Faculty & Advisor Self-Service

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

<table>
<thead>
<tr>
<th>Information for Robert J. Smith</th>
<th>Student Information effective from Spring 2005 to The End of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered for Term:</td>
<td>Yes</td>
</tr>
<tr>
<td>First Term Attended:</td>
<td>Fall 2001</td>
</tr>
<tr>
<td>Last Term Attended:</td>
<td>Fall 2003</td>
</tr>
<tr>
<td>Status:</td>
<td>Active</td>
</tr>
<tr>
<td>Matric Term:</td>
<td>Spring 2003</td>
</tr>
<tr>
<td>Residence:</td>
<td>In state Resident</td>
</tr>
<tr>
<td>Citizenship:</td>
<td>United States Citizen</td>
</tr>
<tr>
<td>Student Type:</td>
<td>Continuing</td>
</tr>
<tr>
<td>Class:</td>
<td>5th Yr or 2nd Degree</td>
</tr>
<tr>
<td>Expected Graduation Date:</td>
<td>May 15, 2008</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>6:30 pm - 9:15 pm</td>
<td>Friday</td>
<td>017 Aug 21, 2006 - Dec 06, 2006</td>
<td>Lecture</td>
<td>TBA</td>
</tr>
</tbody>
</table>

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.

### View Student Address and Phones

<table>
<thead>
<tr>
<th>Information for Robert J. Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the word &quot;Confidential&quot; appears beneath a student’s name, his/her personal information is to be kept confidential.</td>
</tr>
</tbody>
</table>

### Addresses and Phones

<table>
<thead>
<tr>
<th>Local Mailing Address</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: Dec 31, 2005 - (No end date)</td>
<td>Primary: 704-4001188</td>
</tr>
<tr>
<td>Bethel School Rd</td>
<td></td>
</tr>
<tr>
<td>Midland, North Carolina</td>
<td>28107</td>
</tr>
<tr>
<td>UNITED STATES OF AMERICA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current: Dec 31, 2005 - (No end date)</td>
<td>Primary: 704-4001188</td>
</tr>
<tr>
<td>Bethel School Rd</td>
<td></td>
</tr>
<tr>
<td>Midland, North Carolina</td>
<td>28107</td>
</tr>
<tr>
<td>UNITED STATES OF AMERICA</td>
<td></td>
</tr>
</tbody>
</table>

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.

Select Student E-Mail Address to View

<table>
<thead>
<tr>
<th>E-mail Addresses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC Charlotte</td>
<td><a href="mailto:rjsmith@uncc.edu">rjsmith@uncc.edu</a> Preferred</td>
</tr>
</tbody>
</table>

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.

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.

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.

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

8. Click Remove Advising Hold.
   - You will receive a message that the 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 summary of your teaching schedule.

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**

<table>
<thead>
<tr>
<th></th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>80</td>
<td>80</td>
<td>0</td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 80</td>
<td>24</td>
<td>56</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

#### Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Midterm</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arthur, Michael J.</td>
<td>800156700</td>
<td>Web Registered</td>
<td>Undergraduate 3.000</td>
<td>B</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Brillante, Lowell E.</td>
<td>800311446</td>
<td>Web Registered</td>
<td>Undergraduate 3.000</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Castle, Allison M.</td>
<td>800123328</td>
<td>Web Registered</td>
<td>Undergraduate 3.000</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Enrollments</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>80</td>
<td>24</td>
<td>56</td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

### Summary Class List

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Midterm</th>
<th>Final Grade</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arthur, Michael J.</td>
<td>800156700</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>B</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Brillante, Lowell E.</td>
<td>800311446</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Castle, Allison M.</td>
<td>800123328</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
</tbody>
</table>

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.
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**
      o Overrides most restrictions except closed section and level restriction
         **(Strongly suggested in order to prevent over enrollment)**
   a. **Excluding co-requisites**
      o Overrides most restrictions except closed section, level restriction, and co-requisites.
   b. **Allow Enrollment in duplicates**
      o Only overrides duplicate sections (topics courses).
   c. **Permit to Register**
      o Overrides most restrictions except time conflicts and level restriction.
   d. **Repeat Override**
      o Only overrides repeated course errors.
   e. **Time Conflict Override**
      o 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).

![Faculty Registration Overrides Confirmation]

13. Click **Submit**.

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

![Faculty Registration Permits/Overrides]

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.
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.

Faculty Mid-Term Grade Worksheet

---

You have not reported grades for this course.

Course Information
Senior Seminar – ARTA 4600 091
CRN: 20511
Students Registered: 30
All grades for course are satisfactory for this course. No grades to report.
I have unsatisfactory grades to report.

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Final Grades | Student Menu | Summary Class List ]
RELEASE: 7.4.0.1

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.

Faculty Mid-Term Grade Worksheet

---

Please confirm that there are no unsatisfactory grades for this course

Course Information
Senior Seminar – ARTA 4600 091
CRN: 20511

[ Term Selection | CRN Selection | Class List | Faculty Detail Schedule | Final Grades | Student Menu | Summary Class List ]
RELEASE: 7.4.0.1

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

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Last Attend Date MM/DD/YYYY</th>
<th>Attend Hours 0-999.99</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anderson, Tegan W.</td>
<td>800122364 3.000</td>
<td>Web Registered Jan 22, 2006</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>2</td>
<td>Bailey, Jessica L.</td>
<td>800124557 3.000</td>
<td>Web Registered Nov 14, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>Bokalenko, Irina</td>
<td>800054076 3.000</td>
<td>Web Registered Nov 14, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Bland, Jocelyn R.</td>
<td>800125648 3.000</td>
<td>Web Registered Nov 14, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Blevins, Chad R.</td>
<td>800055891 3.000</td>
<td>Web Registered Nov 28, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>6</td>
<td>Carter, Jessica L.</td>
<td>800069321 3.000</td>
<td>Web Registered Nov 13, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Cone, Christopher J.</td>
<td>800132842 3.000</td>
<td>Web Registered Nov 14, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Rolled Last Attend</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arthur, Michael J.</td>
<td>800156700 3.000</td>
<td>Web Registered Apr 18, 2006</td>
<td>A ▼ N</td>
<td>None</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Brillante, Lowell E.</td>
<td>800311446 3.000</td>
<td>Web Registered May 22, 2006</td>
<td>None ▼ N</td>
<td>None</td>
<td>35</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.