OHIO UNIVERSITY

Office of the University Registrar

E-mail Announcement

Date: July 19, 2011

To: Faculty Teaching a First Summer Session Class; Deans, Chairs/Directors, Assistant Deans

From: Debra Benton, University Registrar

Subject: IMPORTANT** First Summer Session Grades **IMPORTANT

Dear Faculty,

As promised I am following up to my message from yesterday. **The PDF Listing button is now available in the Faculty & Advising Center.** Please see the directions for accessing your rosters for printing below. Also, note that Proctorville Center should submit their grade rosters to Rebecca Smith, who will submit them to the Associate Dean's Office.

Best regards,
Debra Benton
University Registrar

IMPORTANT** First Summer Session Grades **IMPORTANT

Dear Faculty,

You are receiving this message because you are listed as an instructor of record for a first summer session class.

The Grading system for reporting final grades is not available and will not be available for reporting first summer session final grades. To help you prepare, below are the procedures you will need to follow for reporting your first summer session grades. **I will send another e-mail when the PDF Listing (referenced below) is available:**

1. Go to the Faculty & Advising Center (https://webapps.ohio.edu/oasis/), log in with your OHIO (Oak) ID, and click Class Lists on the Teaching tab.
2. Select Summer (1st Session) 2010-11 at the bottom of the term column to filter your listing of classes. Click the Check All Showing button at the top left then click the View Students Enrolled for Selected Classes button at the bottom center. Click the PDF Listing button to generate a PDF file for printing. Print the PDF file. Each class roster will print on a separate page.
3. Write the final grade for each student in the Grade column.
    - If there is a Status of "Withdrawn from Class" please provide a P or F next to the preprinted W grade.

    - If the student stopped attending please provide an FS and the last date of attendance in the FS Stop Date column.
    - If the student never attended please provide an FN.
    - Please refer to the Eligible Grades listed for your class to ensure the grade you report is eligible for your class.
4. Sign each page of your class list(s).
5. **Please turn in your grades as soon as possible after your exam.** While the deadline is noon on Tuesday, July 26, it is imperative for the grades to be submitted prior to that in order for the grades to be entered with minimal impact to our students.
    - **Athens Campus:** Please turn in to Registrar Services, First Floor Chubb Hall. If dropping grades off outside the hours of 8:00 a.m. - 5:00 p.m. Monday through Friday, please put in the drop box located in the Court Street south entrance to Chubb Hall.
    - **Regional Campuses:**
        - Chillicothe Campus: Please turn in to your Student Services – Registration Office.
        - Eastern Campus: Please turn in to your Associate Dean's Office.
        - Lancaster Campus: Please turn in to Associate Dean's Office.
        - Southern Campus: Please turn in to your Associate Dean's Office.
        - Zanesville Campus: Please turn in to Billie Mautz.
        - Pickerington Center: Please turn in to Leigh Atkinson.
        - Proctorville Center: Please turn in to Rebecca Smith.
    - **Off-Campus:** Please fax your grades to 740-593-4184 and send your originals via mail to University Registrar, ATTN: Grades, Chubb Hall, Athens, OH 45701.

If you have any questions about this process, please contact our Grades division at grades@ohio.edu or 740-593-4199 or me at bentond@ohio.edu or 740-593-4260.