Faculty & Advisor Self-Service

Revised: October 04, 2021
By: Office of the Registrar
Table of Contents

Selecting A Student ID ................................................................. 3
Viewing General Student Information ........................................... 4
View Student Schedule ................................................................. 5
Student Address And Phones ....................................................... 6
Student E-Mail .................................................................................. 7
Student Unofficial Transcript ....................................................... 8
Student Advising Transcript .......................................................... 9
View a Degreeworks Audit ............................................................ 10
View a What If Degreeworks Audit ................................................ 11
Releasing Advising Holds ............................................................. 12
Viewing Your Teaching Schedule ................................................ 13
Viewing Your Summary Class List ................................................ 14
Viewing Your Detail Class List ....................................................... 15
Viewing Your Summary Wait List .................................................. 16
Viewing Your Detail Wait List ......................................................... 17
Registration Overrides ................................................................... 18
Grading – Midterm ......................................................................... 20
Grading – Final ................................................................................. 22
Requesting A Grade Change .......................................................... 24
Converting An I/IP Grades To Final Grade .................................... 25
Approving A Grade Change Request ................................................ 26
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.
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.

<table>
<thead>
<tr>
<th>Information for:</th>
</tr>
</thead>
</table>

**Student Information effective from Spring 2019 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 2017</td>
</tr>
<tr>
<td>Last Term Attended:</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>Status:</td>
<td>Active</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>Senior</td>
</tr>
<tr>
<td>Advisor Name:</td>
<td>Deborah Ann D. Beete</td>
</tr>
<tr>
<td>Advisor Type:</td>
<td>Major Advisor</td>
</tr>
<tr>
<td>Advisor Name:</td>
<td>Ludmila Balteanu</td>
</tr>
<tr>
<td>Advisor Type:</td>
<td>Major Advisor</td>
</tr>
<tr>
<td>Expected Graduation Date:</td>
<td>Dec 15, 2023</td>
</tr>
</tbody>
</table>

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.

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.

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

<table>
<thead>
<tr>
<th>Addresses and Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permanent</strong></td>
</tr>
<tr>
<td><strong>Current:</strong> Jan 27, 2017 - (No end date)</td>
</tr>
<tr>
<td>9201 University City Blvd</td>
</tr>
<tr>
<td>Charlotte, North Carolina</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 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.

5. Select Transcript Level and Transcript Type from the drop-down boxes.

6. Click Display Transcript.

7. Choose from the available views:
   • Transfer Credit
   • UNC Charlotte Credit
   • Transcript Totals
   • Courses in Progress

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

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

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

---

Language & Digital Technology - 11773 - ENGL 3180 - 001

<table>
<thead>
<tr>
<th>Status:</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available for Registration:</td>
<td>Mar 30, 2020 - Sep 14, 2020</td>
</tr>
<tr>
<td>College:</td>
<td>Liberal Arts &amp; Sciences</td>
</tr>
<tr>
<td>Department:</td>
<td>English</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 Waitlist</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>Add</td>
</tr>
</tbody>
</table>

**Enrollment Counts**

<table>
<thead>
<tr>
<th>Enrollment:</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>26</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Cross List:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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](image)

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

**Enrollment Counts**
- Maximum: 35
- Actual: 26
- Remaining: 9
- Cross List: 0

**Summary Class List**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Waitlist Position</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Final</th>
<th>Grade Detail</th>
<th>Notification Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>A</td>
<td>80</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>A</td>
<td>80</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>B</td>
<td>80</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>B</td>
<td>80</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>C</td>
<td>80</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>0</td>
<td>C</td>
<td>80</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>0</td>
<td>C</td>
<td>80</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>0</td>
<td>C</td>
<td>80</td>
<td>Web Registered</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Enter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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*

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>26</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Detail Class List*

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Waitlist Position</th>
<th>Notification Expires</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>80</td>
<td>Web Registered</td>
<td>0</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

*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**
<table>
<thead>
<tr>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment: 75</td>
<td>71</td>
<td>4</td>
</tr>
<tr>
<td>Wait List: 5</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Cross List: 0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Summary Wait List**

<table>
<thead>
<tr>
<th>Waitlist Position</th>
<th>Student Name</th>
<th>ID</th>
<th>Reg Status</th>
<th>Level</th>
<th>Credits</th>
<th>Notification Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>80</td>
<td><em><strong>Waitlist-Not Registered</strong></em></td>
<td>Undergraduate</td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Maximum</th>
<th>Actual</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>75</td>
<td>71</td>
<td>4</td>
</tr>
<tr>
<td>Wait List</td>
<td>5</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Cross List</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Detail Wait List**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Registration Status</th>
<th>Waitlist Position</th>
<th>Notification Expires</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><strong>Waitlist-Not Registered</strong></em></td>
<td>118</td>
<td>0.000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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. Click Registration Overrides.

3. Select appropriate Term from the drop-down menu.

4. Click Submit.

5. Enter the UNC Charlotte ID of the student you wish to view.

6. Click Submit.

7. Verify that the student selected is correct.

8. Click Submit.

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

10. Select the appropriate override type from the Override drop-down menu.
    a. All but Time, Repeat, Dup, & Cap
       o Overrides all restrictions except Duplicates, Repeats, Time Conflicts, and Capacity
       (Strongly suggested to prevent over enrollment)
    b. Class Standing Override
       o Class Standing override
    c. Override all but co-requisites
       o Overrides all restrictions except Co-requisites, Duplicates, Repeats, Time Conflicts, and Capacity
    d. Duplicate Course Override
       o Only overrides Duplicate Sections (topics courses)
    e. Mutual Exclusion Override
       o Mutual Exclusion override
    f. All but Time, Repeat & Dup
       o Overrides all but Duplicates, Repeats, and Time Conflicts
g. Prerequisite Courses Override  
   o Only overrides Course Prerequisites  

h. Course Repeat Override  
   o Only overrides Repeats  

i. 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.
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.

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 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, 2000 for this page.

mid term grades

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Credits</th>
<th>Registration Status</th>
<th>Grade</th>
<th>Last Attend Date MM/DD/YYYY</th>
<th>Attend Hours 0-999.99</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Web Registered Jan 22, 2008</td>
<td>None</td>
<td></td>
<td></td>
<td>31</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Web Registered Nov 14, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Web Registered Nov 14, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Web Registered Nov 14, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Web Registered Nov 28, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Web Registered Nov 13, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td>3.000</td>
<td>Web Registered Nov 14, 2007</td>
<td>None</td>
<td></td>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>

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.

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.