



ONLINE ACADEMIC RECORD CHANGE

UC IRVINE • UNIVERSITY REGISTRAR

Beginning January 6, 2014 at 10a.m., faculty will be able to submit online academic record change requests via [WebGrades](#).

General Information:

- A course must have been submitted by the WebGrades deadline for a given term in order to use the online academic grade change system.
- Changes for grades can be submitted for the prior five years.
- Changes to units and grade options will be handled via the paper form.
- A \$3 fee for post-quarter adds and drops will be billed to the student's ZotAccount.
- Students are able to see where a grade change is in the review process via StudentAccess.
- Paper forms will be accepted as we transition to the new system during Winter Quarter 2014.
- Academic record changes for Extension students will still be done through the standard paper process.

Faculty View.....	pages 2-5
Overview of requests.....	pages 6-7
Student View.....	page 8

Faculty View



ONLINE ACADEMIC RECORD CHANGE

UC IRVINE • UNIVERSITY REGISTRAR

[CONTACT US](#) : [FAQ](#)

WEDNESDAY, DEC 18, 2013


UNIVERSITY REGISTRAR
 UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site: [GO»](#)

[UCI Home](#) : [Schedule of Classes](#) : [WebReg](#) : [StudentAccess](#) : [WebAdmin](#)

[Log out](#)

WebGrades Listing

Logged in by UCI/NACS campus system

Course Code Access: Unrestricted

Show Options

Display as Text

Display Tabbed Text

Request Post-Quarter Grade Changes

1

IMPORTANT! It is your responsibility to ensure confidentiality of the photos and student information below. Further disclosure is governed by Federal and State law and University policy, and is prohibited without written consent of the student(s). For questions, contact the [University Registrar](#) (949/824-6124).

Summer Session 2, 2000

IMPORTANT! CONFIDENTIAL - UNIVERSITY OF CALIFORNIA
 Please do not disseminate this information to the public.
 If you have any questions, contact the University Registrar at (949) 824-6124.
 Please do not disseminate this information to the public.
 If you have any questions, contact the University Registrar at (949) 824-6124.

[PDF photo roster](#) of students in this section.

WebGrades Course Summary

The grades for one course were **Formally Submitted** to the Registrar.

2

If a student below has an official preferred name, their legal first name is enclosed by parentheses.

Student#	Name	Lvl	Opt	Official Units	Official Grade	Notes
000000	(SARAH ANNE) (SARAH ANNE)	GR	4	F		
000000	(SARAH ANNE) (SARAH ANNE)	SO	GR	4	F	PENDING: Post-quarter grade change to "B". Status .
000000	(SARAH ANNE) (SARAH ANNE)	FR	GR	4	C-	
000000	(SARAH ANNE) (SARAH ANNE)	GR	4	C-		
000000	(SARAH ANNE) (SARAH ANNE)	FR	GR	4	B	
000000	(SARAH ANNE) (SARAH ANNE)	GR	4	B-		

1 – Click the *Request Post-Quarter Grade Changes* button to submit a request.

2 – Courses grades must be submitted by the WebGrades deadline to submit requests online.

Faculty View



ONLINE ACADEMIC RECORD CHANGE

UC IRVINE • UNIVERSITY REGISTRAR

CONTACT US : FAQ WEDNESDAY, DEC 18, 2013

UNIVERSITY REGISTRAR
UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site: GO»

UCI Home : Schedule of Classes : WebReg : StudentAccess : WebAdmin [Log out](#)

WebGrades Academic Record Change Logged in by UCI/NACS campus system
Course Code Access: Unrestricted

Upload a [Text File](#) containing your grades

No file selected.

(or you can add or edit your student grade entries below)

3

IMPORTANT! It is your responsibility to ensure confidentiality of the photos and student information below. Further disclosure is governed by Federal and State law and University policy, and is prohibited without written consent of the student(s). For questions, contact the [University Registrar](#) (949/824-6124).

Summer Session 2, 2000

GENERAL CHEMISTRY (Course Code: 0011)
 Chem 18, Sec. 2, 1000-1000, School of Chemical Sciences
 Instructor: ADMINISTRATOR & (ADMINISTRATOR)
 Term: 0000 0000 0000 0000
 Enrollment: 00 students (including 0000 0000 0000 0000)

Course grades *Formally Submitted to Registrar.*

Request a [Post-Quarter Add](#) for a student into this course. 4

[PDF photo roster](#) of students in this section.

WebGrades Course Summary

Academic Record Change (post-quarter grade change) mode

2

If a student below has an official preferred name, their legal first name is enclosed by parentheses.

Student#	Name	Lvl	Op	Official Units	Official Grade	Grade Change Request	Notes
000000	(ADMINISTRATOR)	GR	4	F		1	
000000	(ADMINISTRATOR)	SO	GR	4	F	B	PENDING: Post-quarter grade change to "B". Status 5
000000	(ADMINISTRATOR)	FR	GR	4	C-		
000000	(ADMINISTRATOR)	GR	4	C-			
000000	(ADMINISTRATOR)	FR	GR	4	B		Please click here to finish submitting your post-quarter grade change.
000000	(ADMINISTRATOR)	GR	4	B-			

- 1 – Enter the new grade in *Grade Change Request* field.
- 2 – Grade change requests can be saved for 24 hours in case additional information is needed prior to submission or they can be submitted immediately.
- 3 – If a large number of grades need to be changed, a properly formatted [file](#) can be submitted.
- 4 – A post-quarter add can be requested for students who were not officially enrolled in the course. See page 5 for more information.
- 5 – Approved, Pending, Denied, & unfinished requests can be viewed by clicking the *Status* or *here* link.



Faculty View

ID NO.	NET ID.	LAST	FIRST	SEGMENT	SCHOOL	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	ALL	<input type="button" value="Search"/>

Request Academic Record Change

2000 Second Summer Session
Class

Student

Correct a procedural or clerical error:

FR GR F A

Correct a procedural or clerical error - IR 345 C

With the exception of Incomplete (I) and No Record (NR) grades, grade changes may be submitted by faculty at any time on the basis of clerical or procedural error in the assignment of the original grade per the following Academic Senate policies:

Regulation A345 (C)

All grades except Incomplete are final when filed by an instructor in end-of-quarter course reports. However, the correction of a clerical or procedural error may be authorized as the Division directs. (See IR A365.) No change of grade may be made on the basis of reassessment of the quality of a student's work. No term grade except Incomplete may be revised by reexamination except as provided in IR A365.

A365 (A.1)

(1) Clerical or Procedural Error - the Registrar is authorized to change a final grade upon written request of an instructor provided a clerical or procedural error is the reason for the change. Please provide a brief but concise description of errors when submitting requests.

Change requests resulting from coursework submitted after the Senate-approved deadlines to replace Incomplete and No Record grades will not be accepted. Please refer to regulation A345 for complete information on these grade types.

Required Explanation for Clerical Error:

or [return to WebGrades for Editing](#) or [Cancel Request](#)

1 – An explanation is required for the following changes:

- A post-quarter drop from a No Report (NR) to a Withdrawal (W).
- A post-quarter add.
- Correction of a procedural or clerical error.

2 – Once complete, click the *Submit Changes* button to begin the approval process. Edits can be made by clicking the *return to WebGrades for Editing* button. To cancel the request, click the *Cancel Request* button.



Faculty View

UNIVERSITY REGISTRAR
UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site: GO»

UCI Home : Schedule of Classes : WebReg : StudentAccess : WebAdmin

Post Quarter Add

Academic Record Change

Post Quarter Add - Request Academic Record Change

2000 Second Summer Session
Class

REGISTRATION AND ACADEMIC RECORDS DEPARTMENT • 215 ALDRICH HALL • IRVINE, CA 92697-4975

ID NO.	NET ID.	LAST	FIRST	SEGMENT	SCHOOL	Search
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="text"/>	ALL <input type="text"/>	<input type="button" value="Search"/>

[Return to WebGrades](#)

1

STUDENT AFFAIRS
© 2008 UC Regents

UNIVERSITY REGISTRAR
 registrar@uci.edu • tel: (949) 824-6124 • fax: (949) 824-7896
 215 Aldrich Hall • Irvine, CA 92697-4975
 hours: Monday–Friday, 8:00 a.m.–5:00 p.m.

1 – Enter a student’s ID NO., NET ID/UCInetID, or Last and First Name to submit a post-quarter add request.



Status Overview

UNIVERSITY REGISTRAR
UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site: [GO»](#)

UCI Home
Schedule of Classes
WebReg
StudentAccess
WebAdmin

Search Academic Record Change

Academic Record Change

Basic Search

Term: Approval Status: Request Type:

Department: Course No: CCode:

Student Search

Student ID:

Instructor Search

Instructor UCInetID:

Academic Record Change Results

n/a - Not Applicable ! - Awaiting My Action ✓ - Approved ✗ - Denied

Term	Id	Name	Lvl	Request Date	Request	Approval Status				View Details
						1. Inst	2. Dean-Course	3. Summer	4. Registrar	
Z00			SO	12/16/2013 9:39 PM	CLERICAL ERROR	✓	Awaiting Action	Awaiting School Of Course	Awaiting School Of Course	

STUDENT AFFAIRS
© 2008 UC Regents

UNIVERSITY REGISTRAR
registrar@uci.edu • tel: (949) 824-6124 • fax: (949) 824-7896
215 Aldrich Hall • Irvine, CA 92697-4975
hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

1

2

1 – The approval status can be tracked to see where the request is at in the process.

2 – The *View Details* button provides information such as the grade, the reason for the change, and comments from approvers.



Term Overview

UNIVERSITY REGISTRAR
UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site: [GO»](#)

UCI Home
Schedule of Classes
WebReg
StudentAccess
WebAdmin

Search Academic Record Change

Academic Record Change

Basic Search

Term: Approval Status: Request Type:

Department: Course No: CCode:

Student Search

Student ID:

Instructor Search

Instructor UCInetID:

Academic Record Change Results

n/a - Not Applicable ! - Awaiting My Action ✓ - Approved ✗ - Denied

Term	Id	Name	Lvl	Request Date	Request	Approval Status					View Details
						1. Inst	2. Dean-Course	3. Dean-Major	4. Summer	5. Registrar	
Y09	3 students (batch change request)			12/17/2013 10:46 AM	CLERICAL ERROR	✓	Awaiting Action	Dean - Major N/A	Awaiting School Of Course	Awaiting School Of Course	View Details
Y09			JR	12/17/2013 10:44 AM	CLERICAL ERROR	✓	Awaiting Action	Dean - Major N/A	Awaiting School Of Course	Awaiting School Of Course	View Details
Y09	2 students (batch change request)			12/16/2013 11:06 PM	CLERICAL ERROR	✓	Awaiting Action	Dean - Major N/A	Awaiting School Of Course	Awaiting School Of Course	View Details
Y09			SO	12/16/2013 11:01 PM	CLERICAL ERROR	✓	Awaiting Action	Dean - Major N/A	Awaiting School Of Course	Awaiting School Of Course	View Details
Y09	85439903	STUDENT, JOE AVERAGE		12/09/2013 2:39 PM	POST QUARTER ADD	✓	✓	Awaiting Action	Awaiting School Of Major	Awaiting School Of Major	View Details
Y09	12345678	ANTEATER, PETER THE		12/06/2013 1:55 PM	POST QUARTER ADD	✓	✓	✓	✓	✓	View Details

Requests can be searched for by Term, Approval Status, Department, Course No, Student ID, and Instructor UCInetID.



Student View

UNIVERSITY REGISTRAR
UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site: [GO»](#)

UCI Home : Schedule of Classes : WebReg : StudentAccess : WebAdmin

Search Academic Record Change [Logout](#)

[Change Of Major](#)
[Enrollment Exceptions](#)
[Graduation](#)
[Preferred Name](#)
[Academic Record Change](#)

Pending Academic Record Change Results

n/a - Not Applicable ! - Awaiting My Action ✓ - Approved ✗ - Denied

Term	Id	Name	Lvl	Request Date	Request	Approval Status					View Details
						1. Inst	2. Dean-Course	3. Dean-Major	4. Summer	5. Registrar	
Y09	85439903	STUDENT, JOE AVERAGE		12/09/2013 2:39 PM	POST QUARTER ADD 40020 CHEM 1B LEC B	✓	✓	Awaiting Action	Awaiting School Of Major	Awaiting School Of Major	

Historic Academic Record Change Results

You have no past academic record change requests.

Students can log into StudentAccess and view the status of a change.

UNIVERSITY REGISTRAR
UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site: [GO»](#)

UCI Home : Schedule of Classes : WebReg : StudentAccess : WebAdmin

Academic Record Change [Logout](#)

[Change Of Major](#)
[Enrollment Exceptions](#)
[Graduation](#)
[Preferred Name](#)
[Academic Record Change](#)

Academic Change Request for 2009 First Summer Session (submitted on 12/09/2013 2:39 PM) [Return To Results](#)

Request Details

40020 CHEM 1B GENERAL CHEMISTRY LEC B (4.0 units, GR) — MCKEACHIE, J. - LAMPANO, P.

Grade

A-

Justification
Permit a post-quarter add - IR 345C

Detail Explanation
Joe completed all of the work for the class.

Approval Chain

- ✓ **Instructor** Approved on 12/09/2013 2:39 PM by ORTIZ, A
- ✓ **School Of Course** Approved on 12/15/2013 9:02 PM by LAMPANO, P
- School Of Major** Awaiting Action
- Summer Session** Awaiting School Of Major
- Registrar** Awaiting School Of Major

Students can view the details of who has Approved, Denied, or Returned a request. Comments made by approvers are not displayed to students.