



MEMORANDUM

TO: The Faculty
FROM: Alice A. Medenwald
Registrar
DATE: November 30, 2009
SUBJECT: Fall 2009 Grade Submission

Online grade submission for Fall 2009 will begin on Wednesday, December 9, at 9:00 a.m. and end on Monday, December 21, at midnight.

There is a two-page instruction guide for online grade submission on the Faculty Self Service Information channel on the Faculty tab in *NEIUport*. If you need additional assistance, please contact Robin Morgan at ext. 4039.

I strongly encourage you to view your courses in the Faculty Grade Assignment Channel on the Faculty tab on December 9th and contact us if there are any discrepancies or if you have technical difficulties. Instructors who are having difficulty logging into *NEIUport* should contact the Help Desk at 773-442-4357.

If a student is attending your class but his/her name does not appear on your final grade list, please send the student to the Registration Office immediately.

Instructors who do not submit their grades by midnight, December 21, must contact me or Robin Morgan to make arrangements to come to the Records Office to submit their grades in person.

Grades that are submitted after the deadline are not taken into consideration when the processes are run to identify repeated courses, to verify passing grades in prerequisite courses and to determine academic standing. Grades that are submitted late cause difficulties for students who need those grades to proceed with their academic plan.

Thank you for your cooperation. Please feel free to contact me at ext. 4029 with any questions you may have.