Faculty & Advisor Self-Service

Revised: September 20, 2019
By: Office of the Registrar
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Selecting a Student ID

1. From the Faculty & Advisor menu, 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 menu, 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

<table>
<thead>
<tr>
<th>Registered for Term:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<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 menu, 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</th>
<th>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 H</td>
<td>Friday</td>
<td>017 Aug 21, 2006 - Dec 06, 2006</td>
<td>Lecture</td>
<td>TBA</td>
<td></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 menu, 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 “Confidential” 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) 12659 Bethel School Rd Midland, North Carolina 28107 UNITED STATES OF AMERICA</td>
<td>Primary: 704-4001188</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) 12659 Bethel School Rd Midland, North Carolina 28107 UNITED STATES OF AMERICA</td>
<td>Primary: 704-4001188</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 menu, 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.

<table>
<thead>
<tr>
<th>E-mail Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC Charlotte</td>
</tr>
<tr>
<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.
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-2006 11:53:51 am

**Name:** Richard C. Selland  
**UNCC ID:** B00094054  
**Email:** rosellan@uncc.edu  
**Advisor(s):** Hollis J. Frazier

**Student Attributes:** FLSP/Foreign Language Exempt  
**GenEd 2003**

**Student Test Scores:** MATH/Placement Test/09/07-Jan-2006

**Current Program:** Pre-Communication Studies-BA  
**Current Major:** Pre-Communication Studies  
**Catalog Term:** Spring 2003  
**Transfer Credit Accepted by UNC Charlotte**

<table>
<thead>
<tr>
<th>College</th>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Course Credits</th>
<th>UNCC Course</th>
<th>UNCC Title</th>
<th>Course Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Piedmont CC</td>
<td>ART250</td>
<td>PHOTO APPRECIATION</td>
<td>TB</td>
<td>3.000</td>
<td>ART2191</td>
<td>Photo Media I</td>
<td>RNSC-Natural Science Requirement</td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>BIO110</td>
<td>Principles of Biology w Lab</td>
<td>TC</td>
<td>3.000</td>
<td>BIO101</td>
<td>Principles of Biology I</td>
<td>LBIO-Biology Lab</td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>BIO110</td>
<td>Principles of Biology w Lab</td>
<td>TC</td>
<td>1.000</td>
<td>BIO1110L</td>
<td>Principles of Biology I Lab</td>
<td>Intro to Business Computing</td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>CIS110</td>
<td>Introduction to Computers</td>
<td>TB</td>
<td>3.000</td>
<td>INFO2130</td>
<td>Intro to Business Computing</td>
<td></td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>DRA111</td>
<td>Theatre Appreciation</td>
<td>TB</td>
<td>3.000</td>
<td>LBST104</td>
<td>Intro to Theatre</td>
<td></td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>MAT140</td>
<td>Survey of Mathematics</td>
<td>TC</td>
<td>3.000</td>
<td>MATH1102</td>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>PSY150</td>
<td>General Psychology</td>
<td>TA</td>
<td>3.000</td>
<td>PSY1101</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>SOC210</td>
<td>Introduction to Sociology</td>
<td>TC</td>
<td>3.000</td>
<td>SOCY1101</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>SPA111</td>
<td>Elementary Spanish I</td>
<td>TC</td>
<td>3.000</td>
<td>SPAN1201</td>
<td>Elementary Spanish I</td>
<td></td>
</tr>
<tr>
<td>Central Piedmont CC</td>
<td>SPA1B1</td>
<td>Elementary Spanish I Lab</td>
<td>TC</td>
<td>1.000</td>
<td>TRNF0001</td>
<td>Transfer Elective</td>
<td></td>
</tr>
</tbody>
</table>

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.

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 menu, 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

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

Enrollment Counts

<table>
<thead>
<tr>
<th></th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>60</td>
<td>60</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 & Advisor menu, 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>
<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>3.000</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</td>
<td>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</td>
<td>3.000</td>
<td>Enter</td>
<td>Enter</td>
<td></td>
</tr>
</tbody>
</table>
Viewing Your Class List – Detail

1. From the Faculty & Advisor menu, 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

<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>
<th>Detail</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>
<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>
<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>
<td></td>
</tr>
</tbody>
</table>
Viewing Your Wait List – Summary

1. From the Faculty & Advisors menu, click Summary Wait 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 summary information about the students that are waitlisted in this section.
   • You have the option to e-mail the students from the e-mail icon.

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topics in Africana Studies: African American Music: History and Culture - AFRS 2050 A02</td>
</tr>
<tr>
<td>CRN: 27056</td>
</tr>
<tr>
<td>Duration: Jan 07, 2015 - Apr 28, 2015</td>
</tr>
<tr>
<td>Status: Active</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Actual Remaining</td>
</tr>
<tr>
<td>Enrollment: 10</td>
</tr>
<tr>
<td>Wait List: 3</td>
</tr>
<tr>
<td>Cross List: 48</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary Wait List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlist Position</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

[ Term Selection | CRN Selection | Detail Wait List | Detail Class List | Summary Class List | Faculty Detail Schedule ]
Viewing Your Wait List – Detail

1. From the Faculty & Advisors menu, click Detail Wait 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 that are waitlisted in this section.
   - You have the option to e-mail the students from the e-mail icon.

---

Course Information
Topics in Africana Studies: African American Music: History and Culture - AFRS 2050 A02
CRN: 27056
Duration: Jan 07, 2015 - Apr 28, 2015
Status: Active

Enrollment Counts
<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>48</td>
<td>46</td>
<td>2</td>
</tr>
</tbody>
</table>

Detail Wait List

<table>
<thead>
<tr>
<th>Student Name ID</th>
<th>Registration Status</th>
<th>Waitlist Position Notification Expires</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niner, Norm</td>
<td>8019999999 <em><strong>Waitlist-Not Registered</strong></em> 1</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

Current Program
Bachelor of Arts
Level: Undergraduate
Program: Spanish-BA
Admit Term: Fall 2011
Admit Type: Freshmen
Catalog Term: Spring 2013
College: Liberal Arts & Sciences
Major and Department: Spanish, Languages and Culture Studies
Class: Junior
Credits: 0.000
Registration Overrides

1. From the Faculty & Advisor menu, 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. *NOTE* *Overrides can only be assigned by faculty who are listed as the Primary Instructor.*

11. Click Submit.

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

   **Faculty Registration Overrides Confirmation**

   Below are the override requests you entered. Please confirm by clicking Commit Changes.

   **Registration Overrides**

<table>
<thead>
<tr>
<th>Override</th>
<th>CRN</th>
<th>Course Number</th>
<th>Section</th>
<th>Student</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization</td>
<td>10361</td>
<td>ACCT</td>
<td>2121</td>
<td>001</td>
<td>Robert J. Smith</td>
</tr>
</tbody>
</table>

   Click Submit

13. Click Submit.

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

   **Faculty Registration Permits/Overrides**

   Information for **Robert J. Smith**

   Welcome to the Faculty Registration Permits/Overrides Worksheet.

   The registration overrides you entered have been saved successfully.

   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 menu, 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) \textit{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. \textit{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.

\begin{center}
\textbf{Faculty Mid-Term Unsatisfactory Grade Worksheet}
\end{center}

- 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).

\begin{center}
\textbf{Course Information}
Senior Seminar - ARTA 4600 091
CRN: 20511
Students Registered: 30
\end{center}

\begin{center}
\textbf{Mid Term Grades}
\end{center}

\begin{center}
\begin{tabular}{|c|c|c|c|c|c|c|c|c|}
\hline
Record Number & Student Name & ID & Credits & Registration Status & Grade & Last Attend Date MM/DD/YYYY & Attend Hours 0-999.99 & Registration Number \\
\hline
1 & Anderson, Tegan W. & B00152364 & 3.000 & Web Registered Jan 22, 2008 & None & & & 61 \\
2 & Bailey, Jessica L. & B00124567 & 3.000 & Web Registered Nov 14, 2007 & None & & & 48 \\
3 & Bakalenko, Inna & B00054076 & 3.000 & Web Registered Nov 14, 2007 & None & & & 10 \\
4 & Bland, Jocelyn R. & B00125648 & 3.000 & Web Registered Nov 14, 2007 & None & & & 4 \\
5 & Blevins, Chad R. & B000659891 & 3.000 & Web Registered Nov 28, 2007 & None & & & 26 \\
6 & Carter, Jessika L. & B00065321 & 3.000 & Web Registered Nov 13, 2007 & None & & & 1 \\
7 & Cone, Christopher L. & B000132842 & 3.000 & Web Registered Nov 14, 2007 & None & & & 7 \\
\hline
\end{tabular}
\end{center}

\begin{center}
\textbf{Please submit the grades often. There is a 61 minute time limit starting at 12:15 pm on Jul 22, 2000 for this page.}
\end{center}

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 menu, 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.
6. From the grade drop-down box, select the correct grade for the appropriate student.
   - **NEW!** For all F & U grades, enter the Last Attend Date. If the student was not in attendance, enter the date for the first day of class and enter a zero (0) in the Attend Hours column. Failure to enter a last day of attendance will prevent any grades from saving.
   - 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. 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.

9. 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.

10. Click Submit.
    • A confirmation page will display to confirm that final grades have been entered successfully.
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 menu, 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. Add comments for approver review in the Required 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 menu, 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 menu, 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.