

## **Office of the Registrar Spring 2011 Grading Bulletin**

This communication contains information pertaining to the Spring 2011 grade submission deadlines for regular and special session classes, Spring 2010 and prior terms Incomplete grades, change of grade forms, CMS HelpDesk hours, Login/password renewal, and grading labs.

### **IMPORTANT DATES AND DEADLINES:**

- **May 18, Wednesday:** Grade rosters for all regular, and special session classes with end dates through May 31 will be generated and open for access at 7AM
- **May 31, Tuesday:** Preliminary grade submission deadline. All grades entered in an approved status by 11:59PM will be posted next day.
- **June 1, Wednesday:** Initial grades entered in approved status will be available for view on MySJSU starting at 8AM
- **June 2, Thursday:** Final Grade submission deadline for faculty to enter grades in self-service. Change of grade forms to clear Incomplete grades from Spring 2010 and prior terms, and Spring 2009 RP grades are due by 4:45PM in the Student Services Center.
- **June 3, Friday: Last day for instructors who missed the final deadline to fax the hard copy of grade rosters by 12:00noon.** After this date, all late grades, change of grades, and grades for late ads & retroactive petitions must be submitted on Change of Grade forms to Window R in Student Services Center. A Faculty & Staff Drop Box is available at the counter. Photo identification must be presented for grading information that's dropped off at the front counter.
- **June 6, Monday:** Late grades must be submitted on Change of Grade forms. The Registrar's Office assigns RDs to missing grade reports excluding special session Classes ending on June 30.
- **June 8, Wednesday:** Academic standing viewable on MySJSU and printed on official transcripts.

**CMS HELPDESK HOURS:** 7:30 AM to 4:30 PM, Mondays to Fridays. No assistance is available during weekends.

**LOGIN/PASSWORD INFORMATION:** In order to avoid last minute issues, please login into faculty self-service a few days prior to entering grades to ensure that your USER ID and PASSWORD are active.

**MANDATORY PASSWORD CHANGE:** Passwords in MySJSU expire every 90 days. If you login, and your password has expired, follow the steps provided on MySJSU at [http://my.sjsu.edu/technical/login\\_info/QR\\_GEN\\_SS\\_MySJSU\\_Password\\_Changes\\_Expiration/index.htm](http://my.sjsu.edu/technical/login_info/QR_GEN_SS_MySJSU_Password_Changes_Expiration/index.htm)

It is strongly recommended that you set up the Forgotten Password function. Setting this up will allow you to receive a password reset automatically. Follow the steps provided on MySJSU at [http://my.sjsu.edu/technical/login\\_info/QR\\_GEN\\_SS\\_MySJSU\\_Forgotten\\_Password/index.htm](http://my.sjsu.edu/technical/login_info/QR_GEN_SS_MySJSU_Forgotten_Password/index.htm) You must make sure your preferred email address is up-to-date. The forgotten password functionality will email a password to your preferred email address. Change/update your email address by logging into MySJSU and navigating to Self Service>>Campus Personal Info>>Email Addresses.

**NAVIGATION INSTRUCTIONS** to enter grades are available on the CMS website at [http://my.sjsu.edu/docs/sa/self\\_service\\_faculty/BPG\\_SR\\_FSS\\_Faculty\\_Grading.pdf](http://my.sjsu.edu/docs/sa/self_service_faculty/BPG_SR_FSS_Faculty_Grading.pdf)

**GRADING LABS:** If you're a new faculty or just needing more help in learning the web grading process, attend one of these labs at Clark Hall, 5<sup>th</sup> Floor.

Monday, May 23: 1:00-4:00PM

Thursday, May 26: 9:00-12:00PM

Tuesday, May 31: 1:00 – 4:00PM

**GRADE VALUES** of W (Withdrawal), IC (Incomplete Charged), RD (Report Delayed), are grade values that the Registrar's office assigns. Please do not enter these grade values. A "U" Unsatisfactory grade is no longer used. A "WU" Withdrawal unauthorized is assigned to a student who did not officially drop the class and did not meet course requirements.

**Link to the Senate policy on grading symbols and academic integrity of the record:** <http://www.sjsu.edu/senate/S09-7.htm>

## **REGISTRAR'S OFFICE CONTACT INFORMATION**

Marian Sofish – University Registrar, 4-2012, [msofish@sjsu.edu](mailto:msofish@sjsu.edu)

Joni Talley- Associate Registrar, 4-2090, [jtalley@sjsu.edu](mailto:jtalley@sjsu.edu)

Dora Ozawa –Systems Coordinator, 4-2014, [dora.ozawa@sjsu.edu](mailto:dora.ozawa@sjsu.edu)