


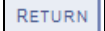


Entering Mid-Term Grades

1.	<p>Mid-term grade rosters are produced for all enrolled undergraduate students who have earned less than 60 credit hours. This includes:</p> <ul style="list-style-type: none"> • New First-Year Students • Continuing First-Year Students • Sophomore Students • New Transfer Students, who entered for Fall or Spring, regardless of the 60 earned credit hours limit. • Readmitted Students, who entered for Fall or Spring, regardless of the 60 earned credit hours limit.
2.	<p>Click the Faculty Center link.</p> <p></p>
3.	<p>Click the Grade Roster button.</p> <p></p>
4.	<p>Enter one of the following grades: C-, D+, D, D-, F, FA (Failure due to attendance), or FT (Failure due to tests).</p> <p>It is not necessary to enter grades for students who are making a grade of A, B, or C but rather only those students making a grade of C- and below.</p> <p>If you do not have students on your roster making a C- or below, select the Roster Reviewed, No Deficiency box. Then, click save at the bottom of the page.</p>
5.	<p>If there is a “W” grade showing in the “OFFICIAL GRADE” column, the course has been dropped and you do not have to enter a grade for this student.</p>
6.	<p>Enter the requested information into the Roster Grade field.</p>
7.	<p>Once all deficient grades have been entered, click the Save button.</p> <p></p>
8.	<p>Note: The Approval Status box is grayed out as it is not a part of the Mid-Term Grading Process.</p>
9.	<p>Click the Return button.</p> <p></p>
10.	<p>End of Procedure.</p>