Grading Instructions for WebAdvisor

Step 1: Click on WebAdvisor link http://www.muskegoncc.edu/webadvisor or Go to www.muskegoncc.edu, click on WebAdvisor

Step 2: Go to the LOG IN

Tuition for Fall is due the same day you register.

Complete the 09-10 FAFSA for Fall/Winter aid

Welcome Guest!

Please Note: WebAdvisor is unavailable between the hours of 10:00 AM and 2:00 PM Monday through Thursday.
Step 3: Enter your user ID and Password. (The Same as your Network ID and Password)

If you do not know your user id and or password, click on What’s My username and ID at the bottom of the MAIN Menu of WebAdvisor

Step 4: Select the Faculty Button

Tuition for Fall is due the same day you register.
Complete the 09-10 FAFSA for Fall/Winter aid
Step 5: Under Faculty Information, click on Grading

Step 6: Click drop down menu and choose term and then submit

Step 7: Click on the drop down menu and choose Final Grading and then pick the section in which you will be posting grades and Submit
Step 8: Enter Grades and submit

These grades are acceptable to enter into the grade column:
- A, A-, B+, B, B-, C+, C, C-, D+, D, D-
- E: When you enter an E grade, you must enter the last date of attendance.

AU: When a student is auditing your course, you must give an AU grade.

I: Incomplete – MUST have an expiration date (01/30/2010) Although shorter time periods may be assigned, Incomplete grades must be completed within one year of the official occurrence of the grade.

P/NP – For Zero credit hour biology labs such as BIOL 103A, BIOL 104A, BIOL 105C, BIOL 106A and Internships such as BUS 290CI, ED 290CI and TECH 290CI

NOTE: A+ is not a valid grade

The following Confirmation Screen will appear
Helpful Hints:

- Once you have entered all of the grades and clicked submit, go back into the class to make sure they have been submitted.

- If using a “+” or a “-” do not put a space in between the letter grade and the symbol.

- If you give an “I”, you must include an expiration date. Once that date has passed the grade will become an “E”. In order to change the “I” or the “E” grade, you will need to complete, sign and submit a grade change form to Room 100J or the Welcome Center (Student Assistance Counter).

- If any grade codes are entered incorrectly, you will get an error message on the specific grade. All errors must be fixed or cleared before clicking the submit button.

- To change a student’s grade from Audit to Credit, please complete a Grade Change Form and submit it to Room 100J or the Welcome Center (Student Assistance Counter).

If you have any questions, please call

Jean Roberts, Dean of Academic Services and Registrar at 231-777-0519 or email jean.roberts@muskegoncc.edu
Donna Warner, Records Technician at 231-777-0310 or email donna.warner@muskegoncc.edu
Don Bogema, LIFT Institute at 777-0264 or email at don.bogema@muskegoncc.edu.