




## MEMORANDUM

TO: The Faculty  
FROM: Alice A. Medenwald   
Registrar  
DATE: July 28, 2010  
SUBJECT: Summer I & II 2010 Grade Submission

Online grade submission for Summer I and II will begin on Monday, August 9, at 9:00 a.m. and end on Wednesday, August 18, 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 August 9 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, August 18, must contact Robin Morgan or me 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 Robin Morgan at ext. 4039 or me at ext. 4029 with any questions you may have.