Grades: Adding a Student to Final Roster

1. You can add a student to your roster ONLY when:
   
   1. The term has officially ended.
   2. The grades for your other students have been posted by the Registrar's Office.

   NOTE: If the student has not paid tuition for the course, the grade will not be added until the student has cleared their account with the Business Office.

2. Click on the Grade Roster icon.

   NOTE: You may have to "Change Term" using the change term button to view the correct term.

3. Select Final Grade from the list of roster types.

4. Click the Request Grade Change link.

5. Scroll to the bottom of the page and click the Add a New Grade Change for Non-Roster Student button.

6. Enter the student’s ID number.
7. Click the **Add** button.

   ![Add Student to Final Grade Roster]

   6. **Empl ID:**
      
      **Academic Career:** UGRD
      **Academic Institution:** USM01
      **Term:** 4121
      **Class Nbr:** 1366
      **Change Date:** 05/07/2012

   7. **Add**

8. Enter the grade earned by the student.

   ![USM Grade Change]

   9. **Subject Area:** CMS
      **Catalog Nbr:** 320
      **Class Section:** H002
      **Official Grade:**
      **Grade Input:** A

9. Click on the **Other: Explain Below** option.

10. Enter a comment to justify the action. **Example:** "Student was not properly registered for the course but did regularly attend."

    **Grade Change Reason:**
    - Completed Work
    - Improper Withdrawal
    - Miscalculation
    - Other: Explain Below

    **Instructor Comments:**
    - Student was not properly registered for the course but did regularly attend

11. Click to place a check in the **Chair Approval Req** box.
12. Click the **Save** button at the bottom-left of the page.

13. A confirmation will appear that the request has been sent to the department chair. Click the **OK** button.

14. The request will go through the normal approval channels - chair, then dean - before the student will see it.