

Office of the Registrar Information for Reporting Final Grades

**This electronic grade reporting system is available daily from 5:00 a.m. until 12:00 midnight, including the weekend.**

**FINAL GRADES MUST BE REPORTED NOT LATER THAN THE DATE SPECIFIED IN THE ACADEMIC CALENDAR.**

**Students will be able to view grades on-line once all grades have been reported and posted to academic history - probably the next working day after the reporting deadline date.**

Contact Information Technology to set-up your myUCA account, if you don't already have one. The IT Help Desk is located in Burdick Hall 106 - telephone 450-3107. **Note:** Technical support information is available during normal business hours only.

1. Access the grade reporting system via myUCA - <http://my.UCA.edu>
2. Select Self-Service.
3. Select Faculty.
4. Select Final Grades.
5. Select Class. Please report grades for **all students listed on the roster - some rosters have more than one page.**
6. Select Grade. **As a general rule, report only A, B, C, D, F, or X grades.**

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**IMPORTANT NOTICE: In order for the University to be in compliance with Federal Financial Aid regulations, the Last Attend Date block must be completed if an F is reported as the final grade. Enter date as follows: MM/DD/YYYY.**

- a. If the student stopped attending, report whatever that last date of attendance was.
- b. If the student completed the course, but failed it, enter the date of your final exam or the end of the semester date.

**Note: The computer system will not accept your grades if you fail to enter the last date of attendance when reporting an F grade.**

- c. The Attended Hours field is not required.

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8. Report CR or NC, **only** if the course is offered Credit/No Credit.
9. Click Submit (to report the class). **Note: The Banner system does not confirm that the grades have been submitted.**

**Do not attempt to report a drop for non-attendance in the Banner Self-Service Grade Reporting System. The deadline date to drop a student is specified in the Academic Calendar.**

**If reporting an X (incomplete) grade**, please inform the student by whatever means you choose of the measures he/she needs to take in order to complete all requirements for the course. **The student must NOT re-enroll in the course.**

If a student attending your class is NOT on the grade roster, contact the Registrar during normal business hours.

**Contact your department chair first, if you are not able to report your own grades and**