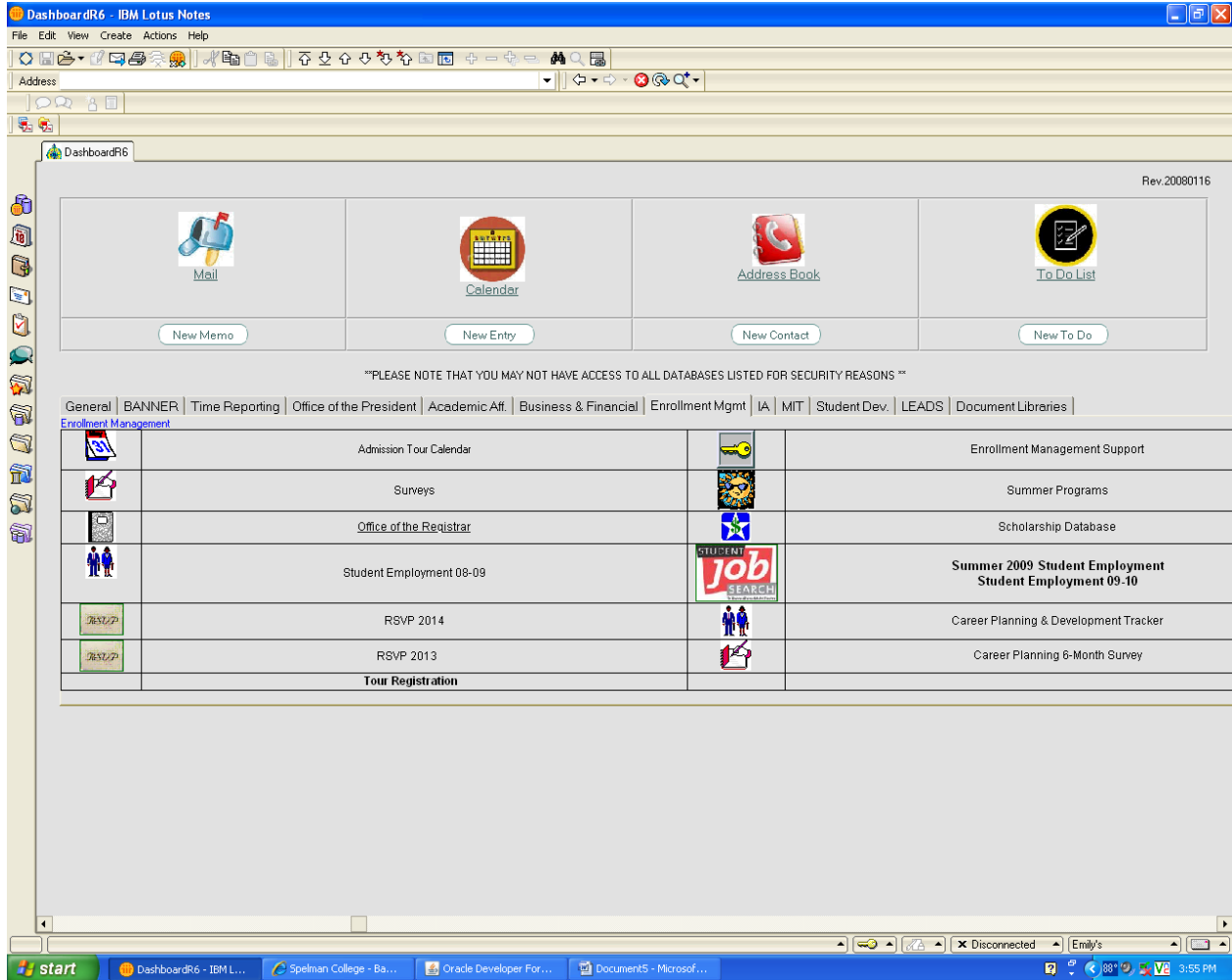


TO SUBMIT CHANGE OF GRADES AS NEEDED

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.”

The screenshot shows the Registrar's Office software interface. The main window displays a table of course registrations with the following columns: Term, Student, Course Name, CRN, Grade, Course Number, and Instructor. The table contains the following data:

Term	Student	Course Name	CRN	Grade	Course Number	Instructor
1	▶	200008				
15	▶	200409				
47	▶	200501				
34	▶	200509				
13	▶	200601				
27	▶	200609				
18	▶	200701				
29	▶	200709				
27	▶	200801				
1	▶	200809				
23	▶	200901				
246						

The sidebar menu on the left is titled "Office of the Registrar" and includes the following options:

- Rev. 20080228
- Cross Registration (AUC Stud)
 - Add a Student
 - View by
 - Student
 - Course
 - School
 - Instructor
 - Status
- Cross Registration (AUC Instr)
- Grade Change
 - New Entry
 - View by
- Leave/Withdrawal
- Degree Apps
- Major/Minor Change

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (Registrar's Office, Spelman College, Oracle Developer, Document5 - Microsoft), and the system tray showing the time as 3:55 PM.

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.

Grade Change Report - IBM Lotus Notes

File Edit View Create Actions Text Help

Address

DashboardR6 Registrar's Office - CrossReg... X Grade Change Report X

Close

Office of the Registrar
Grade Change Entry
Spelman College
Atlanta, Georgia

Rev. 20050425

Term in which the course was taken F I.e. Spring 2005, enter 200501; Fall 2005, enter 200509	Status Entered
Type of Change: <input checked="" type="radio"/> Removal of Incomplete <input type="radio"/> Record Missing Grade <input type="radio"/> Change Permanent Grade	
Student: SCID# (no dashes or spaces) F First Name: F Last Name: F	
CPH F Subject Dept F Course Number F	
Section F Name of Course F Hours F	
Current Grade F New Grade F	
Reason for Change: F Instructor's Signature	Instructor's Signature:
FOLLOWING SECTION FOR USE BY REGISTRAR'S OFFICE ONLY	
Registrar's Office	Processed by:
Submitted by: Emily Foster	

Using database on princess.spelman.edu/Spelman

start Grade Change Repor... Spelman College - Ba... Oracle Developer For... TO SUBMIT CHANGE ... RealPlayer: Evil Angel... 4:10 PM