



MEMORANDUM

TO: The Faculty
FROM: Alice A. Medenwald
Registrar
DATE: November 24, 2008
SUBJECT: Fall 2008 Grade Submission

Faculty are now submitting their grades online via *NEIUpport*. Grade submission for Fall 2008 will begin on Wednesday, December 3, at 9:00 a.m. and end on Monday, December 15, at 12:00 p.m.

Instructors who were unable to attend one of the Online Grade Submission demonstrations will find a two-page instruction guide for online grade submission on the Faculty Self Service Information channel on the Faculty tab in *NEIUpport*.

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 12:00 p.m., December 15, must contact me to make arrangements to come to the Records Office to submit their grades in person. This will result in a substantial delay in students receiving their grades.

Instructors who are having difficulty logging into *NEIUpport* should contact the Help Desk at 773-442-4357.

If you have questions regarding grade submission, please contact Cindy Deering at ext. 4036 or Robin Morgan at ext. 4039.