

### Today's Agenda

- Review grade change process
- Step-by-step for on-line grade change
- Preview a Student Portal Channel that's coming soon



Fall 2010

### **Review Change of Grade Process**

- Deadline for Academic Grade Changes (A thru N/C)
  - Must change grade within one year from the end of the term where original grade was awarded (exception of senior project and specific graduate courses)
  - First 7 weeks of the quarter following the award of the original grade (Instructor only)
  - After the 7<sup>th</sup> week of the following quarter extraordinary circumstances resulting in delay (Instructor, Dept Head/Chair, and Dean)



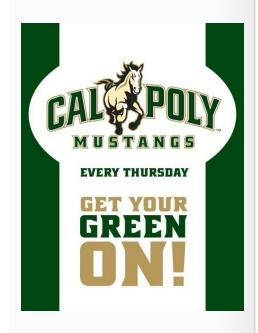
# **Guidelines defined by AS Resolution 384-92/IC, Change of Grade**

- A change of grade may occur only in cases of
  - Clerical error
  - Administrative error
  - Instructor error
- A change of grade may not be done due to
  - Acceptance of additional work
  - Re-examination beyond the specified course requirements



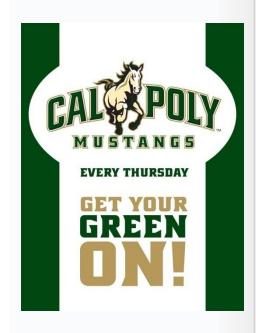
### **Review Change of Grade Process**

- Deadline for Administrative Grade Changes (I/RD/RP)
  - Within one year following the award of the original grade (Instructor only)
  - After one year following award of original grade extraordinary circumstances resulting in delay (Instructor, Dept Head/Chair, and Dean)



### **Review Change of Grade Process**

- Once student's degree posts, grade changes must be complete within 60 days
- Coursework Completion date
  - For Fall quarter we may contact the instructor
  - Future quarters will be part of the process



### On-line vs. Form

- On-line
  - Thru the 7<sup>th</sup> week of term following original grade
  - Beginning the Monday after faculty grade submission deadline
- Form
  - All others will still need form

### <u>Cal Poly</u>



Fall 2010

### How do we do it?

### Faculty Course Info

### **Faculty Center**

- View My Class Schedule
- · View My Weekly Schedule
- . Class Roster (Note: a blank page may appear while processing)
- · Grade Roster (to record grades and view grades for past class sections)
- · Student Data (Drop in Advisee on Advisement tab)

### Class Search/Browse Catalog

Search for classes or browse the catalog

#### **PolyProfile**

View comprehensive student specific data: enrollments, term history, academic program, addresses and grades **Note:** Data from this source is refreshed nightly.

#### Academic Calendar

**Current Final Exam Schedule** 



Fall 2010

advisement | class search faculty center

#### **Faculty Center**

Fall Quarter 2010 | Cal Poly

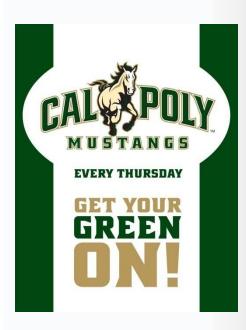


⊙ Show all classes O Only classes with enrollment O View My Weekly Schedule



M	My Teaching Schedule > Fall Quarter 2010 > Cal Poly					
	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
å	CHEM 127-01 LEC 1607	General Chemistry I (Lecture)	94	Fr 9:10AM - 12:00PM	AG Engineering 123	Sep 20, 2010- Dec 3, 2010
å	CHEM 127-02 LAB 1608	General Chemistry I (Laboratory)	24	Mo 8:10AM - 11:00AM	Science 0D25	Sep 20, 2010- Dec 3, 2010
å	CHEM 127-03 LAB 1609	General Chemistry I (Laboratory)	24	Mo 12:10PM - 3:00PM	Science 0D25	Sep 20, 2010- Dec 3, 2010
å	CHEM 127-04 LAB 1610	General Chemistry I (Laboratory)	23	We 8:10AM - 11:00AM	Science 0D25	Sep 20, 2010- Dec 3, 2010
å	CHEM 357-01 LAB 7403	Physical Chemistry III Lab (Laboratory)	6	We 3:10PM - 6:00PM	Science 0D20	Sep 20, 2010- Dec 3, 2010

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Fall 2010

faculty center

advisement

class search

**Faculty Center** 

**Select Term** 

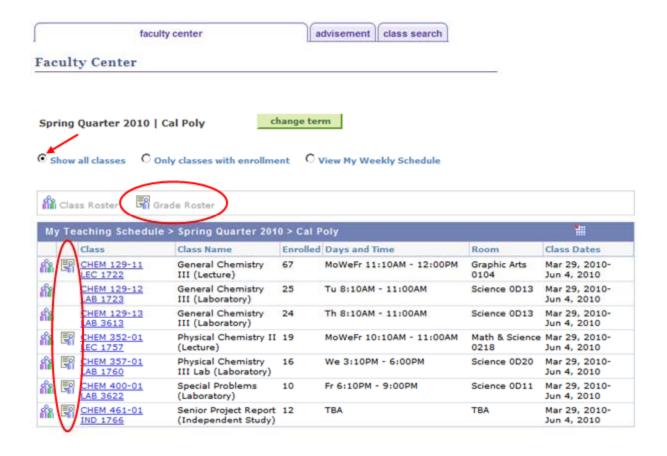
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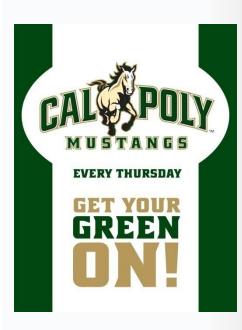
Select a term then click Continue.						
	Term	Institution				
0	Spring Quarter 2011	Cal Poly				
0	Winter Quarter 2011	Cal Poly				
0	Fall Quarter 2010	Cal Poly				
3 0	Spring Quarter 2010	Cal Poly				
0	Winter Quarter 2010	Cal Poly				
0	Fall Quarter 2009	Cal Poly				
0	Summer Quarter 2009	Cal Poly				
0	Spring Quarter 2009	Cal Poly				
0	Winter Quarter 2009	Cal Poly				
0	Fall Quarter 2008	Cal Poly				
0	Spring Quarter 2008	Cal Poly				
0	Winter Quarter 2008	Cal Poly				
0	Fall Quarter 2007	Cal Poly				
0	Spring Quarter 2007	Cal Poly				
0	Winter Quarter 2007	Cal Poly				
0	Fall Quarter 2006	Cal Poly				

CONTINUE



Fall 2010





Fall 2010

**Grade Roster** 

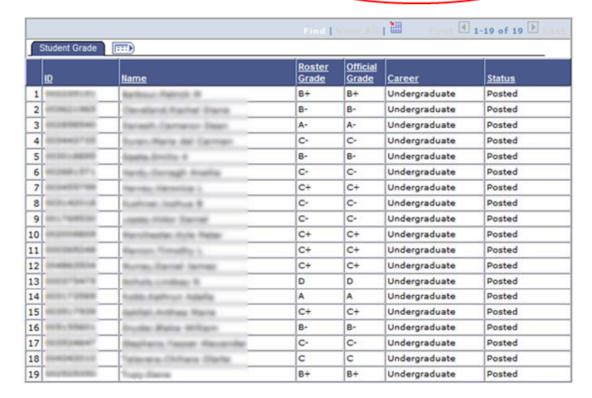
View FERPA Statement

CHEM 352 - 01 Physical Chemistry II

Lecture (1757)

Spring Quarter 2010 | Regular Academic Session | Cal Poly | Undergraduate







Fall 2010

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#### **Faculty Center**

#### **Grade Change Request**

#### ▼ Grade Roster Information

Course CHEM 352 Institution Cal Poly

Title Physical Chemistry II Term Spring Quarter 2010
Class Number 1757 Session Regular Academic Session

Class Section 01 Career Undergraduate

Component Lecture

ID	<u>Name</u>	Enrollment Status	Grading Basis	Official Grade
MEDINE	Berlinson Papersols W	Enrolled	Graded	8+ ▼
HERECO BASE	Cleveland, Rechel Storre	Enrolled	Graded	8- ▼
HOMESWEE	Serech Comeron Sean	Enrolled	Graded	A- 🔻
HES-METTER	Surser, Harris del Carmen.	Enrolled	Graded	C- 🔻
10001-0000	Gasta Smille X	Enrolled	Graded	8- ▼
HUMBURTS	tenty Doneyh Anettix	Enrolled	Graded	C- 🔻
100400798	Remay Heronica L.	Enrolled	Graded	C+ 💌
HETCHETCH	Softman Joshua B	Enrolled	Graded	C- 🔻
H11,740H000	Legence Station Sharried	Enrolled	Graded	C- 🔻
-	Renchester Rule Reter	Enrolled	Graded	C+ _
NAME AND ADDRESS OF	Ranson, Tomothy S.	Enrolled	Graded	C+ 💌
<b>HOMEOUTH</b>	Rumas Daniel James	Enrolled	Graded	C+ 💌
1000178479	Bohels Lindow Ti	Enrolled	Graded	D 🔻
101172568	Robbin Radingon Millering	Enrolled	Graded	A
H0051.7909	Salisfall, Andrew Marrie	Enrolled	Graded	C+ 💌
serby Reserv	Inche State Willers	Enrolled	Graded	8- ▼
NUMBER OF TREE	Baylans Tasser Revender	Enrolled	Graded	C- 🔻
можения	Salestera Chihara Starte	Enrolled	Graded	c
HURSTER	Transitions.	Enrolled	Graded	B+ 💌

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Fall 2010

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#### **Faculty Center**

#### **Grade Change Request**

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Course CHEM 352 Institution Cal Poly

Title Physical Chemistry II Term Spring Quarter 2010
Class Number 1757 Session Regular Academic Session

Class Section 01 Career Undergraduate

Component Lecture

ID	Name	Enrollment Status	Grading Basis	Official Grade
MESSELES.	Bertinus Patrolic W	Enrolled	Graded	8+ ▼
DESCRIPTION OF	Developed Feather Steme	Enrolled	Graded	8- ▼
DESCRIPTION OF	benedit Cemenn Seen	Enrolled	Graded	A- 🔻
DESMAN TO SERVE	Surancharts del Carmen	Enrolled	Graded	C- 💌
DESCRIPTION OF THE PERSON NAMED IN	Santin Smile N	Enrolled	Graded	8- ▼
HOMES ST'S	Hardy-Donagh-Hradia	Enrolled	Graded	C- 💌
DOMESTICS.	former interesting to	Enrolled	Graded	C+ _
BETT-SETTING	Eustroer, Institute IE	Enrolled	Graded	C- 💌
DISCOUNT OF THE PERSON	Logosa Hotor Stames	Enrolled	Graded	BH V
-	Nanchester / Jris Reter	Enrolled	Graded	C+ 💌
THE REAL PROPERTY.	Marrison, Formality 1.	Enrolled	Graded	C+ 💌
DISCOUNT OF THE PERSON	Humby Darriet Serves	Enrolled	Graded	C+ <u>*</u>
married a	McRedu Creding T	Enrolled	Graded	D 🔻
D05179588	National Post Adults	Enrolled	Graded	A
SHORTLY PROPE	Selfall, firefree World	Enrolled	Graded	C+ •
mey sees	Invite: Water William	Enrolled	Graded	8- ▼
DOTTO MARKET	Rephase Facus Mecandar	Enrolled	Graded	C- 💌
mesence.	Televiero (Tohana Olaria)	Enrolled	Graded	c 💌
motorino	Francibleron	Enrolled	Graded	8+ ▼

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Fall 2010

ID	<u>Name</u>	Enrollment Status	<u>Grading</u> <u>Basis</u>	Official Grade
MICE STATE OF THE PERSON NAMED IN	Barlosse Patrole W	Enrolled	Graded	B+ ▼
STORES LINES	Dentions hather	Enrolled	Graded	8- ▼
MICHEL SHOW SHOW	Sampolis Carmanos Seaso	Enrolled	Graded	A- 🔻
NAME OF TAXABLE PARTY.	Suren. Rank del	Enrolled	Graded	C- 💌
STORY LINES	Sandra Smitte A	Enrolled	Graded	8- ▼
NOMEOUTY.	Harris Dernaght Brasilia	Enrolled	Graded	C- 🔻
100400798	Servey Revolute 1	Enrolled	Graded	C+ 💌
HISTORY STORY	Southwest Insulator N	Enrolled	Graded	C- 💌
NES PROFESOR	Comment of Colleges	Enrolled	Graded	B+ ▼ Success
-	Marcofreedon Hyde Reter	Enrolled	Graded	C+ <u>▼</u>
NAME AND ADDRESS OF	Marrians, Tomatthy 1	Enrolled	Graded	C+ •
гомиссион	Burney Serrel	Enrolled	Graded	C+ 💌
100079475	Bohds United 9	Enrolled	Graded	D 💌
HOLITERAN .	Russia Halfreyn Hallefia	Enrolled	Graded	A
10000179009	Self-Reft , And France Reprine	Enrolled	Graded	C+ 💌
NOTICE PERSONAL PROPERTY.	Studies Walter	Enrolled	Graded	B- <b>▼</b>
CONTRACTOR OF THE PERSON NAMED IN COLUMN 1	Basilhara, Hasser Basilhara	Enrolled	Graded	C- 🔻
поможностью	Talanera Chitara Starte	Enrolled	Graded	c 🔻
NAME AND ADDRESS OF	Franciscope.	Enrolled	Graded	8+ ▼

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Fall 2010

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\*Grade Roster Type Final Grade Display Unassigned Roster Grade Only
\*Approval Status Posted

REQUEST GRADE CHANGE

The state of the s 1-19 of 19 B Student Grade Official Roster Name Grade Grade Career Status 1 8+ 8+ Undergraduate Posted 2 8-8-Undergraduate Posted 3 A-A-Undergraduate Posted 4 C-C-Undergraduate Posted 5 8-Undergraduate Posted 6 C-Undergraduate C-Posted 7 C+ C+ Undergraduate Posted 8 C-C-Undergraduate Posted C-9 B+ Undergraduate Posted 10 Undergraduate Posted 11 C+ Undergraduate C+ Posted 12 C+ C+ Undergraduate Posted 13 D D Undergraduate Posted 14 A A Undergraduate Posted 15 C+ C+ Undergraduate Posted 16 Undergraduate 8-8-Posted 17 C-C-Undergraduate Posted 18 C C Undergraduate Posted 19 September 1 8+ 8+ Undergraduate Posted

PRINTER FRIENDLY VERSION





Fall 2010

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faculty center

class search advisement

**Faculty Center** 

Spring Quarter 2010 | Cal Poly

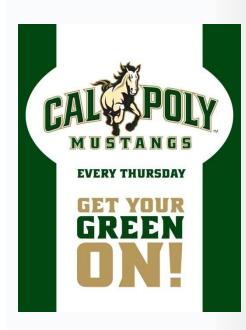
change term

⊙ Show all classes O Only classes with enrollment O View My Weekly Schedule

Grade Roster Class Roster

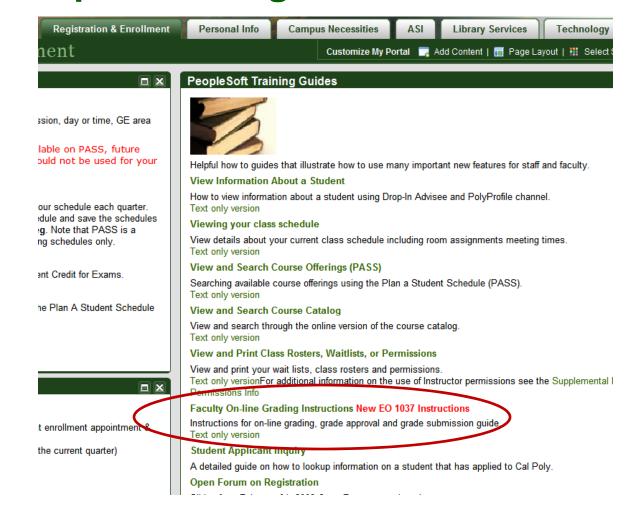
My	My Teaching Schedule > Spring Quarter 2010 > Cal Poly					***	
		Class	Class Name	Enrolled	Days and Time	Room	Class Dates
å		CHEM 129-11 LEC 1722	General Chemistry III (Lecture)	67	MoWeFr 11:10AM - 12:00PM	Graphic Arts 0104	Mar 29, 2010- Jun 4, 2010
å		CHEM 129-12 LAB 1723	General Chemistry III (Laboratory)	25	Tu 8:10AM - 11:00AM	Science 0D13	Mar 29, 2010- Jun 4, 2010
å		CHEM 129-13 LAB 3613	General Chemistry III (Laboratory)	24	Th 8:10AM - 11:00AM	Science 0D13	Mar 29, 2010- Jun 4, 2010
å	3	CHEM 352-01 LEC 1757	Physical Chemistry II (Lecture)	19	MoWeFr 10:10AM - 11:00AM	Math & Science 0218	Mar 29, 2010- Jun 4, 2010
å	3	CHEM 357-01 LAB 1760	Physical Chemistry III Lab (Laboratory)	16	We 3:10PM - 6:00PM	Science 0D20	Mar 29, 2010- Jun 4, 2010
å	3	CHEM 400-01 LAB 3622	Special Problems (Laboratory)	10	Fr 6:10PM - 9:00PM	Science 0D11	Mar 29, 2010- Jun 4, 2010
å	3	CHEM 461-01 IND 1766	Senior Project Report (Independent Study)	12	TBA	TBA	Mar 29, 2010- Jun 4, 2010

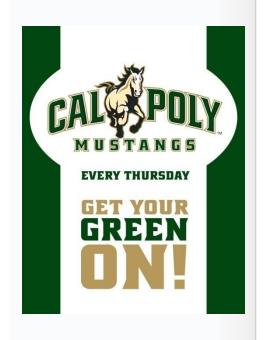
Faculty Center Advisement Class Search



Fall 2010

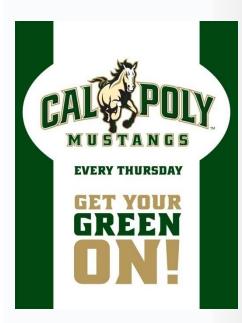
### **Help....Training Materials**



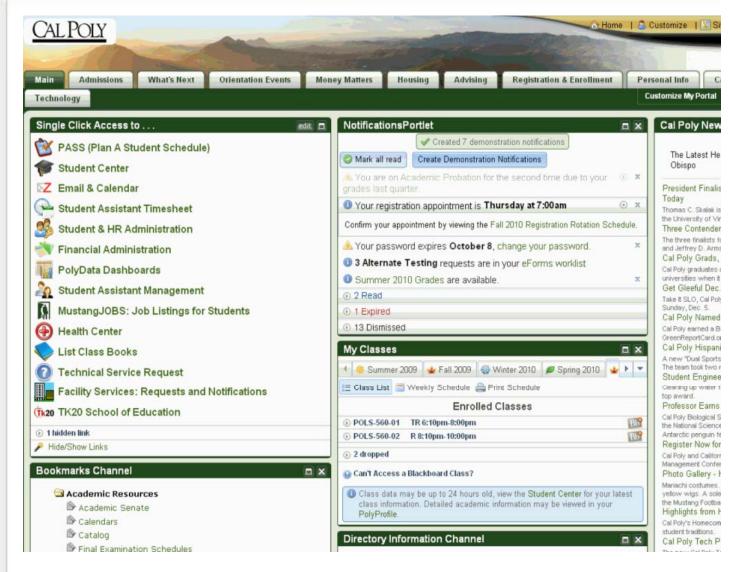


### **New Channel for Students**

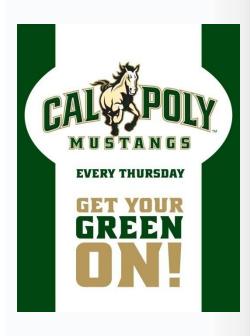
- Sneak preview still testing
- Specific to student
- Available early Winter Quarter



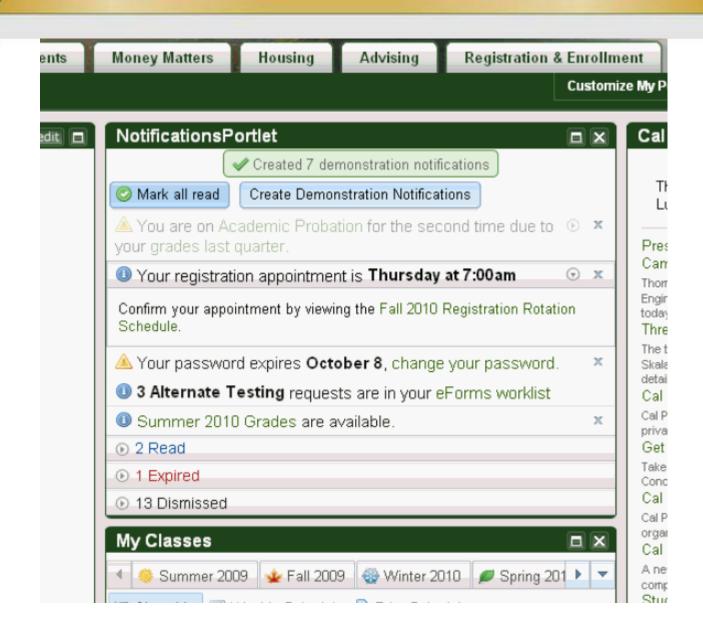
Fall 2010



## <u>Cal Poly</u>



Fall 2010



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Fall 2010

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### CALPOLY | Office of the Registrar

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Scheduling

Office of the Registrar > Office of the Registrar  $\sim$  Home

#### Office of the Registrar ~ Home

The Office of the Registrar is dedicated to providing administrative support and service in accordance with the Family Education Rights and Privacy Act (<u>FERPA</u>), to the university's faculty, staff, and students.

The Office of the Registrar is composed of three functional areas referred to as Records, Evaluations, and Curriculum and Scheduling.

Records is responsible for student records. This includes registration, enrollment verification, grades, transcripts and other related services.

Evaluations is primarily responsible for validating academic degree progress which includes the graduation evaluation process. Evaluations can advise students about major requirements, degree posting, graduation evaluations and other degree related issues.

Curriculum and Scheduling is responsible for the production of the institutional catalog, the procedural/mechanical aspects of the curriculum process, the scheduling of academic classes, and management of the campus master calendar.

#### **New Flyers!**

Check them out!

Evaluations Information Flyer (PDF)

Need help with ASSIST? (PDF)

#### Quarter Information ~ At a Glance

Spring 2010	Summer 2010	Fall 2010	Winter 2011
Enrollment Appointment Schedule (Rotations)	Enrollment Appointment Schedule (Rotations)	Enrollment Appointment Schedule (Rotations)	Enrollment Appointment Schedule (Rotations)
Student Planning Calendar	Student Planning Calendar	Student Planning Calendar	Student Planning Calendar
Final Exam Schedule	Final Exam Schedule	Final Exam Schedule	Final Exam Schedule

Office of the Registrar

Student Info Center

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Request for Graduation Evaluation

Change of Degree Completion Date

Check out our Degree Progress Information page!



**Questions?**