

Faculty & Advisor Self-Service

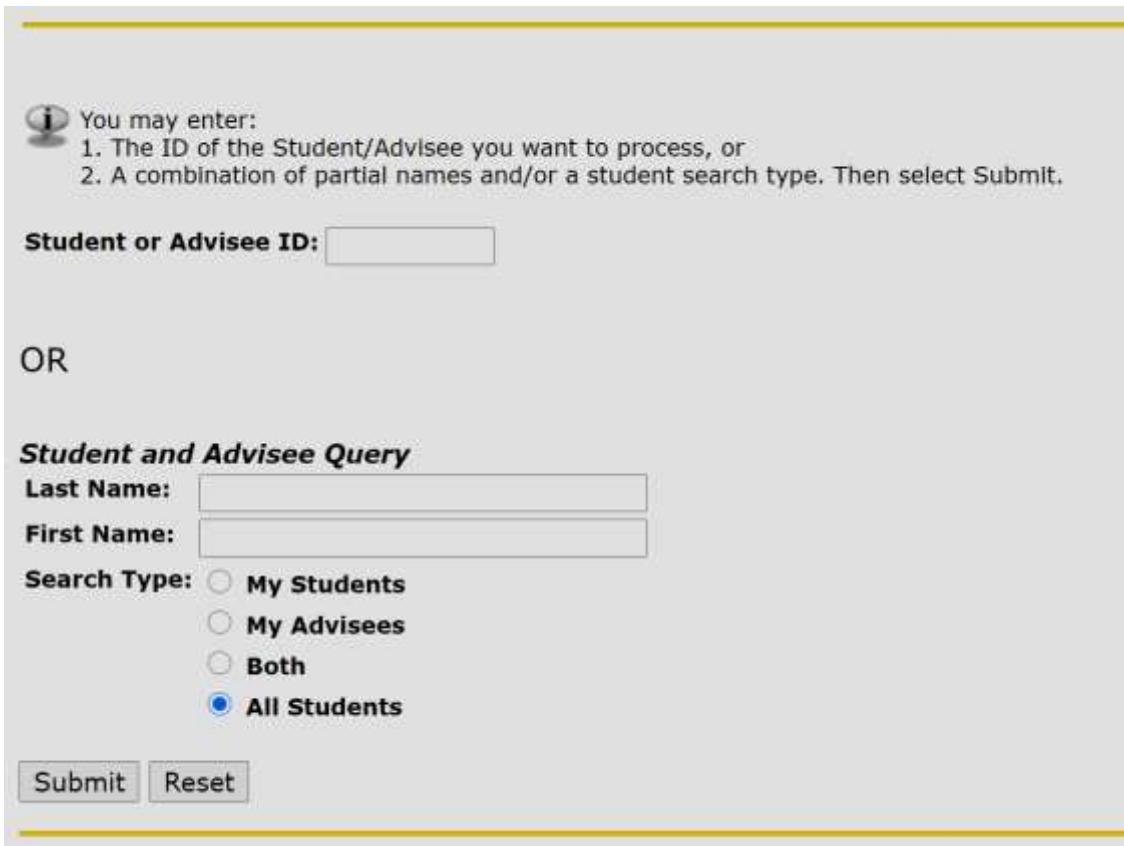
Revised: December 5, 2020
By: Office of the Registrar

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Selecting a Student ID

1. From the Faculty & Advisor menu, click **Student Menu** or **Advisor 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.



The screenshot shows a web form titled "Student and Advisee Query". At the top, there is an information icon and the text "You may enter:" followed by two numbered instructions: "1. The ID of the Student/Advisee you want to process, or" and "2. A combination of partial names and/or a student search type. Then select Submit." Below this is a text input field labeled "Student or Advisee ID:". Underneath, the word "OR" is displayed. The form then has two text input fields for "Last Name:" and "First Name:". Below these is a "Search Type:" section with four radio button options: "My Students", "My Advisees", "Both", and "All Students". The "All Students" option is selected. At the bottom of the form are two buttons: "Submit" and "Reset".

6. Click **Submit**.

Viewing General Student Information

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

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

Information for [REDACTED]

Student Information effective from Spring 2019 to The End of Time

Registered for Term:	Yes
First Term Attended:	Fall 2017
Last Term Attended:	Fall 2020
Status:	Active
Residence:	In state Resident
Citizenship:	United States Citizen
Student Type:	Continuing
Class:	Senior
Advisor Name:	Deborah Ann D. Beete
Advisor Type:	Major Advisor
Advisor Name:	Ludmila Balteanu
Advisor Type:	Major Advisor
Expected Graduation Date:	Dec 15, 2023

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

View Student Schedule

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



UNC CHARLOTTE 9201 University City Blvd, Charlotte, NC 28223
⚠ Please check your schedule carefully for time conflicts.

*** Building Abbreviations--click here***

📘 If the location (**Where**) is listed as **NONE INTRNET**, there is no meeting location, since the specified meeting time/day meets online.
If the **Time** is listed as **TBA** and **Where** is listed as **TBA**, there is no specific meeting time or location for this course. You will complete the course requirements on your own time. **TBA**, in this case, does not mean 'to be announced' later.

Total Credit Hours: 10.000

Health Policy & Law - HSMT 4201 - 001
Associated Term: Spring 2021
CRN: 23140
Status: Web Registered on Dec 01, 2020
Assigned Instructor: Sharon G. Portwood 📧
Grade Mode: Standard Letter
Credits: 3.000
Level: Undergraduate
Campus: Main/Uptown Center
Instructional Method: Online: No Specific Mtg Times

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA	TBA	Jan 20, 2021 - May 05, 2021	Lecture	Sharon Gross Portwood (P) 📧

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

Student Address and Phones

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

Information for [REDACTED]

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

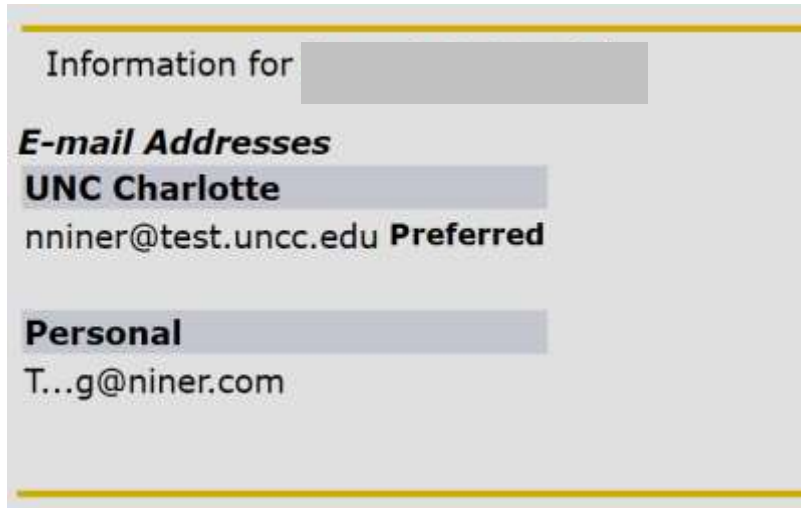
Addresses and Phones

Permanent	Phones
Current: Jan 27, 2017 - (No end date) 9201 University City Blvd Charlotte, North Carolina 28223	Primary: None Provided

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

Student E-Mail

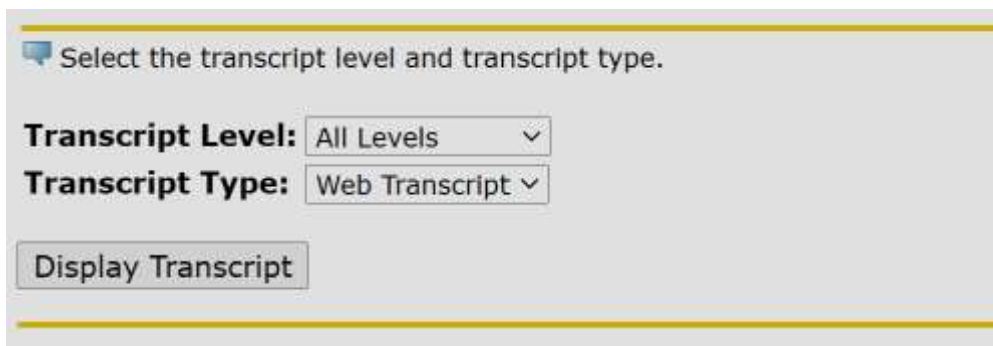
1. From the Faculty & Advisor menu, click **Student Menu**.
2. Click **Student E-mail Address**.
 - This will display the student's e-mail address that is listed in the system.



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

Student Unofficial Transcript

1. From the Faculty & Advisor Menu, click **Student Menu** or **Advisor Menu**, then **Student Unofficial 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.



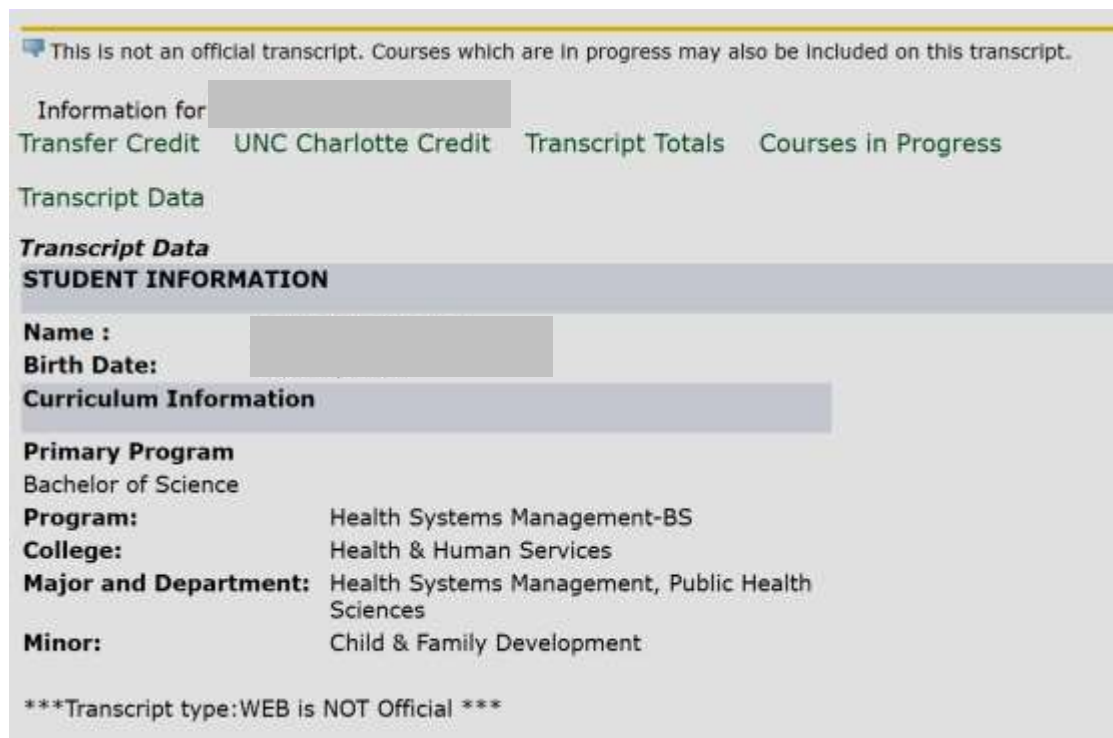
Select the transcript level and transcript type.

Transcript Level: All Levels ▾

Transcript Type: Web Transcript ▾

Display Transcript

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



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

Information for [REDACTED]

Transfer Credit UNC Charlotte Credit Transcript Totals Courses in Progress

Transcript Data

Transcript Data

STUDENT INFORMATION

Name : [REDACTED]

Birth Date: [REDACTED]

Curriculum Information

Primary Program
Bachelor of Science

Program: Health Systems Management-BS

College: Health & Human Services

Major and Department: Health Systems Management, Public Health Sciences

Minor: Child & Family Development

***Transcript type:WEB is NOT Official ***

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), student attributes, test scores, as well as Transfer Credit, Institutional Credit, In Progress courses, and a Term Summary.

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

Information for [REDACTED] Date Printed 05-Dec-2020 08:17:39 am

Name: [REDACTED]
UNCC ID: [REDACTED]
Email: nniner@test.uncc.edu
Advisor(s): Deborah Ann D. Beete

Student Attributes: HSTF/Final High School Transcript
FLSP/Foreign Language Exempt Span
Student Test Scores: MPLC/Math Placement Level/ML4
UWRT/University Writing Placement/WR04

Current Program: Health Systems Management-BS
Current Major: Health Systems Management
Current Minor: Child & Family Development
Catalog Term: Spring 2019

Registration Time: Spring 2021 - 12/01/2020 at 10:00 AM

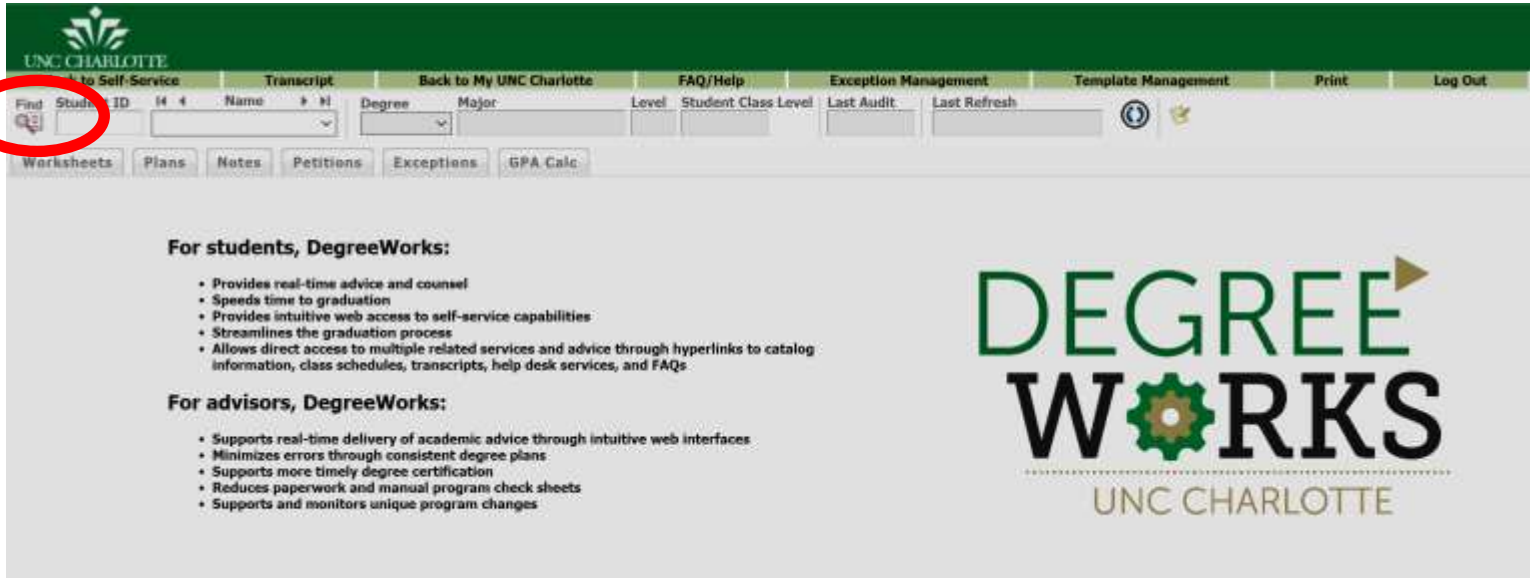
Transfer Credit Accepted by UNC Charlotte -Top-

College	Course	Title	Grade	Course Credits	UNCC Course	UNCC Title	Course Attribute
UNCC Advanced Placement Credit	UWRTAP06		TP	3.000	UWRTD001	University Writing Elective	
Total				3.000			

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.

View a DegreeWorks Audit

1. From the **Advisor Menu**, click **DegreeWorks**.
2. For the student you wish to view, enter the UNC Charlotte ID or use the Find function and hit Enter.



The screenshot displays the DegreeWorks web application interface. At the top, there is a green navigation bar with the UNC Charlotte logo and several menu items: "Go to Self-Service", "Transcript", "Back to My UNC Charlotte", "FAQ/Help", "Exception Management", "Template Management", "Print", and "Log Out". Below the navigation bar is a search area with a "Find" button circled in red, followed by input fields for "Student ID", "Name", "Degree", and "Major". There are also dropdown menus for "Level" and "Student Class Level", and input fields for "Last Audit" and "Last Refresh". Below the search area are several buttons: "Worksheets", "Plans", "Notes", "Petitions", "Exceptions", and "GPA Calc". The main content area features a heading "For students, DegreeWorks:" followed by a list of benefits for students, and another heading "For advisors, DegreeWorks:" followed by a list of benefits for advisors. On the right side, there is a large "DEGREE WORKS" logo with a gear icon in the letter 'O' of "WORKS", and the text "UNC CHARLOTTE" below it.

For students, DegreeWorks:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

DEGREE WORKS
UNC CHARLOTTE

View a What If DegreeWorks Audit

1. From the **Advisor Menu**, click **DegreeWorks**.
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 Find function and hit Enter.
4. Select **What If** from the left menu.
5. Select the catalog year, degree, major, concentration, or minor to determine how a change in curricula will affect degree progression.
6. Click **Process What-If** to see the audit using the selected curriculum information.

The screenshot displays the UNC Charlotte DegreeWorks interface. At the top, there is a navigation bar with links for Back to Self-Service, Transcript, Back to My UNC Charlotte, FAQ/Help, Exception Management, Template Management, Print, and Log Out. Below this, a search bar contains fields for Student ID, Name, Degree (BA), Major (University College), Level (UG), and Student Class Level (Junior). The last audit date is 11/11/2020, and the last refresh was on 11/11/2020 at 12:42 am. A sidebar on the left lists various menu items, with 'What If' selected. The main content area shows a 'Format:' dropdown set to 'Student View' and a 'Process What-If' button circled in red. A disclaimer states: "Disclaimer: Processing a what-if scenario does not change your major; please see your advisor." Below this, there is a section titled 'Select your primary area of study' with dropdown menus for Catalog Year (2020-2021), Program ((UG) University College), Level (Undergraduate), Degree (Bachelor of Arts), and College (University College). To the right, there are dropdowns for Major (University College), Concentration (pick a Concentration), and Minor (pick a Minor). At the bottom, there is a 'Choose Your Future Classes' section with input fields for Subject and Number, an 'Add Course' button, and a 'Courses you are considering' list with a 'Remove Course' button.

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.

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	Nov 30, 2020	Jan 05, 2021		Contact your UCOL advisor	Academic Department	Registration
Student Accounts	Nov 01, 2020	Dec 31, 2099		Make payment	Financial Services	Registration Transcripts

Remove Advising Hold

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**.

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

If the location (**Where**) is listed as **NONE INTRNET**, there is no meeting location, since the specified meeting time/day meets online.
If the **Time** is listed as **TBA** and **Where** is listed as **TBA**, there is no specific meeting time or location for this course. Students will complete the course requirements on their own time. **TBA**, in this case, does not mean 'to be announced' later.

Language & Digital Technology - 11773 - ENGL 3180 - 001

Status:	Active
Available for Registration:	Mar 30, 2020 - Sep 14, 2020
College:	Liberal Arts & Sciences
Department:	English
Part of Term:	1
Course Credits:	3.000
Course Levels:	Undergraduate
Campus:	Main/Uptown Center
Override:	No
Syllabus:	Add
Rosters:	Classlist Waitlist
Office Hours:	Add

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	26	9
Cross List:	0	0	0

Viewing Your Summary Class List

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.

Course Information
 Language & Digital Technology - ENGL 3180 001
CRN: 11773
Duration: Sep 07, 2020 - Dec 15, 2020
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	26	9
Cross List:	0	0	0

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Final	Grade Detail	Notification Expires
1	0	Al [REDACTED]	80 [REDACTED]	Web Registered	Undergraduate	3.000	Enter		
2	0	An [REDACTED]	80 [REDACTED]	Web Registered	Undergraduate	3.000	N		
3	0	Bc [REDACTED]	80 [REDACTED]	Web Registered	Undergraduate	3.000	Enter		
4	0	Br [REDACTED]	80 [REDACTED]	Web Registered	Undergraduate	3.000	Enter		
5	0	Ch [REDACTED]	80 [REDACTED]	Web Registered	Undergraduate	3.000	Enter		
6	0	Ch [REDACTED]	80 [REDACTED]	Web Registered	Undergraduate	3.000	Enter		
7	0	Cl [REDACTED]	80 [REDACTED]	Web Registered	Undergraduate	3.000	Enter		
8	0	Cc [REDACTED]	80 [REDACTED]	Web Registered	Undergraduate	3.000	Enter		

Viewing Your Detail Class List

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.

Course Information
Language & Digital Technology - ENGL 3180 001
CRN: 11773
Duration: Sep 07, 2020 - Dec 15, 2020
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	35	26	9
Cross List:	0	0	0

Detail Class List

Record Number	Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
1		80	Web Registered	0		20

Current Program
 Bachelor of Arts
Level: Undergraduate
Program: English-BA
Admit Term: Fall 2018
Admit Type: Freshmen
Catalog Term: Fall 2018
College: Liberal Arts & Sciences
Major and Department: English, English

Class: Junior
Credits: 3.000

Viewing Your Summary Wait List

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.

Course Information

General Archaeology - ANTH 2151 001

CRN: 10364

Duration: Sep 07, 2020 - Dec 15, 2020

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	75	71	4
Wait List:	5	1	4
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
1		80	***Waitlist-Not Registered***	Undergraduate	0.000	



Viewing Your Detail Wait List

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
General Archaeology - ANTH 2151 001
CRN: 10364
Duration: Sep 07, 2020 - Dec 15, 2020
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	75	71	4
Wait List:	5	1	4
Cross List:	0	0	0

Detail Wait List

Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
	80	***Waitlist-Not Registered***	1		118

Current Program
 Bachelor of Science

Level: Undergraduate
Program: Health Systems Management-BS
Admit Term: Fall 2017
Admit Type: Freshmen
Catalog Term: Spring 2019
College: Health & Human Services
Major and Department: Health Systems Management, Public Health Sciences
Minor: Child & Family Development

Class: Senior
Credits: 0.000

Registration Overrides

1. From the Faculty & Advisor menu, click **Student Menu**.
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**.
8. Click **Registration Overrides**.

Information for [redacted]

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 address and phone information.

If you have issued a Registration Permit or Override, the student is NOT automatically registered for the course. The student will need to register for the course.


Registration Overrides

Override	Course
None	None
None	None
Authorization	None
Class Restriction	
Override all but co-requisites	
Allow enrollment in duplicates	
Mutual Exclusion	
Permit to Register	
Repeat Override	
Time Conflict Override	

Overrides for the selected student and term.

9. There are two drop-down menus:
 - a. Override
 - b. Course
10. 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)
 - b. *Excluding co-requisites*
 - o Overrides most restrictions except closed section, level restriction, and co-requisites.
 - c. *Allow Enrollment in duplicates*
 - o Only overrides duplicate sections (topics courses).
 - d. *Permit to Register*
 - o Overrides most restrictions except time conflicts and level restriction.
 - e. *Repeat Override*
 - o Only overrides repeated course errors.
 - f. *Time Conflict Override*
 - o Only overrides time conflicts.

2. 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.*
3. Click **Submit**.
4. Confirm the override information (correct student, correct type of override, correct course).
5. Click **Submit**.
 - The student now has a registration override for the course you selected.

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

Registration Overrides

Override	CRN	Course Number	Section	Student	Activity Date
Authorization	10364	ANTH 2151	001		Dec 05, 2020


Grading – Midterm

Please note:

- Faculty are asked to report whether or not there are unsatisfactory Midterm 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 **Midterm 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 Midterm 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			3.000	Web Registered Jan 22, 2008	None ▼			31	
2			3.000	Web Registered Nov 14, 2007	None ▼			18	
3			3.000	Web Registered Nov 14, 2007	None ▼			10	
4			3.000	Web Registered Nov 14, 2007	None ▼			4	
5			3.000	Web Registered Nov 28, 2007	None ▼			26	
6			3.000	Web Registered Nov 13, 2007	None ▼			1	
7			3.000	Web Registered Nov 14, 2007	None ▼			7	

- 7) Click **Submit**.
 - a) A confirmation page will display to confirm that Midterm 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 Midterm 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.

Grades entered through Self-Service are available to students on the web once they are moved to the academic record by the Office of the Registrar. Grades will be moved to the academic record nightly. Once grades are moved, updates require a Change of Grade form.

- 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
College Algebra - MATH 1100 001
CRN: 11027
Students Registered: 77

Please submit the grades often. There is a 60 minute time limit starting at 03:18 pm on Sep 06, 2019 for this page.


Record Sets: 1 - 25 26 - 50 51 - 75 76 - 77


Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours
1	Confidential	80	3.000	Web Registered	Apr 05, 2019	None	N		
2		80	3.000	Web Registered	Jun 14, 2019	None	N		
3		80	3.000	Web Registered	Apr 05, 2019	None	N		
4		80	3.000	Web Registered	Jun 12, 2019	None	N		
5	Confidential	80	3.000	Web Registered	Apr 08, 2019	None	N		
6		80	3.000	Registered	May 23, 2019	None	N		
7		80	3.000	Web Registered	Jun 07, 2019	None	N		
8		80	3.000	Web Registered	Jun 07, 2019	None	N		

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.

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			I	N	F		05/13/2011		
2			I	N	F		05/13/2011		
3			I	N	F		05/13/2011		

 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

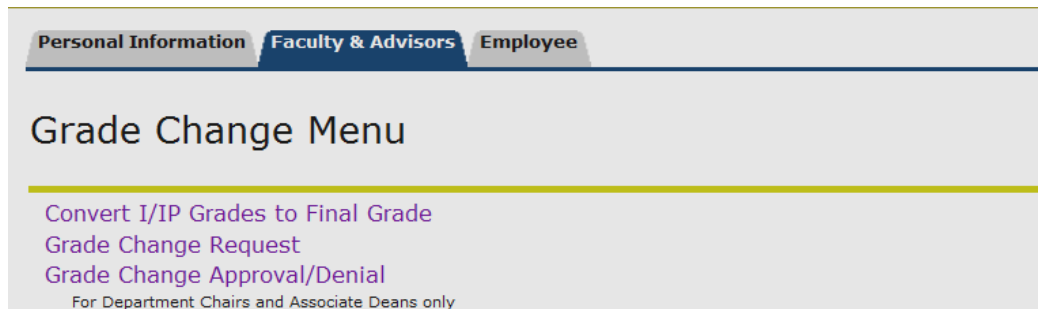
9. To print a record of the class roster (including any grades submitted), click the link at the bottom of the page for a printer friendly copy.
10. Click **Submit**.
 - A confirmation page will display to confirm that final grades have been entered successfully.

Requesting a Grade Change

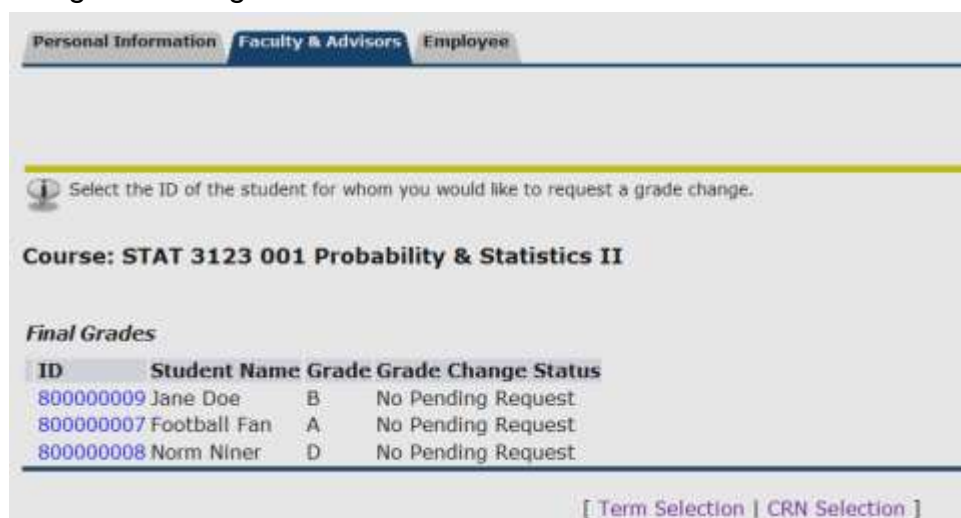
Please note:

- 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.



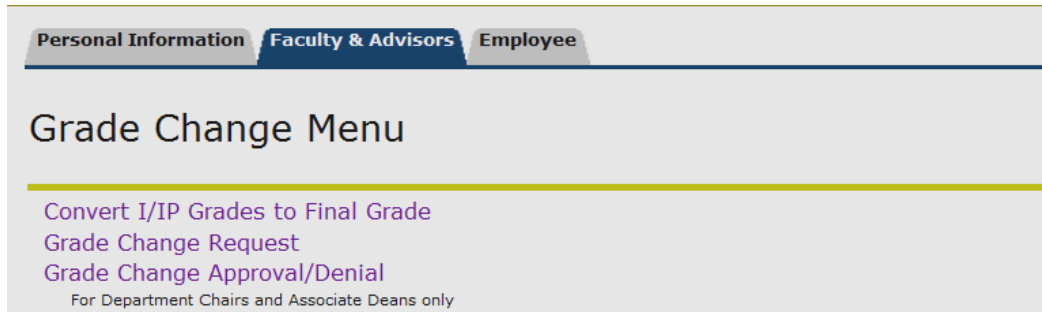
6. In the **New Grade** column, select the new grade from the drop down menu.
7. In the **Grade Change Reason** column, select a reason for the grade change.
8. Add comments for approver review in the **Required Comments** field.
9. Click **Submit**.
10. Confirmation of the grade change request is displayed. 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

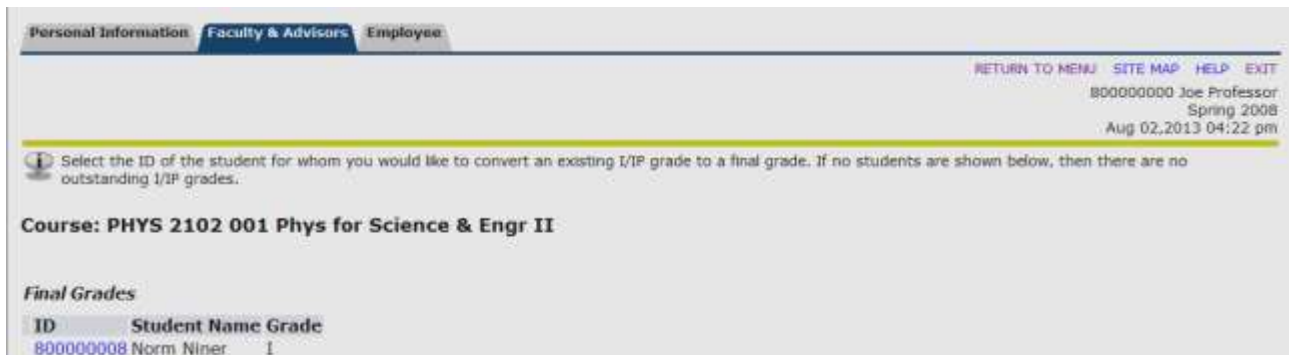
Please note:

- 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.

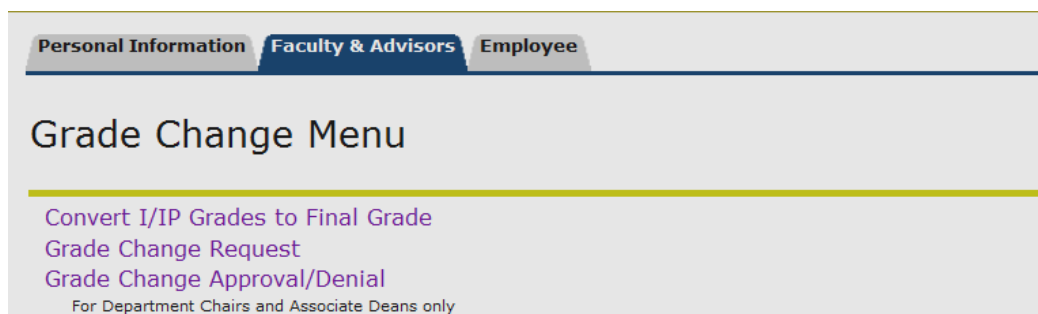
Approving a Grade Change Request

For Department Chairs and Associate Deans only

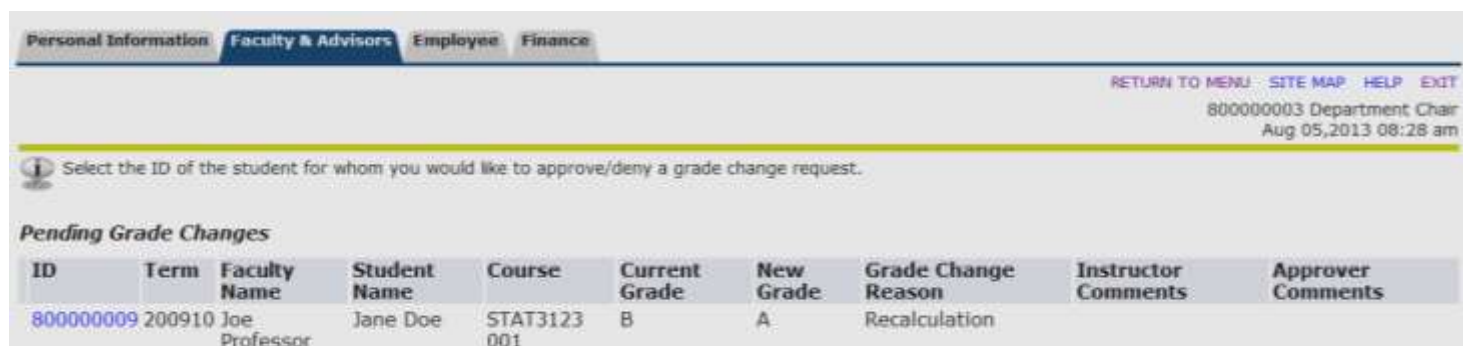
Please note:

- 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.