Faculty & Advisor Self-Service

Revised: July 22, 2022
By: Office of the Registrar

Table of Contents

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.

   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: ○ **My Students**
   ○ **My Advisees**
   ○ **Both**
   ● **All Students**

   [Submit] [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 ███████████

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***

ℹ️ 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	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

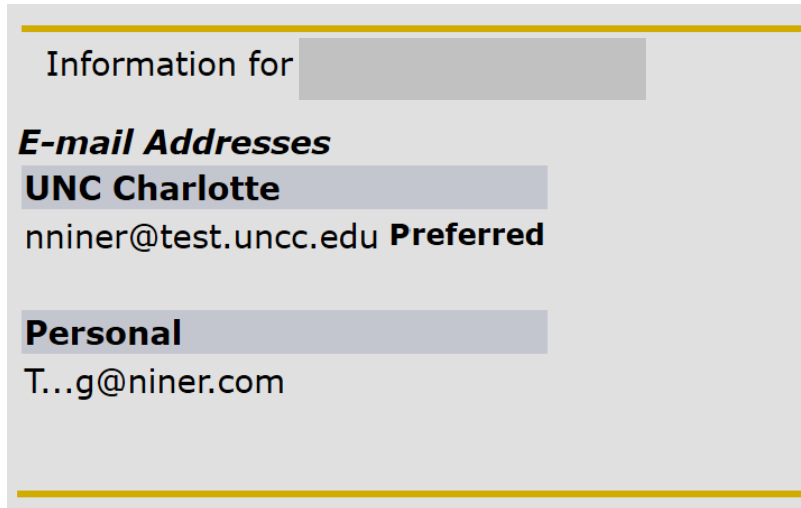If the word "Confidential" appears beneath a student's name, his/her personal information is to be kept confidential.

Addresses and Phones

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

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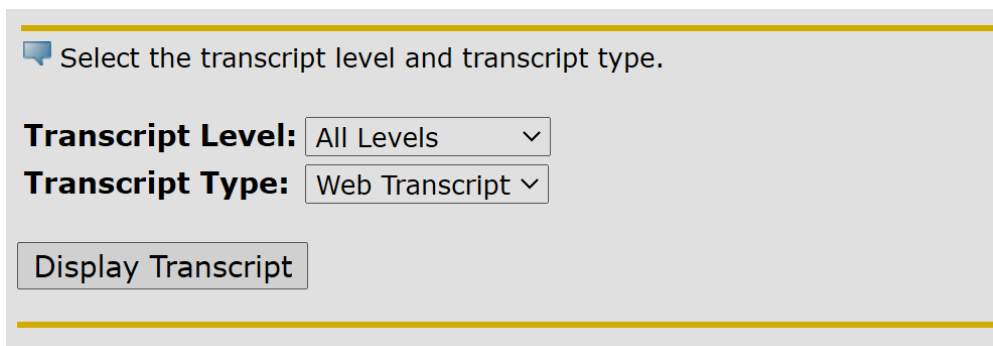
Student E-Mail

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.

Information for

E-mail Addresses
UNC Charlotte
nniner@test.uncc.edu **Preferred**

Personal
T...g@niner.com

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.

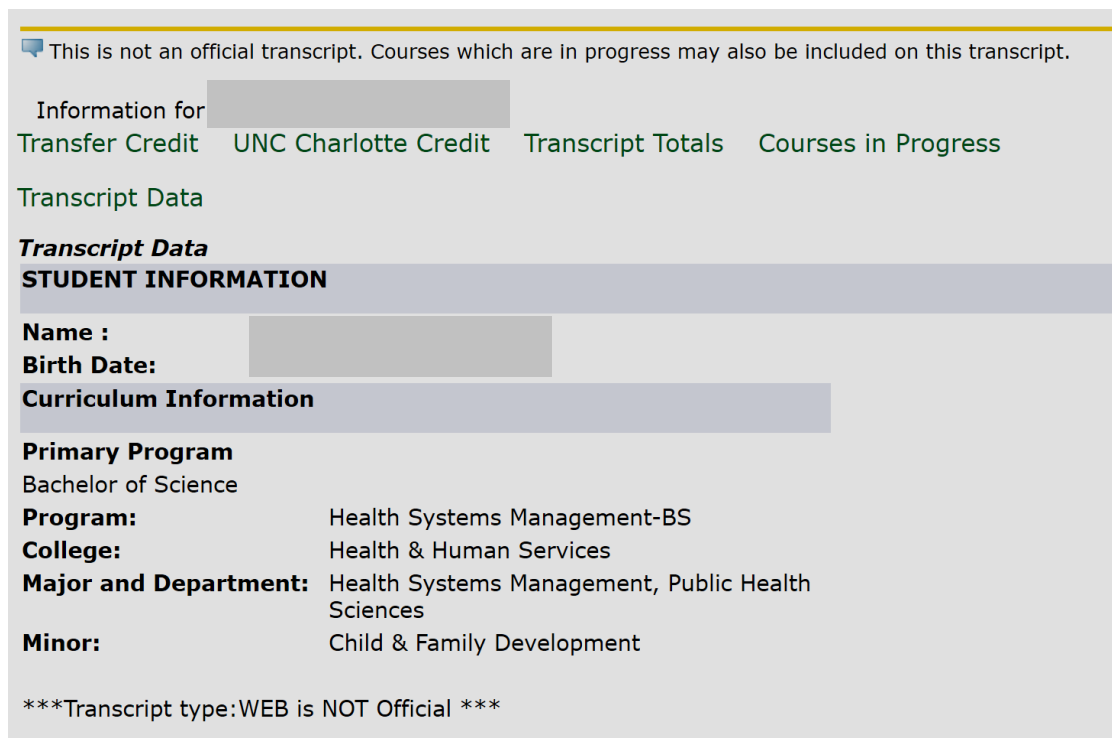4. Verify that the student selected is correct.

> 💬 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
> Transfer Credit   UNC Charlotte Credit   Transcript Totals   Courses in Progress
>
> Transcript Data
>
> **Transcript Data**
> **STUDENT INFORMATION**
>
> **Name :**
> **Birth Date:**
> **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:
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	UWRT0001	University Writing Elective	
Total				3.000			

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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 Worksheet

1. From the Advisor Menu, click **DegreeWorks.**

2. For the student you wish to view, enter the UNC Charlotte ID or use the Advanced Search to find students.
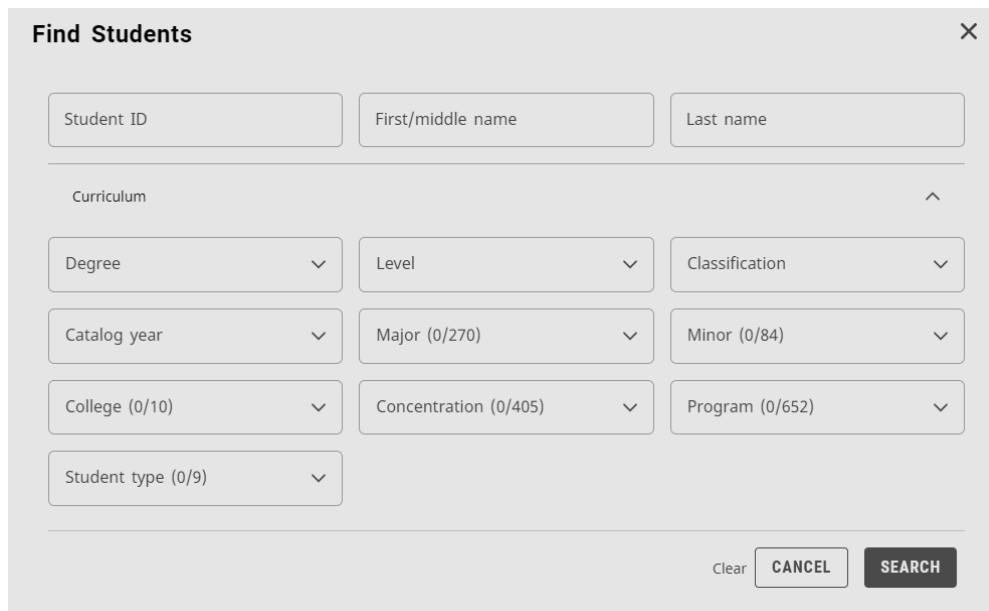

3. Select the specific students you would like to view and click Search.

View a What If 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 Advanced Search to find students.

3. Select **What-If**.

4. Select the catalog year, program, major, concentration, or minor to determine how a change in curricula will affect degree progression.

5. Click **Process** 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.

💬 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, <u>does not mean</u> '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	80	Web Registered	Undergraduate	3.000	Enter			✉
2	0	An	80	Web Registered	Undergraduate	3.000	N			✉
3	0	Bo	80	Web Registered	Undergraduate	3.000	Enter			✉
4	0	Br	80	Web Registered	Undergraduate	3.000	Enter			✉
5	0	Ch	80	Web Registered	Undergraduate	3.000	Enter			✉
6	0	Ch	80	Web Registered	Undergraduate	3.000	Enter			✉
7	0	Cl	80	Web Registered	Undergraduate	3.000	Enter			✉
8	0	Co	80	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. 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**.

Information for Norma Niner

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 a 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

Registration Overrides

Override	Course
None	None
None	None
All but Time,Repeat,Dup,&Cap	None
Class Standing Override	
Ignore Max Capacity	
Cohort & Attribute Override	
Co-requisite Courses Override	
Duplicate Course Override	
Mutual Exclusion Override	
All but Time,Repeat,&Dup	
Prerequisite Courses Override	
Campus,Degree,Major,Dept&Clg	
Course Repeat Override	
Special Approval Granted	rides for the selected student and term.
Time Conflict Override	

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. ***Ignore Max Capacity***
        o Allows enrollment in a Closed Section ***(Do not use if course has a waitlist)***
    d. ***Cohort and Attribute Override***
        o Overrides Cohort and Attribute Restrictions
    e. ***Corequisite Courses Override***
        o Overrides Course Corequisites

 f. *Duplicate Course Override*
  ○ Allows duplicate enrollment (topics courses)

 g. *Mutual Exclusion Override*
  ○ Mutual Exclusion override

 h. *All but Time, Repeat & Dup*
  ○ Overrides all but Duplicates, Repeats, and Time Conflicts

 i. *Prerequisite Courses Override*
  ○ Overrides Course Prerequisites
 j. *Campus, Degree, Major, Department & College*
  ○ Overrides Campus, College, Degree, Department, Program, and Field of Study Restrictions
 k. *Course Repeat Override*
  ○ Course Repeat Allowed
 l. *Time Conflict Override*
  ○ Time Conflict Allowed

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).

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

Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Prerequisite Courses Override	12863	ANTH	3601	001	Norma Niner	Jan 20, 2022

Submit

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, 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.

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	

[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

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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 or LDA Change

Requests for a change in letter grade, NG/I/IP grade, or update a Last Date of Attendance (LDA)

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 or LDA Change Menu**.

2. Select **Grade or LDA 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** to begin a change request.

6. In **New Final Grade**, select the new grade from the drop-down menu.

7. In **Grade Change Reason**, select a reason for the grade change.

8. For all failing, incomplete or unsatisfactory grades (F, I, N, U, etc.), enter the Last Attend Date (required format is MM/DD/YYYY). Failure to enter a last day of attendance will prevent the request from being submitted.
    i. If the student was not in attendance, enter the date for the first day of class.

9. Add comments for approver review in the **Comments** field.

10. Click **Submit Request**.

11. A confirmation page is displayed. The appropriate approvers will be notified of the request and pending approval, the requested grade will be updated on the student's record. You will be notified of the final decision via email.

Approval/Denial of Grade or LDA 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 or LDA Change Menu**.

2. Select **Grade or LDA Change Approval/Denial**.

Grade or LDA Change Menu

Grade or LDA Change Request
Submit a request to change a letter grade, NG/I/IP grade, or update a last date of attendance. Requests may require approval from your Department Chair and Associate Dean.
    Click here for written instructions.

Grade or LDA Change Approval/Denial
For Department Chairs and Associate Deans only.
    Click here for written instructions.

3. A list of grade change requests will be displayed. Click on the **Request Date** to make a decision on the request.

Select a request to make a decision.

Change Requests

Request Date	Term	Faculty Name	Student Name	Student ID	Course	Current Grade	New Grade	Grade Change Reason	Current Last Attend Date MM/DD/YYYY	New Last Attend Date MM/DD/YYYY
07/22/2022	Spring 2022	Niner Faculty	Norm Niner	808765432	MATH 1100 091	D	B	Instructor Correction		
07/22/2022	Spring 2022	Niner Faculty	Norma Niner	809987654	MATH 1100 091	C	D	Entry Error	05/01/2022	05/01/2022

4. Select **Approve** or **Deny** from the radio buttons.

5. If necessary, add any comments in the **Comments** field. *If the request is approved, these comments will be visible to the student.*

6. Click **Submit Decision**.

7. Confirmation of your decision is displayed and based on the decision made; the appropriate recipients will be notified via email.