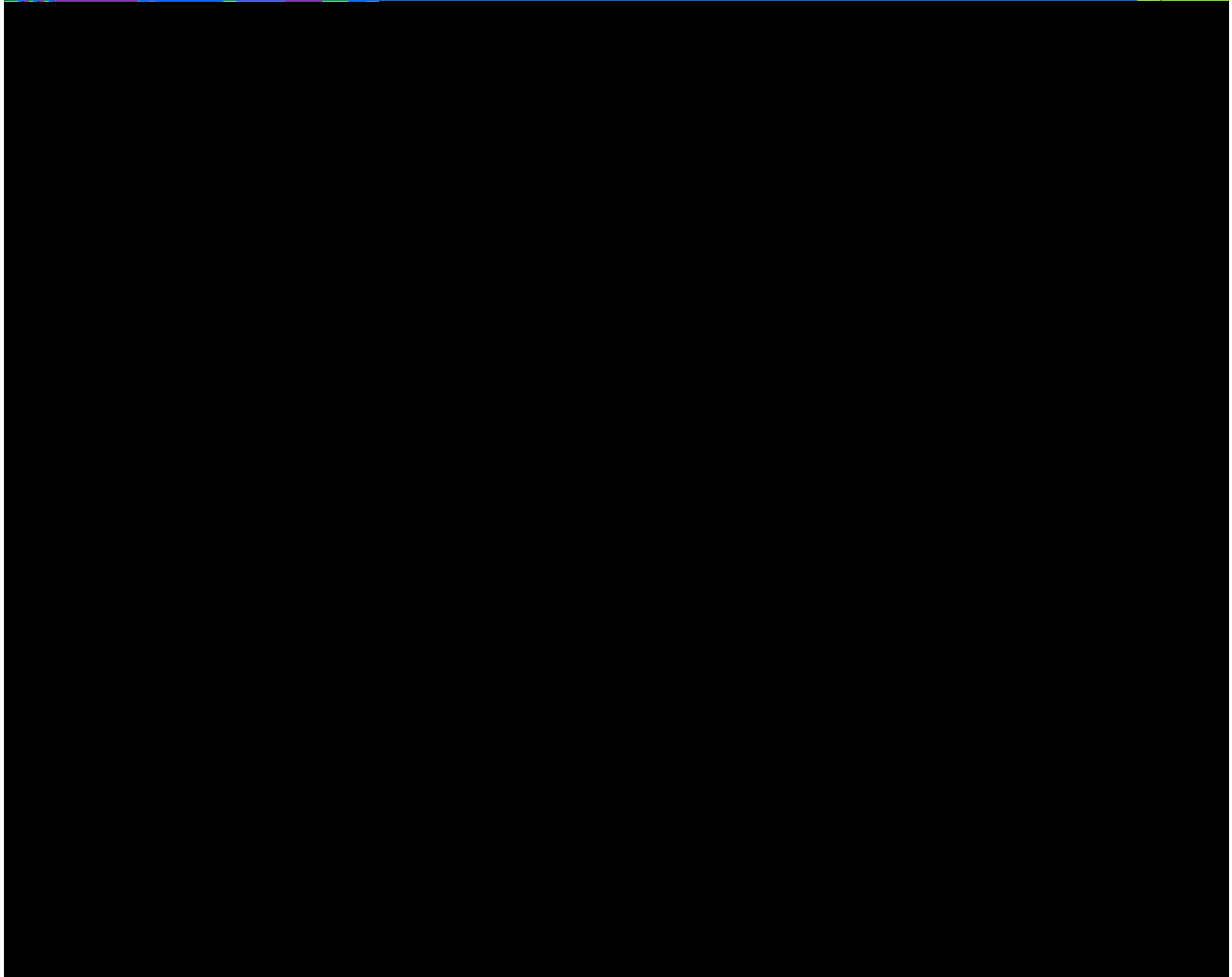


TO SUBMIT CHANGE OF GRADES
AS NEEDED

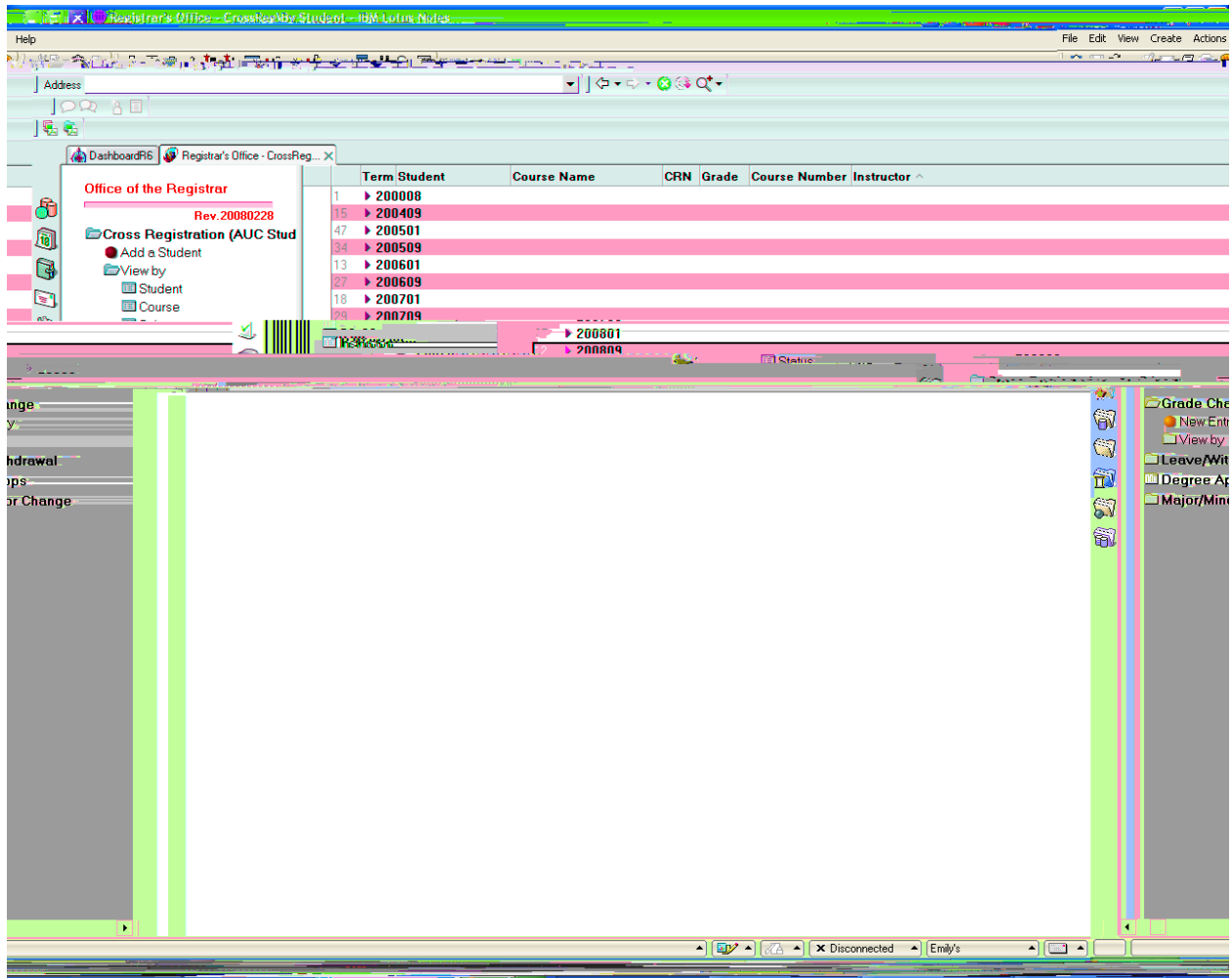
STEP ONE

From the Lotus Notes Dashboard click on the Enrollment Mgmt tab. Then click on the icon for the Office of the Registrar.



STEP TWO

Click on the Grade Change folder to open it. A sub-menu should open to display New Entry.



STEP THREE

Click on New Entry to display the Grade Change Entry form. Fill in the information on the form.

The default term is 200501. PLEASE CHANGE THE TERM CODE TO THE APPROPRIATE VALUE (e.g. Fall 2007; 200709; Spring 2008; 200801).

Click the Instructor's Signature button to electronically sign the form. Once the form is signed the status will change to **Pending Chair**, and an email will be sent to the Chair of the Department. If asked whether or not you want to save the form, be sure to click **yes**.

Once the Department Chair has electronically signed the form, an email will be sent to the Registrar's Office. Once the Registrar's Office has processed the form, you will receive an email stating the grade has been processed.

