



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.

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Faculty View

CONTACT US : FAQ WEDNESDAY, DEC 18, 2013

UNIVERSITY REGISTRAR
UNIVERSITY of CALIFORNIA • IRVINE

Search Registrar site:

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

WebGrades Listing Logged in by UCI/NACS campus system
Course Code Access: Unrestricted

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 INFORMATION (Access Code: 0000)
 Please do not use a proxy server to access this page.
 Please do not use a proxy server to access this page.
 Please do not use a proxy server to access this page.
 Please do not use a proxy server to access this page.
 Please do not use a proxy server to access this page.
[PDF photo roster](#) of students in this section.

WebGrades Course Summary 2

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

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	(NAME)	GR		4	F	
000000	(NAME)	SO	GR	4	F	PENDING: Post-quarter grade change to "B". Status .
000000	(NAME)	FR	GR	4	C-	
000000	(NAME)	GR		4	C-	
000000	(NAME)	FR	GR	4	B	
000000	(NAME)	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

CONTACT US : FAQ WEDNESDAY, DEC 18, 2013

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Search Registrar site: GO»

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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 INFORMATION Course Code: 0001
Class ID: 0001-0001-0001-0001
Instructor: 0001-0001-0001-0001
Term: 0001-0001-0001-0001
Section: 0001-0001-0001-0001

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	Opt	Official Units	Official Grade	Grade Change Request	Notes
000100	(000100) (000100) (000100)	GR	4	F		1	
000100	(000100) (000100) (000100)	SO	GR	4	F	B	PENDING: Post-quarter grade change to "B". Status 5
000100	(000100) (000100) (000100)	FR	GR	4	C-		
000100	(000100) (000100) (000100)	GR	4	C-			
000100	(000100) (000100) (000100)	FR	GR	4	B		Please click here to finish submitting your post-quarter grade change.
000100	(000100) (000100) (000100)	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

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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	ALL	<input type="button" value="Search"/>

[Return to WebGrades](#)

Applications ***

STUDENT AFFAIRS

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

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 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	

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 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

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Search Registrar site: [GO»](#)

UCI Home
Schedule of Classes
WebReg
StudentAccess
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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.



Approver View

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Search Registrar site: [GO >](#)

UCI Home
Schedule of Classes
WebReg
StudentAccess
WebAdmin

Academic Record Change

*** FINANCIAL HOLD ***

RECORD(S): XXXXXXXXXXXX
STUDENT: XXXXXXXXXX
RECENT TERM: 1999 - 2000 **EMAIL:** XXXX@uci.edu **MAJOR(S):** XXXXXX (1999 - 2000)
ENTRY TERM: 1999 **GPA:** 0.000 - 0.000000

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

Academic Record Change

Academic Change Request for 2000 Second Summer Session (submitted on 12/16/2013 9:39 PM) [Return To Results](#)

Request Details

Grade Change
F A

Justification
 Correct a procedural or clerical error - IR 345 C

Detail Explanation
 I did not add all of the test scores for this student.

Approval Chain

- ✓ 1. **Instructor** Approved on 12/16/2013 9:39 PM by LAMPANO, P
2. **School Of Course** Awaiting Action

 1
3. **Summer Session** Awaiting School Of Course
4. **Registrar** Awaiting School Of Course

Message History

No Message History.

1 – An approver must click the *Approve*, *Deny*, or *Return* button based on the information submitted and policies related to their School/role.



Approver View

Academic Change Request for 2000 Second Summer Session (submitted on 12/16/2013 9:39 PM) Return To Results

Request Details

Grade Change
FA

Justification
Correct a procedural or clerical error - IR 345 C

Detail Explanation
I did not add all of the test scores for this student.

Approval Chain

1. **Instructor** Approved on 12/16/2013 9:39 PM by LAMPANO, P
2. **School Of Course** Awaiting Action Approve Deny Return

Approve Request
Optional comment (will be added to Message History)
List of illegal characters: < > \ " % , ; {

1

2

3. **Summer Session** Awaiting School Of Course

4. **Registrar** Awaiting School Of Course

Message History
No Message History.

Academic Change Request for 2000 Second Summer Session (submitted on 12/16/2013 9:39 PM) Return To Results

Request Details

Grade Change
FA

Justification
Correct a procedural or clerical error - IR 345 C

Detail Explanation
I did not add all of the test scores for this student.

Approval Chain

1. **Instructor** Approved on 12/16/2013 9:39 PM by LAMPANO, P
2. **School Of Course** Awaiting Action Approve Deny Return

Deny Request
Required comment (will be added to Message History)
List of illegal characters: < > \ " % , ; {

1

2

3. **Summer Session** Awaiting School Of Course

4. **Registrar** Awaiting School Of Course

Message History
No Message History.

Academic Change Request for 2000 Second Summer Session (submitted on 12/16/2013 9:39 PM) Return To Results

Request Details

Grade Change
FA

Justification
Correct a procedural or clerical error - IR 345 C

Detail Explanation
I did not add all of the test scores for this student.

Approval Chain

1. **Instructor** Approved on 12/16/2013 9:39 PM by LAMPANO, P
2. **School Of Course** Awaiting Action Approve Deny Return

Return Request
Required comment (will be added to Message History)
List of illegal characters: < > \ " % , ; {

1

2

3. **Summer Session** Awaiting School Of Course

4. **Registrar** Awaiting School Of Course

Message History
No Message History.

- 1 – Comments are required for Denied and Returned requests. Comments are optional for Approved requests.
- 2 – Approvers must click the *Confirm Approve*, *Confirm Deny*, or *Confirm Return* to move the course through the workflow.



Student View

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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.

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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

1. **Instructor** Approved on 12/09/2013 2:39 PM by ORTIZ, A
2. **School Of Course** Approved on 12/15/2013 9:02 PM by LAMPANO, P
3. **School Of Major** Awaiting Action
4. **Summer Session** Awaiting School Of Major
5. **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.