



San José State
UNIVERSITY
Office of the Registrar

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<http://www.sjsu.edu/registrar>

To: All Faculty
From: Marian Sofish *Marian Sofish*
University Registrar, ext. 2012
Date: April 30, 2008
Re: Spring 2008 Grading Information

Spring semester grade rosters will be available via Faculty Self Service beginning at 8:00 AM on Wednesday, May 14. The grade submission date based on the Spring 2008 Academic Calendar is Tuesday, May 27. This will serve as our preliminary grading deadline. Grades submitted in an **approved** status, by 12:00PM on Tuesday, May 27 will be posted and available, on MySJSU, for students to view on Wednesday, May 28. Please be informed that there is a scheduled CMS downtime beginning 5PM on Friday, May 30 up to 12 Noon on Sunday, June 1. For this reason, the final deadline for late postings will be at 11:59PM on Monday, June 2.

Web access to post grades will be cutoff after this final deadline. Please submit grades as promptly as possible to avoid missing these deadlines. If you are unable to submit your grades by the published deadline, please contact this office. To the best of our ability, we will try to accommodate you in entering your grades.

After June 6, all late grades, change of grades, and supplemental grades for late adds and retroactive add petitions, will need to be submitted on the Student Grade Update form. The form is available in your respective academic departments.

Grades to clear Incomplete grades from Spring 2007 are also due on June 2. Instructors should also use the Student Grade Update form to submit the final grade to our office.

For navigation to the SJSU portal and the faculty self-service, the CMS help desk will also be able to assist you with your questions. If you have forgotten your password or you are a new faculty needing a password to log into the Faculty Self Service, please email the help desk at CMShelp@sjsu.edu.

The California State University:
Chancellor's Office
Bakersfield, Channel Islands, Chico,
Dominguez Hills, Fresno, Fullerton,
Hayward, Humboldt, Long Beach,
Los Angeles, Maritime Academy,
Monterey Bay, Northridge, Pomona
Sacramento, San Bernardino, San Diego,
San Francisco, San José, San Luis Obispo,
San Marcos, Sonoma, Stanislaus

The links to the Navigation Instructions on how to post grades are available at the Registrar's and the CMS websites:

http://www.sjsu.edu/registrar/services/faculty_staff/

http://my.sjsu.edu/employees/faculty_ss_help/rosters_grades/

To assist our faculty in the web grading process, we have scheduled grading labs in the CMS Training Lab in Clark Hall, 5th floor. The schedule is as follows:

Thursday, May 15	1 pm – 4 pm
Friday, May 16	9 am – 12 pm
Wednesday, May 21	9 am – 12 pm
Thursday, May 22	1 pm – 4 pm
Friday, May 23	9 am – 1 pm
Tuesday, May 27	1 pm – 4 pm

Subsequent to the grades submission deadline of June 2, the Registrar's office will run the academic standing process in compliance to Executive Order 823's policy on probation and disqualification. Academic standing will post on transcripts by June 9, 2008.

If you have any grading questions, please contact me at 408-924-2012, 408-595-5007 or msofish@sjsu.edu or Dora Ozawa, dozawa@sjsu.edu at 408-924-2014 or Joni Talley, jtalley@sjsu.edu at 408-924-2090.

On behalf of the Registrar's staff, I would like to extend my thanks to you for sharing this information with all your faculty and staff.