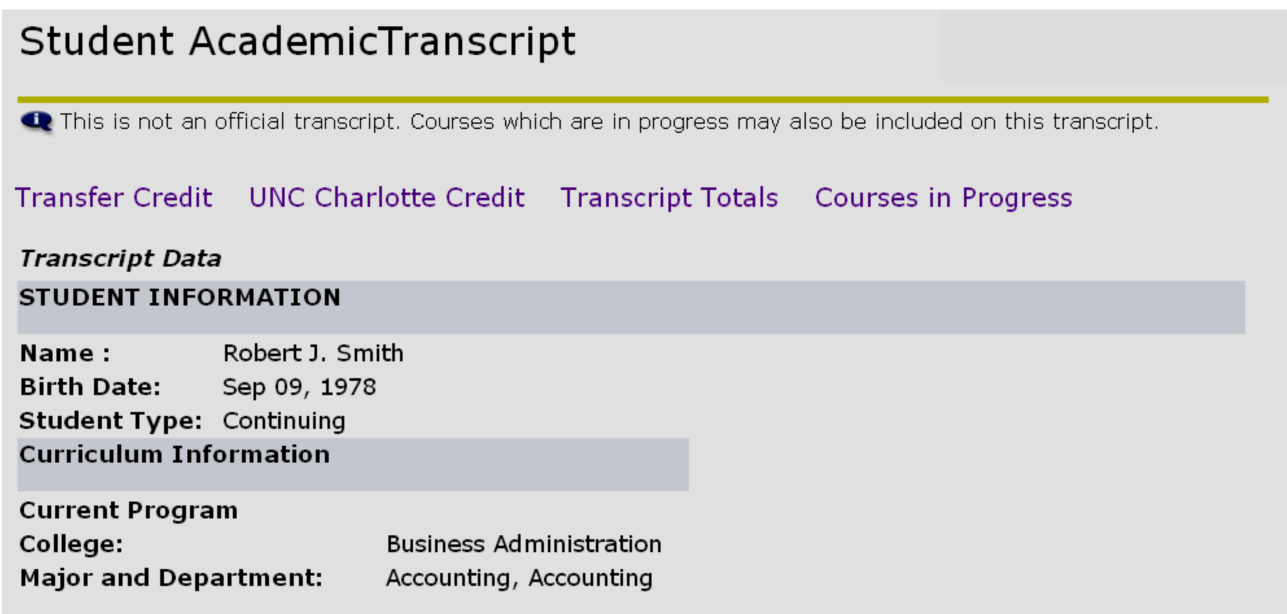
To view information for a different student, refer to page 3 for instructions on Selecting a Student.

Student Academic Transcript

1. From the **Advisor Menu**, click **Student Academic Transcript**.
2. Select the appropriate term from the drop-down menu.
3. For the student you wish to view, enter the UNC Charlotte ID or use the Name Search function.
4. Verify that the student selected is correct.



5. Select **Transcript Level** and **Transcript Type** from the drop-down boxes.
6. Click **Display Transcript**.
7. Choose from the available views:
   - Transfer Credit
   - UNC Charlotte Credit
   - Transcript Totals
   - Courses in Progress



To view information for a different student, refer to page 3 for instructions on **Selecting a Student**.

Student Advising Transcript

1. From the **Advisor Menu**, click **Student Advising Transcript**.
2. Select the current registration term from the drop down and click the Submit button.
3. Enter the UNC Charlotte ID of the student you wish to view and click the Submit button.
4. Verify this is the correct student and click the Submit button.
5. To view the Advising Transcript for the student selected, click the Display Transcript button.
6. The Advising Transcript displays student information (name, advisor, major, etc) as well as Transfer Credit, Institutional Credit, In Progress courses, and a Term Summary.

Student Advising Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Date Printed 22-Jul-2008 11:53:51 am

Name : Richard C. Selland
UNCC ID: 800094084
Email: rcsellan@uncc.edu
Advisor(s): Holli J. Frazier

Student Attributes: FLSP/Foreign Language Exempt Span
GE03/GenEd 2003
Student Test Scores: MATH/Math Placement Test/09/07-Jan-2008

Current Program: Pre-Communication Studies-BA
Current Major: Pre-Communication Studies
Catalog Term: Spring 2008

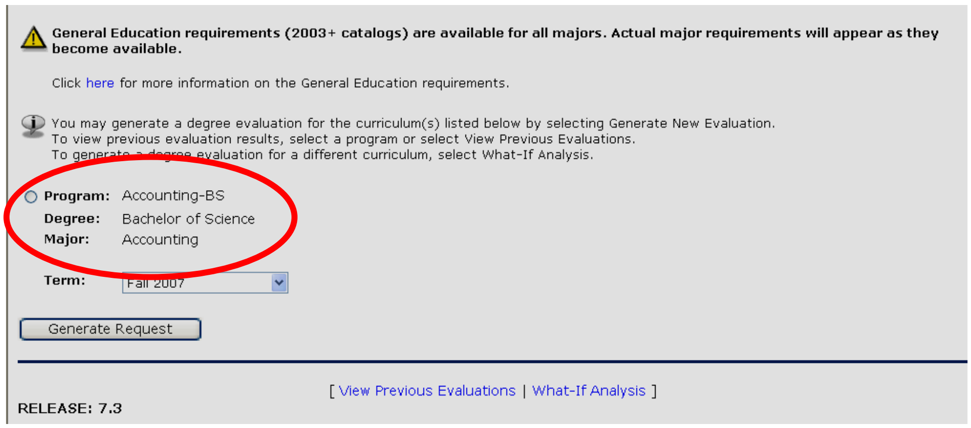
Transfer Credit Accepted by UNC Charlotte -Top-

College	Course	Title	Grade	Course Credits	UNCC Course	UNCC Title	Course Attribute
Central Piedmont CC	ART260	PHOTO APPRECIATION	TB	3.000	ARTT2191	Photo Media I	
Central Piedmont CC	BIO110	Principles of Biology w Lab	TC	3.000	BIOL1110	Principles of Biology I	RNSC-Natural Science Requirement
Central Piedmont CC	BIO110	Principles of Biology w Lab	TC	1.000	BIOL1110L	Principles of Biology I Lab	LBIO-Biology Lab
Central Piedmont CC	CIS110	Introduction to Computers	TB	3.000	INFO2130	Intro to Business Computing	
Central Piedmont CC	DRA111	Theatre Appreciation	TB	3.000	LBST1104	Intro to Theatre	
Central Piedmont CC	MAT140	Survey of Mathematics	TC	3.000	MATH1102	Mathematicl Thinking	RMAT-Math - Logic Requirement
Central Piedmont CC	PSY150	General Psychology	TA	3.000	PSYC1101	General Psychology	XNOL-Transferred Sci Crse No Lab
Central Piedmont CC	SOC210	Introduction to Sociology	TC	3.000	SOCY1101	Introduction to Sociology	RSSC-Social Science Requirement
Central Piedmont CC	SPA111	Elementary Spanish I	TC	3.000	SPAN1201	Elementary Spanish I	
Central Piedmont CC	SPA181	Elementary Spanish I Lab	TC	1.000	TRNF0001	Transfer Elective	
Total				26.000			

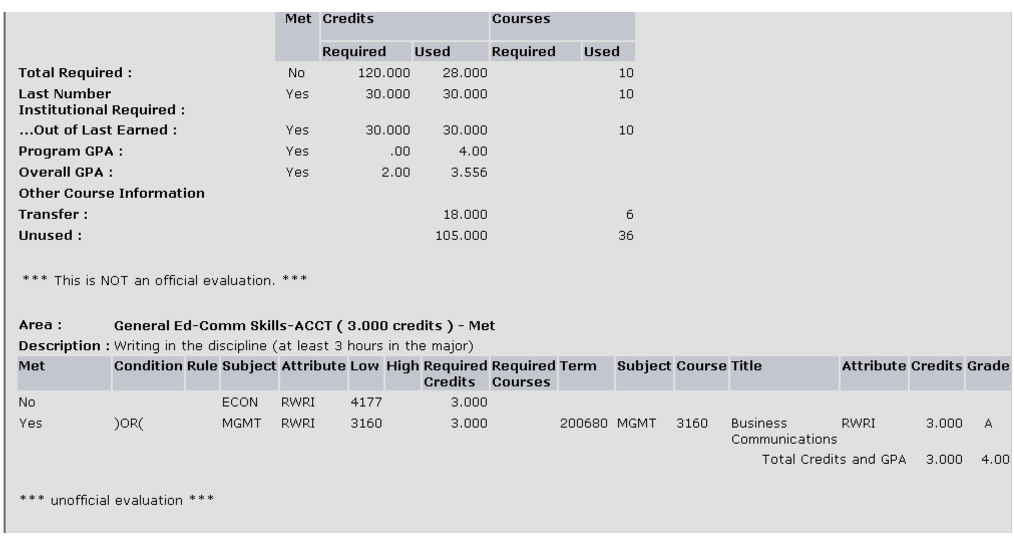
7. To view information for a different student, scroll to the bottom of this page and select Return to Menu. Click on ID Selection and enter a new UNC Charlotte ID.

Generate a New Degree Evaluation

1. From the **Advisor Menu**, click **Degree Evaluation**.
2. Select the current term and click the Submit button.
3. For the student you wish to view, enter the UNC Charlotte ID or use the Name Search function and click the Submit button.
4. Verify that the student selected is correct and click the Submit button.
5. At the bottom of the page, select the option for *Generate New Evaluation*.
6. Select the student's program by selecting the small circle next to the program description (see image below).



7. Click the *Generate Request* button.
8. Select the General or Detail Requirements option and click the Submit button to view the degree evaluation.



	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	120.000	28.000		10
Last Number Institutional Required :	Yes	30.000	30.000		10
...Out of Last Earned :	Yes	30.000	30.000		10
Program GPA :	Yes	.00	4.00		
Overall GPA :	Yes	2.00	3.556		
Other Course Information					
Transfer :			18.000		6
Unused :			105.000		36

*** This is NOT an official evaluation. ***

Area : General Ed-Comm Skills-ACCT (3.000 credits) - Met
Description : Writing in the discipline (at least 3 hours in the major)

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade
No			ECON	RWRI	4177		3.000								
Yes	)OR(		MGMT	RWRI	3160		3.000		200680	MGMT	3160	Business Communications	RWRI	3.000	A
												Total Credits and GPA		3.000	4.00

*** unofficial evaluation ***

9. For additional information relating to the student's course work (courses used, courses not used, rejected courses, etc.), select the Additional Information option.

View a Previous Degree Evaluation

1. From the **Advisor Menu**, click **Degree Evaluation**.
2. Select the current term and click the Submit button.
3. For the student you wish to view, enter the UNC Charlotte ID or use the Name Search function and click the Submit button.
4. Verify that the student selected is correct and click the Submit button.
5. At the bottom of the page, select the option for *View Previous Evaluations*.
6. Select the hyperlink for the compliance you wish to view.

Current Evaluations

Program	Submission Date	Request Number
Accounting-BS	May 08, 2007 02:21 pm	1

[Generate New Evaluation | What-If Analysis]

RELEASE: 5.5

7. Select the General or Detail Requirements option and click the Submit button to view the degree evaluation.

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	120.000	28.000		10
Last Number Institutional Required :	Yes	30.000	30.000		10
...Out of Last Earned :	Yes	30.000	30.000		10
Program GPA :	Yes	.00	4.00		
Overall GPA :	Yes	2.00	3.556		
Other Course Information					
Transfer :			18.000		6
Unused :			105.000		36

*** This is NOT an official evaluation. ***

Area : **General Ed-Comm Skills-ACCT (3.000 credits) - Met**

Description : Writing in the discipline (at least 3 hours in the major)

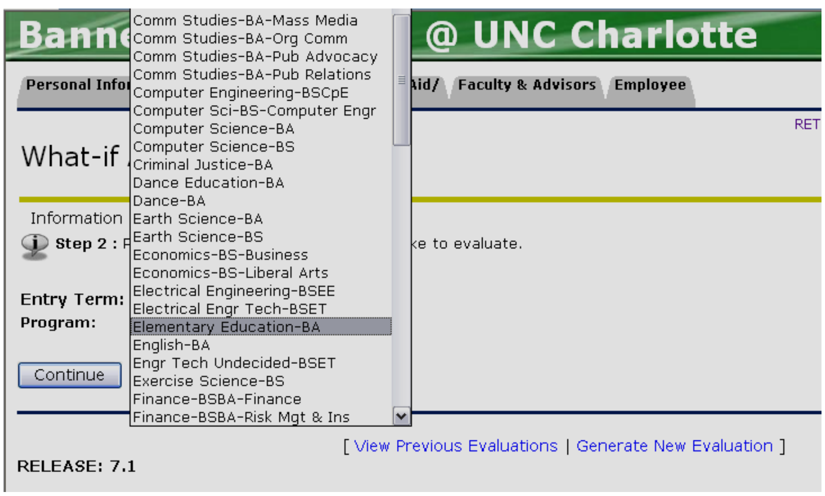
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade
No			ECON	RWRI	4177		3.000								
Yes	)OR(		MGMT	RWRI	3160		3.000		200680	MGMT	3160	Business Communications	RWRI	3.000	A
												Total Credits and GPA		3.000	4.00

*** unofficial evaluation ***

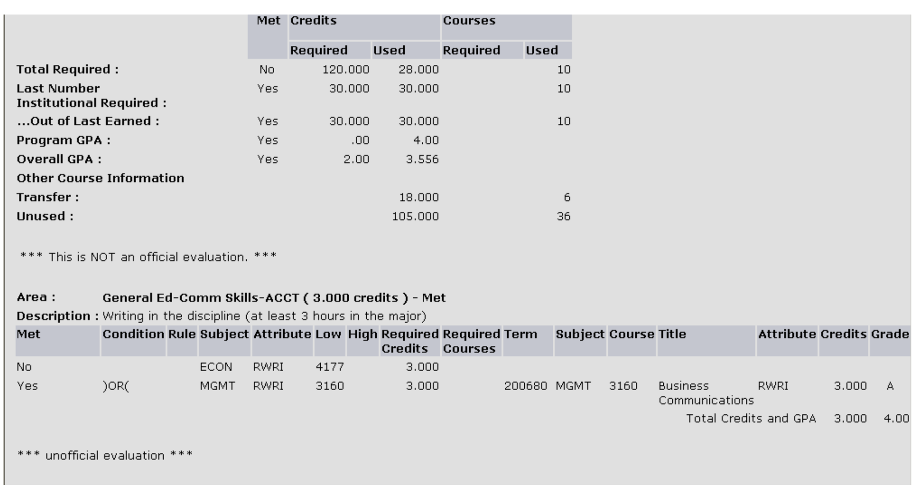
8. For additional information relating to the student's course work (courses used, courses not used, rejected courses, etc.), select the Additional Information option.

What-If Analysis for Degree Evaluation

1. From the **Advisor Menu**, click **Degree Evaluation**.
2. Select the student's catalog term and click the Submit button.
3. For the student you wish to view, enter the UNC Charlotte ID or use the Name Search function and click the Submit button.
4. Verify that the student selected is correct and click the Submit button.
5. At the bottom of the page, select the option for *What-If Analysis*.
6. Select the current term and click the Submit button.
7. Select an active program from the drop down list and click the Continue button. ***(this option allows you to view the requirements they've met if the student were to change majors or change programs)***



8. Select the corresponding major from the drop down list and click the Submit button.
9. Click the *Generate Request* button.
10. Select the General or Detail Requirements option and click the Submit button to view the degree evaluation.
11. For additional information relating to the student's course work (courses used, courses not used, rejected courses, etc.), select the Additional Information option.



	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	120.000	28.000		10
Last Number Institutional Required :	Yes	30.000	30.000		10
...Out of Last Earned :	Yes	30.000	30.000		10
Program GPA :	Yes	.00	4.00		
Overall GPA :	Yes	2.00	3.556		
Other Course Information					
Transfer :			18.000		6
Unused :			105.000		36

*** This is NOT an official evaluation. ***

Area : General Ed-Comm Skills-ACCT (3.000 credits) - Met
Description : Writing in the discipline (at least 3 hours in the major)

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade
No			ECON	RWRI	4177		3.000								
Yes	)OR(		MGMT	RWRI	3160		3.000		200680	MGMT	3160	Business Communications	RWRI	3.000	A
												Total Credits and GPA		3.000	4.00

*** unofficial evaluation ***

Releasing Advising Holds

1. From the Advisor's Menu, select View **All Student Holds/Remove Advisement Holds**.
2. Select appropriate **Term** from the drop-down menu.
3. Click **Submit.**
4. Enter the UNC Charlotte ID of the student you wish to view.
5. Click **Submit.**
6. Verify that the student selected is correct**.**
7. Click **Submit.**
   - Hold information for the student selected will be displayed.

View all Student Holds /Remove Advisement Holds

Information for Robert J. Smith

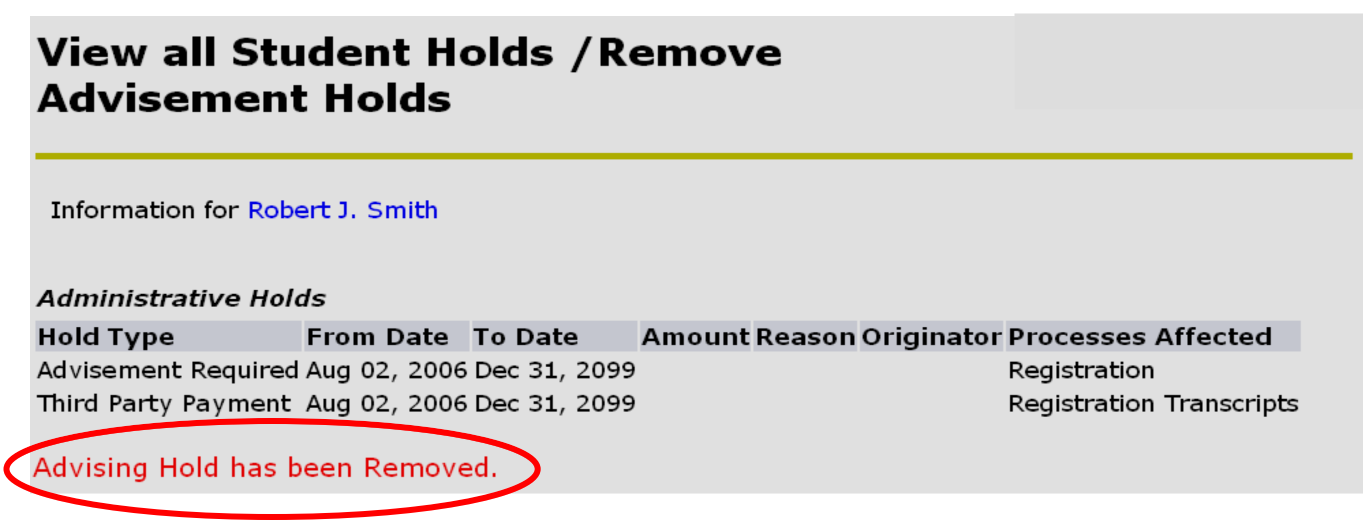
Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Advisement Required	Aug 02, 2006	Dec 31, 2099				Registration
Third Party Payment	Aug 02, 2006	Dec 31, 2099				Registration Transcripts

Remove Advising Hold

8. Click **Remove Advising Hold**.
   - You will receive a message that the advising hold has been removed.



View all Student Holds /Remove Advisement Holds

Information for Robert J. Smith

Administrative Holds

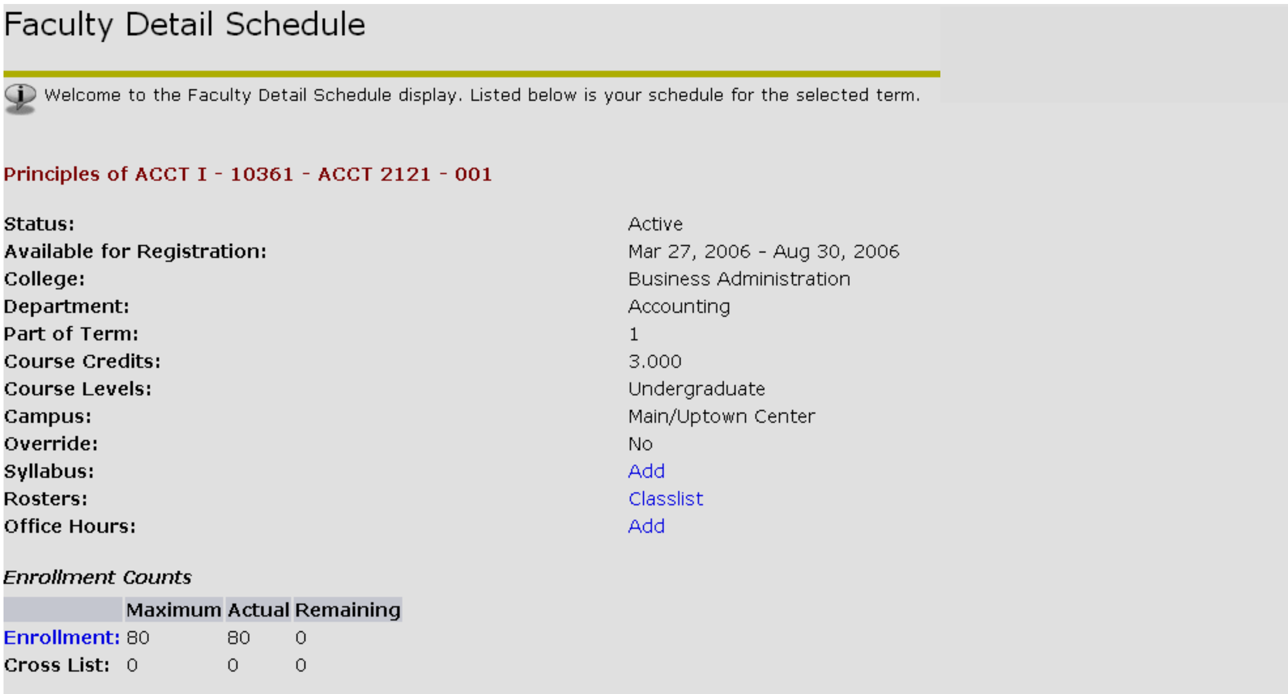
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Advisement Required	Aug 02, 2006	Dec 31, 2099				Registration
Third Party Payment	Aug 02, 2006	Dec 31, 2099				Registration Transcripts

Advising Hold has been Removed.

To view information for a different student, refer to page 3 for instructions on **Selecting a Student**.

Viewing Your Teaching Schedule

1. From the Faculty & Advisor page, click **Faculty Detail Schedule** or **Faculty Schedule by Day and Time**.
2. Select the appropriate term.
3. Click **Submit**.
   - This will display a sum



Faculty Detail Schedule

Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

Principles of ACCT I - 10361 - ACCT 2121 - 001

Status:	Active
Available for Registration:	Mar 27, 2006 - Aug 30, 2006
College:	Business Administration
Department:	Accounting
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Main/Uptown Center
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	Add

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	80	80	0
Cross List:	0	0	0

Viewing Your Class List – Summary

1. From the Faculty and Advisor Services page, click **Summary Class List.**
2. Select appropriate term.
3. Click **Submit**.
4. Select the appropriate section.
   - The only sections available to you are those you have been assigned to teach.
5. Click **Submit**.
   - This will display the detailed information about the students registered in this section.
   - You have the option to e-mail the student from the e-mail icon.

Summary Faculty Class List

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Course Information

Principles of ACCT I - ACCT 2121 001
CRN: 10361
Duration: Aug 21, 2006 - Dec 06, 2006
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	80	24	56
Cross List:	0	0	0

Current Record Set: 1 - 10 | 11 - 20 | 21 - 24

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail	
1	Arthur, Michael J.	800156700	Web Registered	Undergraduate	3.000	B	A		
2	Brillante, Lowell E.	800311446	Web Registered	Undergraduate	3.000	Enter	Enter		
3	Castle, Allison M.	800123328	Web Registered	Undergraduate	3.000	Enter	Enter		

Viewing Your Class List – Detail

1. From the Faculty & Advisor page, click **Detail Class List**.
2. Select the appropriate term.
3. Click **Submit**.
4. Select the appropriate section.
   - The only sections available to you are those you have been assigned to teach.
5. Click **Submit**.
   - This will display the detailed information about the students registered in this section.
   - You have the option to e-mail the student from the e-mail icon.

Summary Faculty Class List

Welcome to the Faculty Class List by CRN Display.

An asterisk will appear next to the appropriate field if any of the following conditions exist: 1) If the student has more than one major or department in his/her primary or secondary curriculum. 2) If the student has a program, level, college, or degree in his/her secondary curriculum that is different from that in his/her primary curriculum.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Course Information

Principles of ACCT I - ACCT 2121 001
CRN: 10361
Duration: Aug 21, 2006 - Dec 06, 2006
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	80	24	56
Cross List:	0	0	0

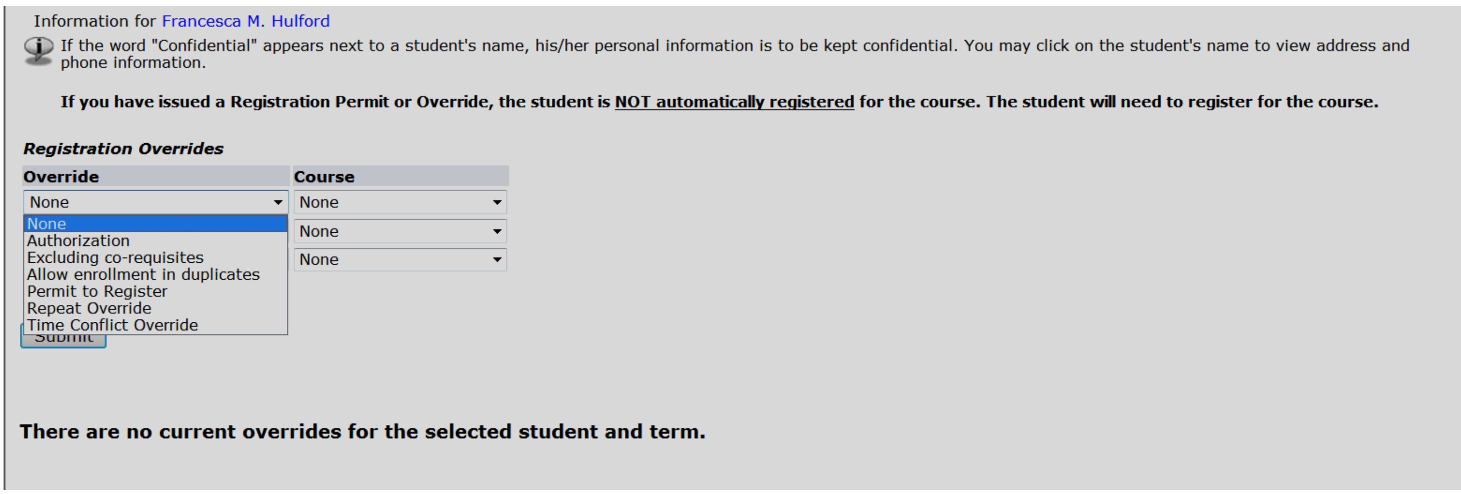
Current Record Set: 1 - 10 | 11 - 20 | 21 - 24

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail	
1	Arthur, Michael J.	800156700	Web Registered	Undergraduate	3.000	B	A		
2	Brillante, Lowell E.	800311446	Web Registered	Undergraduate	3.000	Enter	Enter		
3	Castle, Allison M.	800123328	Web Registered	Undergraduate	3.000	Enter	Enter		

Registration Overrides

1. From the Faculty & Advisor page, click **Term Selection**.
2. Select the appropriate term.
3. Click **Student Menu**.
4. Click **ID Selection** (you can type in the UNC Charlotte ID or search by student name).
5. A page will display, asking you to confirm the student returned is the one for whom you are seeking information.
6. Click **Submit** (the Student Menu will display).
7. Click **Registration Overrides**.



8. There are two drop-down menus:
   a. Override
   b. Course

9. Select the appropriate **override type** from the **Override** drop-down menu.
   a. *Authorization*
      - Overrides most restrictions except closed section and level restriction ***(Strongly suggested in order to prevent over enrollment)***

   a. *Excluding co-requisites*
      - Overrides most restrictions except closed section, level restriction, and co-requisites.

   b. *Allow Enrollment in duplicates*
      - Only overrides duplicate sections (topics courses).

   c. *Permit to Register*
      - Overrides most restrictions except time conflicts and level restriction.

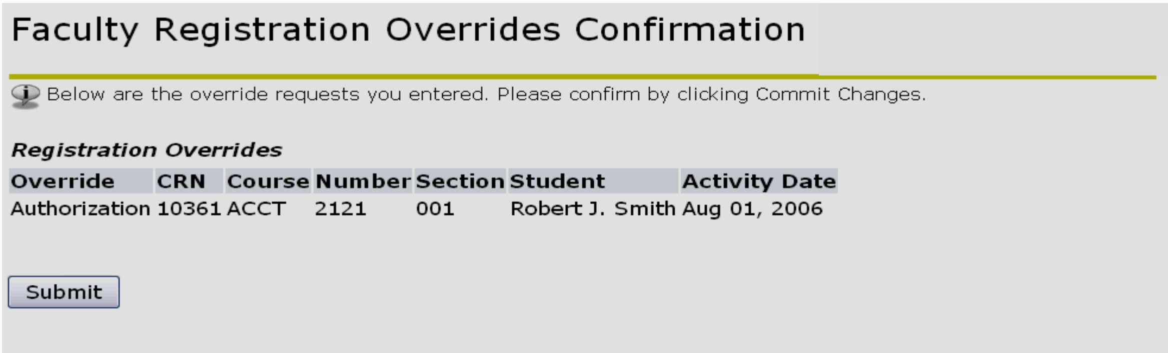
   d. *Repeat Override*
      - Only overrides repeated course errors.

   e. *Time Conflict Override*
      - Only overrides time conflicts.

10. Select the appropriate **course number** from the **Course** drop-down menu.

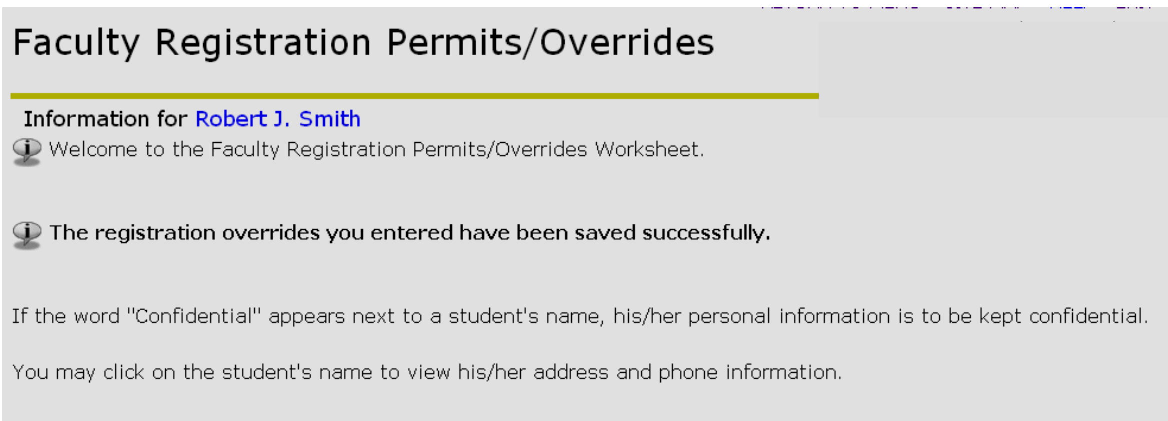
11. Click **Submit.**

12. Confirm the override information (correct student, correct type of override, correct course).



13. Click **Submit**.

- The student now has a registration override for the course you selected.



Grading – Midterm

Please note:

- *Faculty are asked to report whether or not there are unsatisfactory Mid Term grades to record.*
- Midterm grades are **NOT OFFICIAL** and **WILL NOT** display on transcripts.
- Midterm grades do not appear on a student's academic history.
- Midterm grades submitted are immediately viewable to students.
- Midterm grades should be entered within the 60 minute time frame allotted.

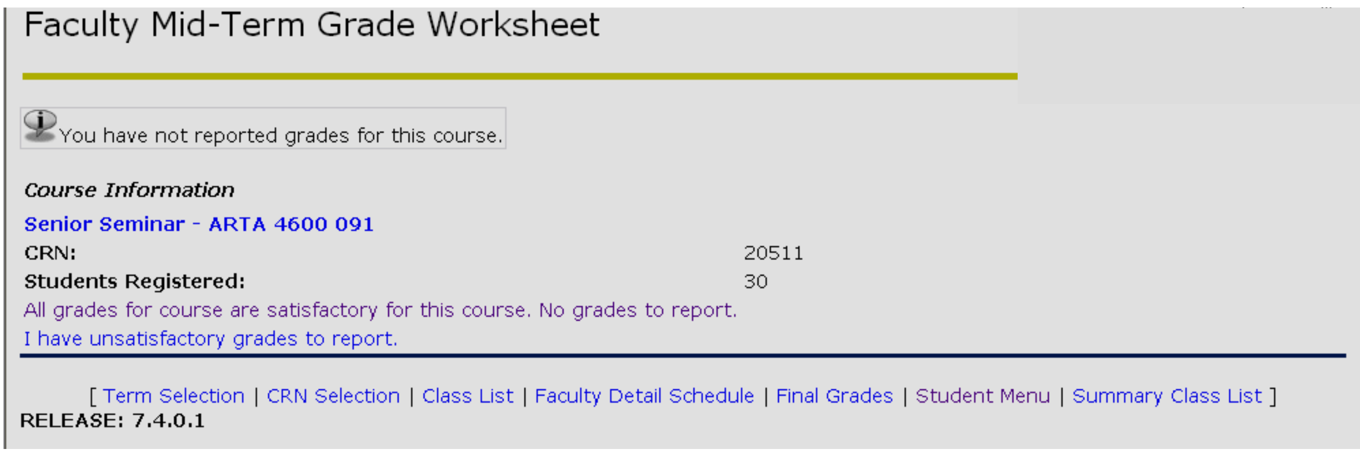
1) From the Faculty & Advisor page, click on **Mid Term Grades**.

2) Select the appropriate term from the drop-down menu.

3) Click **Submit.**

4) Select the course section for which you are reporting from the drop-down box.

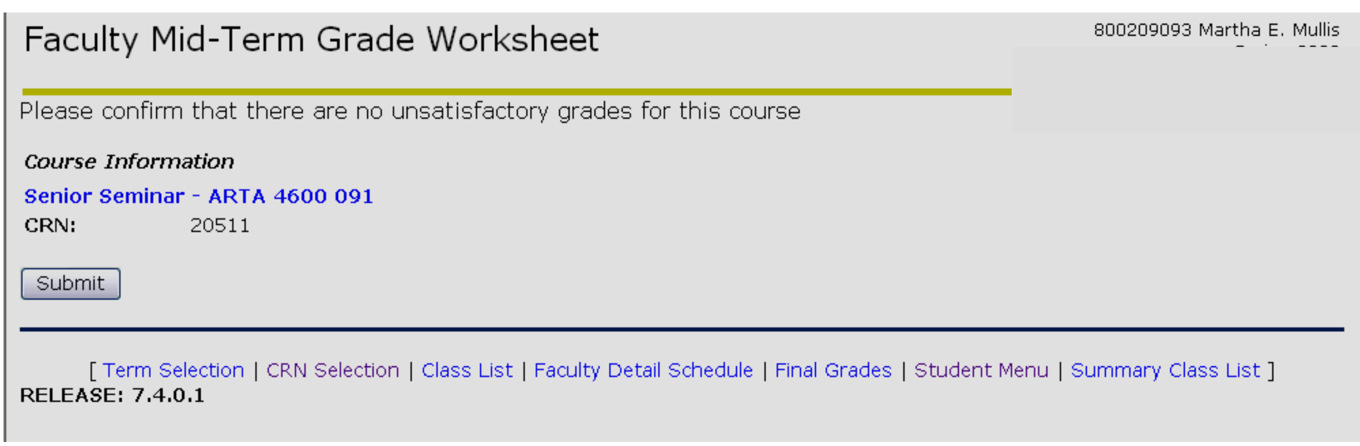
5) Click **Submit**. This will display two options.



6) Select one of the two grading options:

   a) *All grades for course are satisfactory. No unsatisfactory grades to report.*

      i) Click **Submit** to confirm that there are no unsatisfactory grades for this course.



      ii) To grade a different CRN, use the CRN Selection link at the bottom of the screen.

iii) Once a new CRN is selected, click the link for Mid Term Grading from the Advisors Menu.

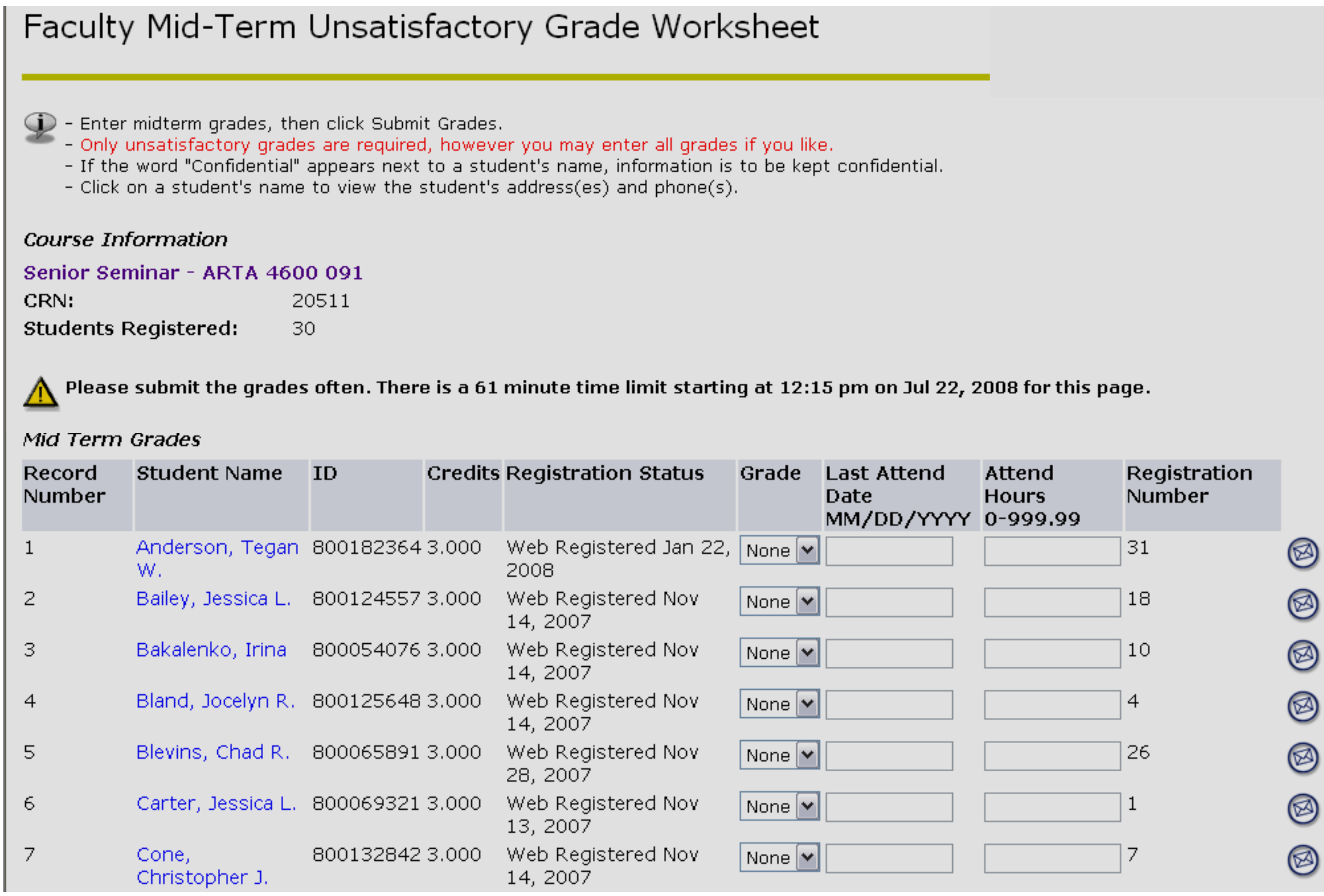
b) *I have unsatisfactory grades to report.*

i) Only unsatisfactory grades are required, however you may enter all grades if you like.

ii) From the grade drop-down box, select the correct grade for the appropriate student. ***Note:*** Students who have withdrawn will not be available to have grades entered.

iii) Review grades for accuracy.

iv) Click the Print icon on the top task bar to printout the grades you submit. The printout is your record of the submitted Mid Term grades.



Faculty Mid-Term Unsatisfactory Grade Worksheet

- Enter midterm grades, then click Submit Grades.
- Only unsatisfactory grades are required, however you may enter all grades if you like.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Course Information

Senior Seminar - ARTA 4600 091

CRN: 20511

Students Registered: 30

Please submit the grades often. There is a 61 minute time limit starting at 12:15 pm on Jul 22, 2008 for this page.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Anderson, Tegan W.	800182364	3.000	Web Registered Jan 22, 2008	None			31
2	Bailey, Jessica L.	800124557	3.000	Web Registered Nov 14, 2007	None			18
3	Bakalenko, Irina	800054076	3.000	Web Registered Nov 14, 2007	None			10
4	Bland, Jocelyn R.	800125648	3.000	Web Registered Nov 14, 2007	None			4
5	Blevins, Chad R.	800065891	3.000	Web Registered Nov 28, 2007	None			26
6	Carter, Jessica L.	800069321	3.000	Web Registered Nov 13, 2007	None			1
7	Cone, Christopher J.	800132842	3.000	Web Registered Nov 14, 2007	None			7

7) Click **Submit**.

a) A confirmation page will display to confirm that Mid Term grades have been entered successfully.

b) To grade a different CRN, use the CRN Selection link at the bottom of the screen.

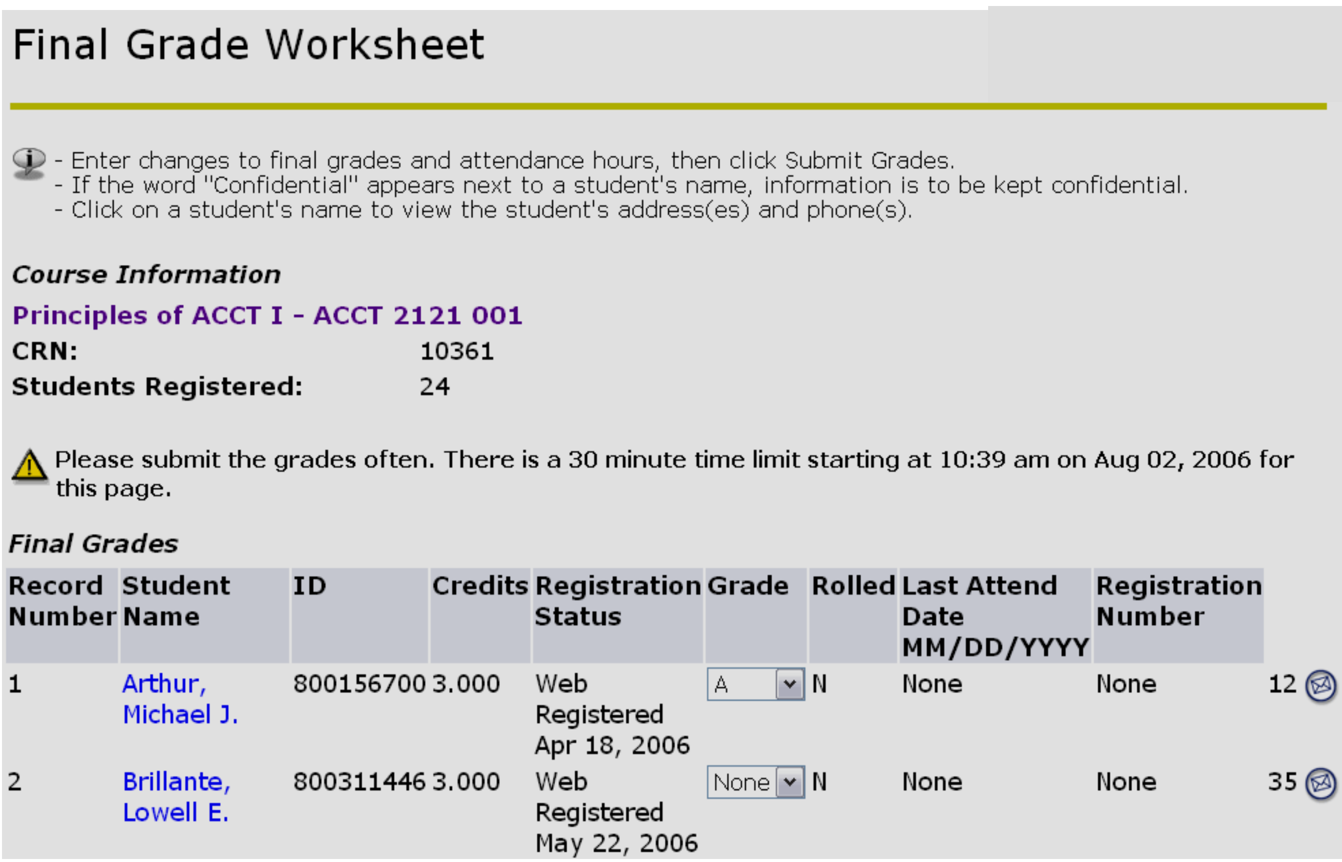
c) Once a new CRN is selected, click the link for Mid Term Grading from the Advisors Menu.

Grading - Final

Please note:

- Final grades are **OFFICIAL**.
- Final grades **will** appear on student transcripts
- Final grades will appear on a student's academic history.
- Final grades should be entered within the 60 minute time frame allotted.
- Final grades submitted will be viewable to students after the grading period.

1. From the Faculty & Advisor page, click **Final Grades**.
2. Select appropriate term from the drop-down menu.
3. Click **Submit.**
4. Select the course section for which you are submitting grades from the drop-down box.
5. Click **Submit**.
    - This will display a class list to enter a grade for each student.



Final Grade Worksheet

- Enter changes to final grades and attendance hours, then click Submit Grades.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Course Information

Principles of ACCT I - ACCT 2121 001

CRN: 10361

Students Registered: 24

Please submit the grades often. There is a 30 minute time limit starting at 10:39 am on Aug 02, 2006 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Registration Number	
1	Arthur, Michael J.	800156700	3.000	Web Registered Apr 18, 2006	A	N	None	None	12
2	Brillante, Lowell E.	800311446	3.000	Web Registered May 22, 2006	None	N	None	None	35

6. From the grade drop-down box, select the correct grade for the appropriate student.
    - Students who have **withdrawn** will not be eligible to have grades entered.
    - Students with the grade type of **Audit** should be given a grade of AU (student attended) or NR (student never attended). These will be the only grade choices for students with an Audit grade type.
    - Students with the grade type of **Pass/No Credit** should be given a grade of P (student passed) or N (student failed). These will be the only grade choices for students with a Pass/No Credit grade type.

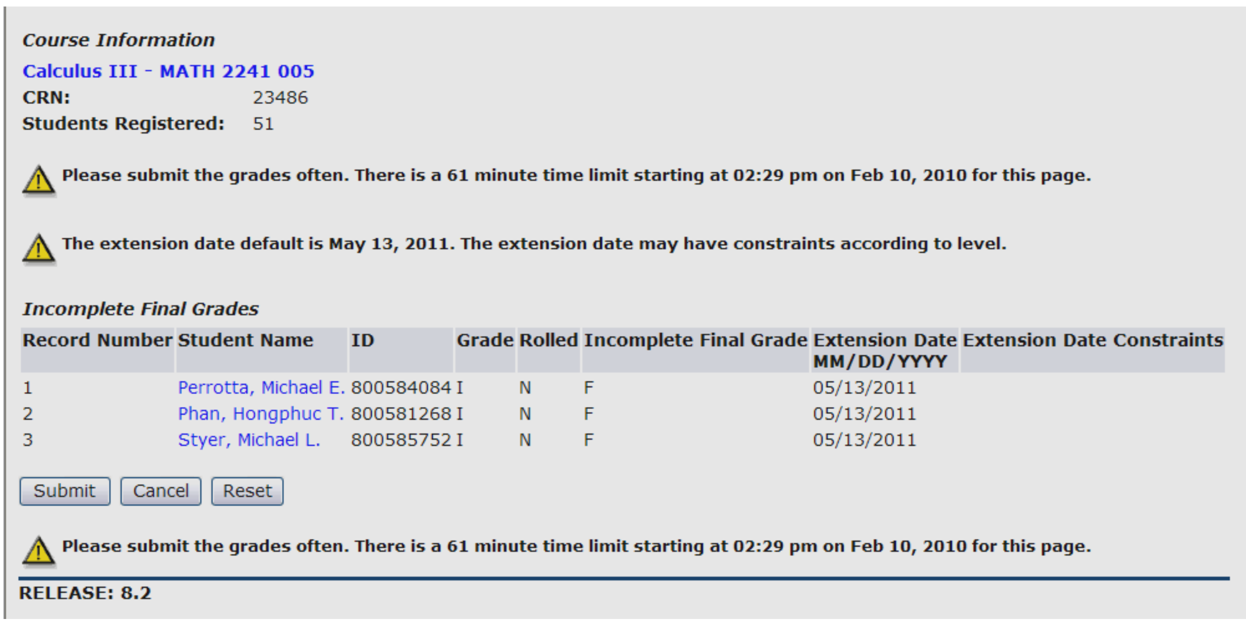
- Students with the grade type of **Pass/Unsatisfactory** should be given a grade of P (student passed) or U (student failed). These will be the only grade choices for students with a Pass/Unsatisfactory grade type.

7. After you have entered grades for all students, review grades for accuracy.

8. To print a record of the class roster (including any grades submitted), click the link at the bottom of the page for a printer friendly copy.

9. Click **Submit**.
   - A confirmation page will display to confirm that **final grades** have been entered successfully.

10. If any students were assigned a grade of Incomplete, please make sure to confirm the Incomplete Extension Date by clicking Submit on the confirmation page.



Course Information

Calculus III - MATH 2241 005

CRN: 23486

Students Registered: 51

Please submit the grades often. There is a 61 minute time limit starting at 02:29 pm on Feb 10, 2010 for this page.

The extension date default is May 13, 2011. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	Perrotta, Michael E.	800584084	I	N	F	05/13/2011	
2	Phan, Hongphuc T.	800581268	I	N	F	05/13/2011	
3	Styer, Michael L.	800585752	I	N	F	05/13/2011	

Submit Cancel Reset

Please submit the grades often. There is a 61 minute time limit starting at 02:29 pm on Feb 10, 2010 for this page.

RELEASE: 8.2

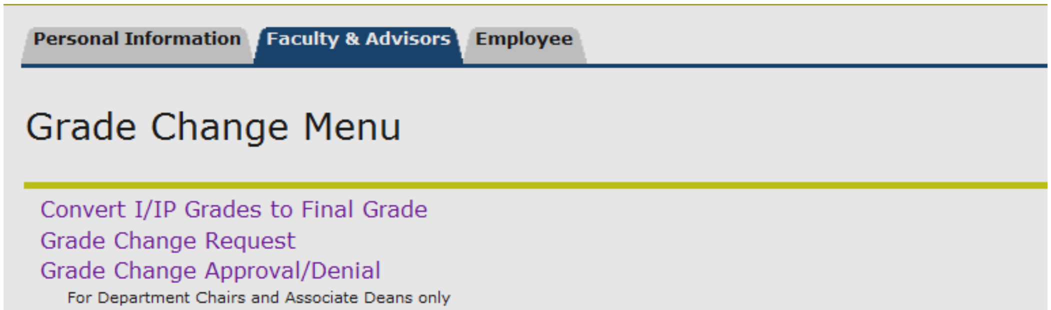
Requesting a Grade Change

Please note:

- This online process can be used for courses offered Fall 2006 to present.
- For courses prior to Fall 2006, please contact your department.

1. From the Faculty & Advisors tab, select Grade Change Menu.

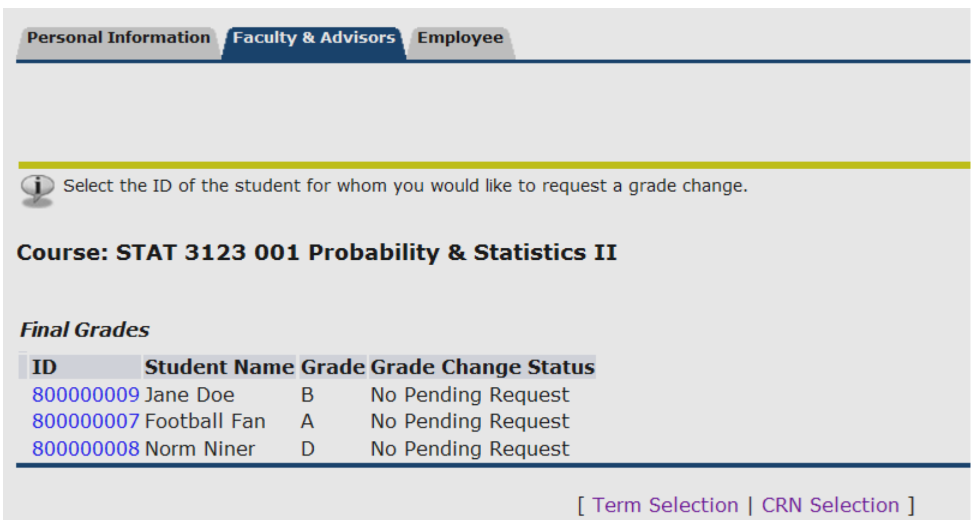
2. Select Grade Change Request.



3. From the drop down menu, select the term the course was offered and click Submit.

4. Select the appropriate course from the drop down menu or click the link at the bottom of the page to enter the CRN directly. (To enter the CRN directly, you must be the instructor of record)

5. The class list will be displayed. Click on the student's ID number for which you wish to request a grade change.



6. In the New Grade column, select the new grade from the drop down menu.

7. In the Grade Change Reason column, select a reason for the grade change.

8. If necessary, add any comments for approver review in the Instructor Comments field.

9. Click Submit.

10. Confirmation of the grade change request is displayed. The appropriate approvers will be notified of your request. Pending approval, the requested grade will be applied to the student's record. You will be notified of the final decision via email.

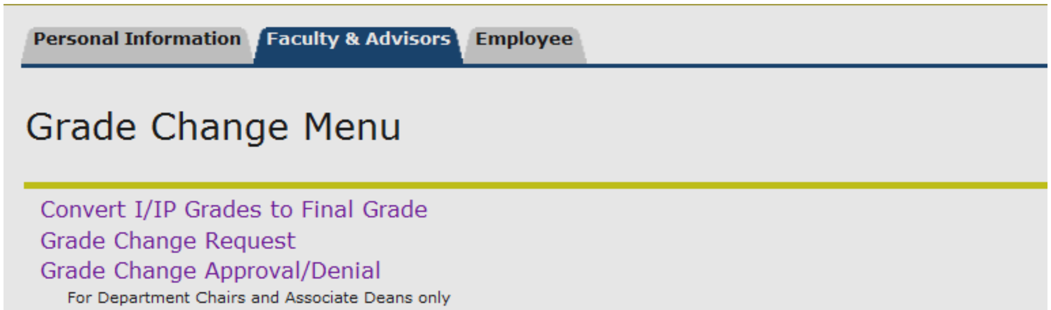
Converting an I/IP Grades to Final Grade

Please note:

- This online process can be used for courses offered Fall 2006 to present.
- For courses prior to Fall 2006, please contact your department.

1. From the Faculty & Advisors tab, select Grade Change Menu.

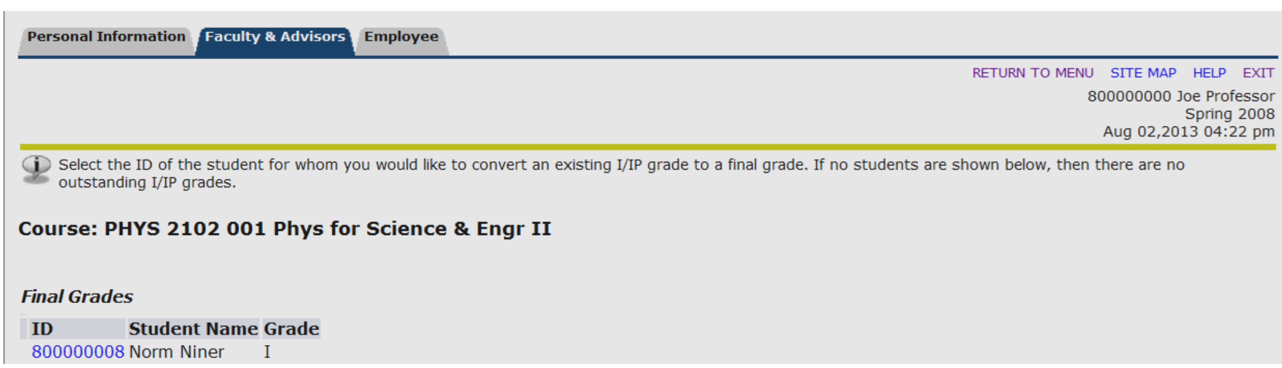
2. Select Convert I/IP Grades to Final Grade.



3. From the drop down menu, select the term the course was offered.

4. Select the appropriate course from the drop down menu or click the link at the bottom of the page to enter the CRN directly. (To enter the CRN directly, you must be the instructor of record)

5. Students with an I/IP grade will be displayed. Click on the student's ID number for which you wish to request a grade change. *If no students are shown, there are no outstanding I/IP grades for this course.*



6. In the New Grade column, select the final grade from the drop down menu.

7. Click Submit.

8. Confirmation of the grade change request is displayed. The requested grade will be applied to the student's record. Email notifications of this change will be sent to you and the student.

Approving a Grade Change Request

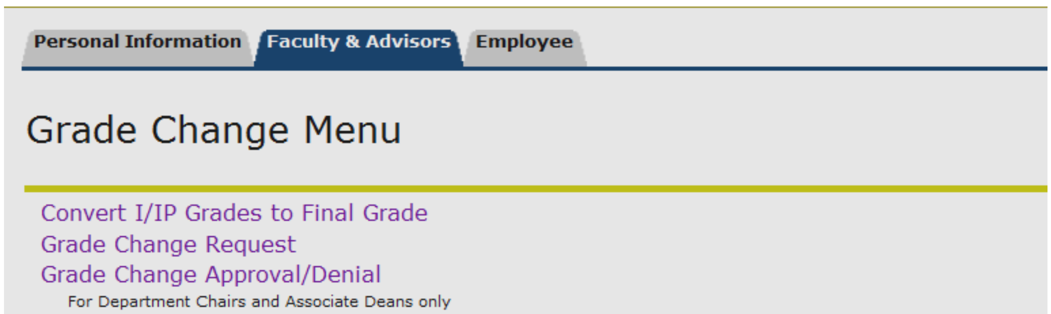
For Department Chairs and Associate Deans only

Please note:

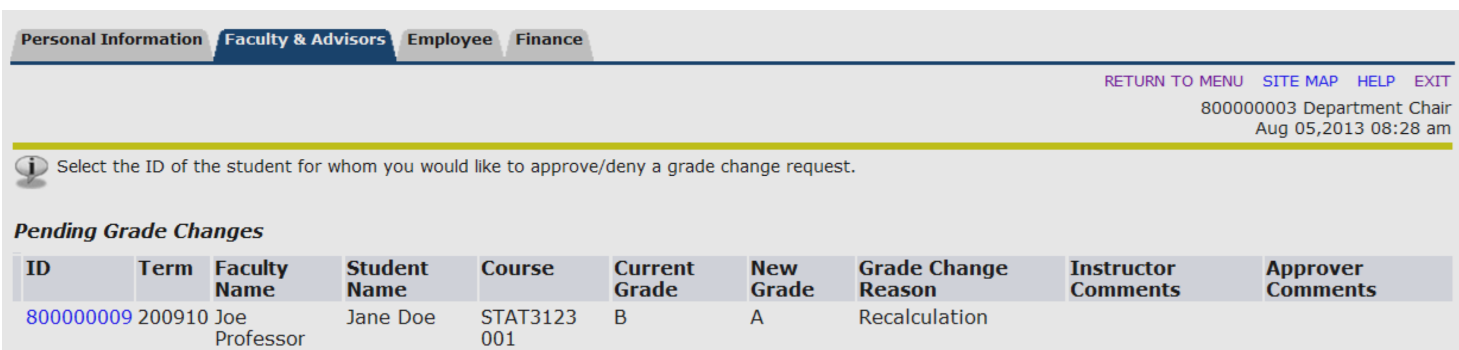
- This online process can be used for courses offered Fall 2006 to present.
- For courses prior to Fall 2006, please contact your department.

1. From the Faculty & Advisors tab, select Grade Change Menu.

2. Select Grade Change Approval/Denial.



3. A list of grade change requests will be displayed. Click on the student's ID number for which you wish to approve/deny the request.



4. Select Approve or Deny from the drop down menu.

5. If necessary, add any comments in the Approver Comments field.

6. Click Submit.

7. Confirmation of your decision is displayed and based on your action; the appropriate recipients will be notified via email.