

Faculty & Advisor Self-Service

Revised: May 8, 2007
By: Elizabeth Sanburg


Table of Contents

Selecting a Student ID.....	3
Viewing General Student Information.....	4
Student Class Schedule	5
Student Address.....	6
Student E-Mail.....	7
Student Transcript.....	8
Transfer Credit Equivalency Report.....	9
Generate a New Degree Evaluation.....	10
View a Previous Degree Evaluation.....	11
What-If Analysis for Degree Evaluation.....	12
Releasing Advisement Holds	13
Viewing Your Teaching Schedule	14
Viewing Your Class List – Summary	15
Viewing Your Class List – Detail	16
Registration Overrides.....	17
Grading - Midterm	19
Grading - Final.....	20

Selecting a Student ID

1. From the Faculty & Advisor Services page, click **Student Menu**.
2. Click **ID Selection**.
3. 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.
4. 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

5. Click **Submit**.

Viewing General Student Information

1. From the Faculty & Advisor Services page, 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 Services page, 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 Services page, 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 Services page, 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 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**.

Transfer Credit Equivalency Report

1. From the **Advisor Menu**, click **Course Equivalency for Transfer Students**.
2. Enter the UNC Charlotte ID of the student you wish to view.
3. Click the Submit button.
4. The report will open in a new window.



Transfer Credit Report

Name: Marjory Cadet
UNC Charlotte ID: 800210320

LOWER LVL GEN-ED REQ EXEMPT: NO
ELEM LVL FOREIGN LANGUAGE EXEMPT: NO

04/26/07

COLLEGE	COURSE	TITLE	GRADE	COURSE CREDITS	UNCC COURSE	UNCC TITLE
Central Piedmont CC	COM231	Public Speaking	TB	3.000	COMM1101	Public Speaking
Central Piedmont CC	GEO111	World Regional Geography	TA	3.000	GEOG1101	World Regional Geography
Central Piedmont CC	MAT155	Statistical Analysis	TB	3.000	STAT1222	Ele Sta I-50/Sc (P)
Central Piedmont CC	MAT181	College Algebra	TA	3.000	MATH1100	College Algebra(P)
Central Piedmont CC	SPA111	Elementary Spanish I	TC	3.000	SPAN1201	Elementary Spanish I
Central Piedmont CC	SPA112	Elementary Spanish II	TC	3.000	SPAN1202	Elementary Spanish
Foreign Institution	FINANCIAL ACCOUNTINGPRIN ACCT I	-	TA	3.000	ACCT2121	Prin Of Acct I
Foreign Institution	GENERAL ELECTIVEBUS. LAW I	-	TC	3.000	BLAW0001	Business Law Elective
Foreign Institution	MACROECONOMICS (C)MACROECON	-	TC	3.000	ECON1201	Prin Of Econ-Macro(C)
Foreign Institution	MICROECONOMICSMICROECON	-	TB	3.000	ECON1202	Prin Of Econ-Micro(C)
Foreign Institution	MUSIC APPRECIATION (A)MUSIC APPRE	-	TB	3.000	MUSC1132	Mus Appreciat (A)
Foreign Institution	PRIN ACC	-	TB	3.000	ACCT2122	Prin Of Acct II
Foreign Institution	PSYCHOLOGY (C)PSYCHOLOGY	-	TC	3.000	PSYC1101	General Psyc (Sc)
Foreign Institution	SOCIOLOGY (C)SOCIOLOGY	-	TB	3.000	SOCY1101	Int To Sociol(Cv)
Foreign Institution	STATISTICS (P)STATISTICS	-	TB	3.000	STAT1220	Ele Stat I Bus (P)
Foreign Institution	WEST. CIV. I (X)WORLD CIV	-	TB	3.000	HIST1120	Eur His To 1650 (X)
General Education Exemption	ENGL1101	-	T	.000	ENGL1101	Engl Composition
General Education Exemption	ENGL1102	-	T	.000	ENGL1102	Writing in Academic Comm
*TOTAL ID 800210320				48.000		

To view information for a different student, close this window 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.

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 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 *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 Advisement 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

Remove Advising Hold

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 Services page, click **Faculty Detail Schedule** or **Faculty Schedule by Day and Time**.
2. Select the appropriate term.
3. Click **Submit**.
 - This will display a summary view for the sections you are scheduled to teach.


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](#)

Scheduled Meeting Times


Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:15 am	MW	Friday	016 Aug 21, 2006 - Dec 06, 2006	Lecture	Martha E. Sanburg (P) 

Cross List: 0 0 0

Viewing Your Class List – Summary

1. From the Faculty and Advisor Services page, 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 Services page, 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	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		

Registration Overrides

1. From the Faculty & Advisor Services page, 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**.

Faculty Registration Permits/Overrides

Information for [Robert J. Smith](#)

Welcome to the Faculty Registration Permits/Overrides Worksheet.

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.

Registration Overrides

Override	Course
None	None
None	None
Authorization	None
Allow enrollment in duplicates	None
Permit to Register	None

Submit

8. There are two drop-down menus:
 - a. Override
 - b. Course
9. Select the appropriate **override type** from the **Override** drop-down menu.
10. Select the appropriate **course number** from the **Course** drop-down menu.
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


Submit


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:

- 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 30-minute time frame allotted.
1. From the Faculty & Advisor Services page, 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 submitting grades from the drop-down box.
 5. Click **Submit**.
 - This will display a class list to enter a grade for each student.

Faculty Mid-Term Grade Worksheet



- Enter midterm grades, 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 10:32 am on Aug 02, 2006 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	Arthur, Michael J.	800156700	3.000	Web Registered Apr 18, 2006	B			12
2	Brillante, Lowell E.	800311446	3.000	Web Registered May 22, 2006	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.
7. After you have entered grades for all students:
 - Review grades for accuracy.
 - Click the **Print** icon on the top task bar to make a printout of the grades you submit. The printout is your record of the submitted midterm grades.
8. Click **Submit**.
 - A confirmation page will display to confirm that **mid-term** grades have been entered successfully.

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 30-minute time frame allotted.
 - Final grades submitted will be viewable to students after the grading period.
1. From the Faculty & Advisor Services page, 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	N	None	None	12
2	Brillante, Lowell E.	800311446	3.000	Web Registered May 22, 2006	None	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.

7. After you have entered grades for all students:
 - a. Review grades for accuracy.
 - b. Click the **Print** icon on the top task bar to make a printout of the grades you submit.
The printout is your record of the submitted final grades.
8. Click **Submit**.
 - A confirmation page will display to confirm that **final grades** have been entered successfully.