

Faculty & Advisor Self-Service

Revised: April 27, 2015
By: Registrar's Office


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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.

Student and Advisee ID Selection

 You may enter:

1. The ID of the Student/Advisee you want to process, or
2. A combination of partial names and/or a student search type. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

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

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

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

Student Class Schedule

1. From the Faculty & Advisor 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

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

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

Student Address

1. From the Faculty & Advisor 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

Information for [Robert J. Smith](#)

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

Addresses and Phones

Local Mailing Address

Phones

Current: Dec 31, 2005 - (No end date) Primary: 704-4001188
12659 Bethel School Rd
Midland, North Carolina 28107
UNITED STATES OF AMERICA

Permanent

Phones

Current: Dec 31, 2005 - (No end date) Primary: 704-4001188
12659 Bethel School Rd
Midland, North Carolina 28107
UNITED STATES OF AMERICA

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.

Select Student E-Mail Address to View

E-mail Addresses

UNC Charlotte


rjsmith@uncc.edu Preferred


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.

Student Academic Transcript


 Select the transcript level and transcript type.

Transcript Level: 

Transcript Type: 

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

Student Academic Transcript

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

[Transfer Credit](#) [UNC Charlotte Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Transcript Data

STUDENT INFORMATION

Name : Robert J. Smith
Birth Date: Sep 09, 1978
Student Type: Continuing

Curriculum Information

Current Program


College: Business Administration
Major and Department: Accounting, Accounting

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

Student Advising Transcript

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

Student Advising Transcript

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

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

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

Student Attributes: FLSP/Foreign Language Exempt Span
 GE03/GenEd 2003

Student Test Scores: MATH/Math Placement Test/09/07-Jan-2008

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

Transfer Credit Accepted by UNC Charlotte [-Top-](#)

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

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

Generate a New Degree Evaluation

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

⚠ General Education requirements (2003+ catalogs) are available for all majors. Actual major requirements will appear as they become available.

Click [here](#) for more information on the General Education requirements.

ℹ You may generate a degree evaluation for the curriculum(s) listed below by selecting Generate New Evaluation. To view previous evaluation results, select a program or select View Previous Evaluations. To generate a degree evaluation for a different curriculum, select What-If Analysis.

Program: Accounting-BS
Degree: Bachelor of Science
Major: Accounting

Term:

[[View Previous Evaluations](#) | [What-If Analysis](#)]

RELEASE: 7.3

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

	Met	Credits		Courses											
		Required	Used	Required	Used										
Total Required :	No	120.000	28.000		10										
Last Number Institutional Required :	Yes	30.000	30.000		10										
...Out of Last Earned :	Yes	30.000	30.000		10										
Program GPA :	Yes	.00	4.00												
Overall GPA :	Yes	2.00	3.556												
Other Course Information															
Transfer :			18.000		6										
Unused :			105.000		36										
*** This is NOT an official evaluation. ***															
Area :	General Ed-Comm Skills-ACCT (3.000 credits) - Met														
Description :	Writing in the discipline (at least 3 hours in the major)														
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	
No			ECON	RWRI	4177		3.000								
Yes)OR(MGMT	RWRI	3160		3.000		200680	MGMT	3160	Business Communications	RWRI	3.000	A
Total Credits and GPA												3.000	4.00		
*** unofficial evaluation ***															

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

View a Previous Degree Evaluation

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

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

[[Generate New Evaluation](#) | [What-If Analysis](#)]

RELEASE: 5.5

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

	Met	Credits		Courses										
		Required	Used	Required	Used									
Total Required :	No	120.000	28.000		10									
Last Number	Yes	30.000	30.000		10									
Institutional Required :														
...Out of Last Earned :	Yes	30.000	30.000		10									
Program GPA :	Yes	.00	4.00											
Overall GPA :	Yes	2.00	3.556											
Other Course Information														
Transfer :			18.000		6									
Unused :			105.000		36									
*** This is NOT an official evaluation. ***														
Area :	General Ed-Comm Skills-ACCT (3.000 credits) - Met													
Description :	Writing in the discipline (at least 3 hours in the major)													
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade
No			ECON	RWRI	4177		3.000							
Yes)OR(MGMT	RWRI	3160		3.000		200680	MGMT	3160	Business Communications	RWRI	3.000 A
Total Credits and GPA												3.000	4.00	
*** unofficial evaluation ***														

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

What-If Analysis for Degree Evaluation

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

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


	Met Credits		Courses											
	Required	Used	Required	Used										
Total Required :	No	120.000	28.000	10										
Last Number	Yes	30.000	30.000	10										
Institutional Required :														
...Out of Last Earned :	Yes	30.000	30.000	10										
Program GPA :	Yes	.00	4.00											
Overall GPA :	Yes	2.00	3.556											
Other Course Information														
Transfer :			18.000	6										
Unused :		105.000		36										
*** This is NOT an official evaluation. ***														
Area : General Ed-Comm Skills-ACCT (3.000 credits) - Met														
Description : Writing in the discipline (at least 3 hours in the major)														
Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	
No		ECON	RWRI	4177		3.000								
Yes)OR(MGMT	RWRI	3160		3.000		200680	MGMT	3160	Business Communications	RWRI	3.000 A	
												Total Credits and GPA	3.000	4.00
*** unofficial evaluation ***														

Releasing Advising Holds

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

View all Student Holds / Remove Advisement Holds

Information for [Robert J. Smith](#)

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

Administrative Holds

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

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

View all Student Holds / Remove Advisement Holds

Information for [Robert J. Smith](#)

Administrative Holds

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

Advising Hold has been Removed.

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

Viewing Your Teaching Schedule

1. From the Faculty & Advisor 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

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


Enrollment Counts

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

Viewing Your Class List – Summary

1. From the Faculty & 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

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

Current Record Set: [1 - 10](#) | [11 - 20](#) | [21 - 24](#)


Summary Class List

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

Viewing Your Class List – Detail

1. From the Faculty & Advisor 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

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

Current Record Set: [1 - 10](#) | [11 - 20](#) | [21 - 24](#)

Summary Class List

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

Viewing Your 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.

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

	Maximum	Actual	Remaining
Enrollment:	10	10	0
Wait List:	3	2	1
Cross List:	48	46	2

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Notification Expires
1	Niner, Norm	801999999	***Waitlist-Not Registered***	Undergraduate	0.000	
2	Niner, Sally	800989898	***Waitlist-Not Registered***	Undergraduate	0.000	

[Email wait listed students](#) 

[Return to Previous](#)

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

	Maximum	Actual	Remaining
Enrollment:	10	10	0
Wait List:	3	2	1
Cross List:	48	46	2

Detail Wait List

Student Name	ID	Registration Status	Waitlist Position	Notification Expires	Registration Number
Niner, Norm	801999999	***Waitlist-Not Registered***	1		18



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.

Information for [Francesca M. Hulford](#)

 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
Excluding co-requisites	None
Allow enrollment in duplicates	
Permit to Register	
Repeat Override	
Time Conflict Override	
<input type="button" value="Submit"/>	

There are no current overrides for the selected student and term.


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


Override	CRN	Course Number	Section	Student	Activity Date
Authorization	10361	ACCT	2121	001	Robert J. Smith Aug 01, 2006


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.

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 800209093 Martha E. Mullis

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

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

- 7) Click Submit.
 - a) A confirmation page will display to confirm that Mid Term grades have been entered successfully.
 - b) To grade a different CRN, use the CRN Selection link at the bottom of the screen.
 - c) Once a new CRN is selected, click the link for Mid Term Grading from the Advisors Menu.


Grading - Final

Please note:

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

1. From the Faculty & Advisor 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.


Final Grade Worksheet

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



Course Information

Principles of ACCT I - ACCT 2121 001

CRN: 10361
Students Registered: 24

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


Final Grades


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

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

- Students with the grade type of Pass/Unsatisfactory should be given a grade of P (student passed) or U (student failed). These will be the only grade choices for students with a Pass/Unsatisfactory grade type.
7. After you have entered grades for all students, review grades for accuracy.
 8. To print a record of the class roster (including any grades submitted), click the link at the bottom of the page for a printer friendly copy.
 9. Click Submit.
 - A confirmation page will display to confirm that final grades have been entered successfully.
 10. If any students were assigned a grade of Incomplete, please make sure to confirm the Incomplete Extension Date by clicking Submit on the confirmation page.

Course Information
Calculus III - MATH 2241 005
 CRN: 23486
 Students Registered: 51


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

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

Incomplete Final Grades

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

Submit Cancel Reset

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

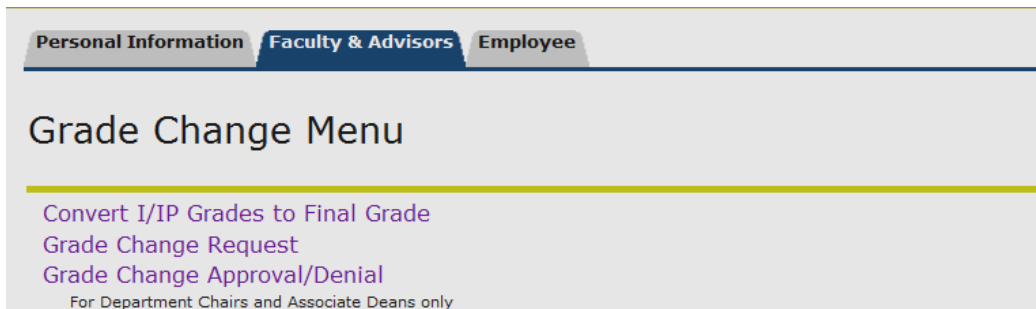
RELEASE: 8.2

Requesting a Grade Change

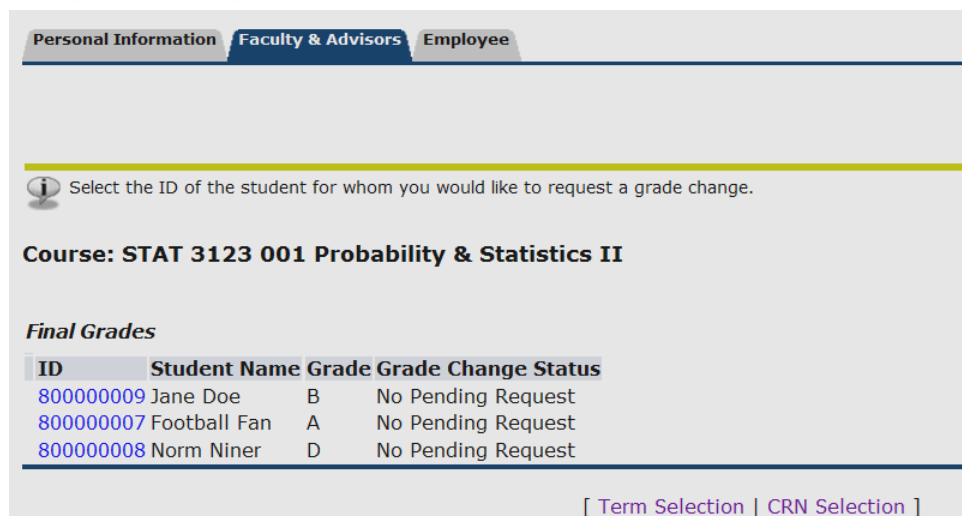
Please note:

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

1. From the Faculty & Advisors 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.



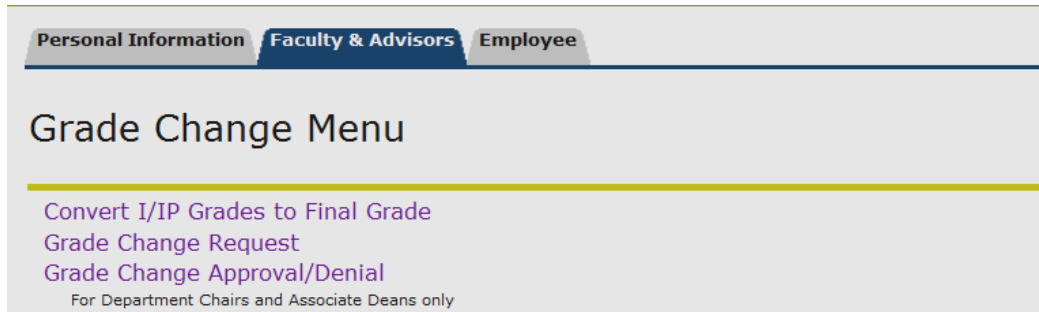
6. In the New Grade column, select the new grade from the drop down menu.
7. In the Grade Change Reason column, select a reason for the grade change.
8. Add comments for approver review in the Required Comments field.
9. Click Submit.
10. Confirmation of the grade change request is displayed. The appropriate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

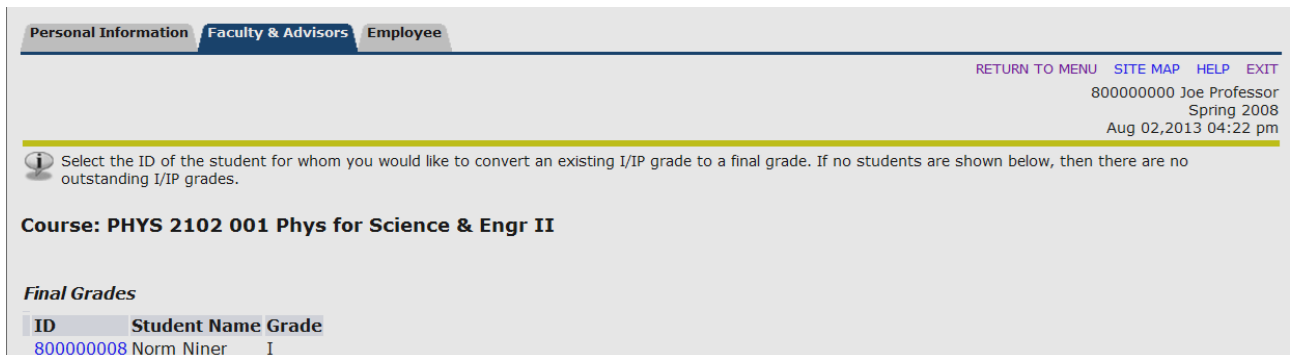
Please note:

- 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.

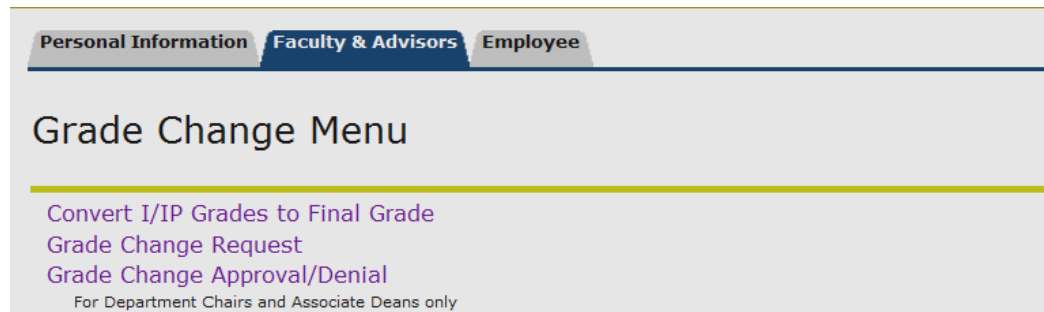
Approving a Grade Change Request

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.

A screenshot of a web application interface showing a table of pending grade changes. At the top, there are four tabs: 'Personal Information', 'Faculty & Advisors' (selected), 'Employee', and 'Finance'. In the top right corner, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below these links, the text '800000003 Department Chair' and 'Aug 05,2013 08:28 am' is displayed. A yellow horizontal line separates the header from the content. Below the line, there is an information icon and the text: 'Select the ID of the student for whom you would like to approve/deny a grade change request.' Below this text, the title 'Pending Grade Changes' is displayed. The table has the following columns: ID, Term, Faculty Name, Student Name, Course, Current Grade, New Grade, Grade Change Reason, Instructor Comments, and Approver Comments. The table contains one row of data.

ID	Term	Faculty Name	Student Name	Course	Current Grade	New Grade	Grade Change Reason	Instructor Comments	Approver Comments
800000009	200910	Joe Professor	Jane Doe	STAT3123 001	B	A	Recalculation		

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.