WHILE IN WEB ADVISOR GRADING AREA START HERE AND PICK AN OPTION

IF STUDENT NEVER ATTENDED CLASS

Regular start classes: check NEVER ATTENDED box.

Late Starting Classes: Check NEVER ATTENDED box.

In either case: DO NOT ENTER A DATE.

IF STUDENT ATTENDED BUT STOPPED COMING OR YOU ARE DROPPING STUDENT

Enter date in **DATE OF LAST ATTENDANCE** box.

For 15 week classes: Do this by the day prior to Final Exam Week.

For early ending classes: Do this by one day prior to end date of section.

In either case: DON'T FILL OUT A DROP SLIP!

TO ENTER A FINAL GRADE, PICK AN OPTION

Student completed class with grade of D- or better:
Enter grade, but no date.

Student completed class but failed:
Enter grade of E and ending date of class in the date area.

Student stopped coming and you choose to give and E grade:
Enter grade of E and date student last attended.

Student is getting an Incomplete:
Enter an I in the grade area and due date for completion of work.
Don't fill out an Incomplete Form.