

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	
Overview of requests	pages 6-7
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Student View	page 10



UC IRVINE · UNIVERSITY REGISTRAR

Faculty View

EM : CONTACT US : FAQ	WEDNESDAY, DEC 18, 2013
UNIVERSITY REGISTRAR	Search Registrar site: GO»
University of California - Irvine	
UCI Home : Schedule of Classes : WebReg	: StudentAccess : WebAdmin
	Log out
WebGrades Listing	Logged in by UCI/NACS campus system
Show Options Display as Text Request Post-Quarter Grade Char IMPORTANT! It is your responsibility to ensure confidentiality of the photos a governed by Federal and State law and University policy, and is prohibited without contact the <u>University Registrar</u> (949/824-6124).	Display Tabbed Text Inges 1 Ind student information below. Further disclosure is written consent of the student(s). For questions,
Summer Session 2, 2000 PDF photo roster of students in this section.	
WebGrades Course Summ The grades for one course were Formally Submitted to t	he 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
10000100	MARINE COMPANY AND ADDRESS		GR	4	F	
-	HERITAGE CONTRACTOR STREET	so	GR	4	F	PENDING: Post-quarter grade change to "B". Status.
-	LANSE COMMITMENT	FR	GR	4	C-	
-	104110000000000000000000000000000000000		GR	4	C-	
-	ALCO VELO ACTUALIST	FR	GR	4	в	
1011085	STREET BOARD STREET		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.



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Faculty View

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University of Californ	JIA • IRV	/INE			29			
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UCI Home : Schedule of Cla	isses	1	WebR	eg	: Stu	dentAccess	4	WebAdmin
WebGrades Academic Record C	hange				Log	ged in by UCI	/NACS	campus system
Course Code Access: Unrestricted					0.000			1
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Show Display Options Submit	Grade Cha	anges ir	nto App	proval P	Process	Cancel Grad	de Chan	ge Edits 3
IMPORTANT! It is your responsibility to er governed by Federal and State law and Univers contact the <u>University Registrar</u> (949/824-6124)	isure confid ity policy, a).	lentiality ind is pro	of the phibited	photos a without	nd student t written co	information below asent of the stude	w. Furthe nt(s). For	r disclosure is r questions,
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Course grades Formally Submitted to	Registra	v:	er serje	100.00				
Request a Post-Quarter Add for a stud	ent into ti	his cou	rse.	4				
PDF photo roster of students in this se	ction.							
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	WebGra	ades C	ourse	Summ	lary			
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If a student below has an official preferred	l name, th	heir leg	al firs	t name	is enclos	ed by parenth	eses.	
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STREET, ST. TO SHIT STREET, ST.	FR GR	4	в		Please click	here to finish submitt	ing your po	ost-quarter grade change.
SHORE STREET, STREET, SALAR	GR	4	В-					

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 <u>file</u> 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.



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Faculty View

	ID NO. NET ID. LAST FIRST SEGMENT SCHOOL Search
	Academic Record Change
	Request Academic Record Change
Applications ***	2000 Second Summer Session Class
	Student
	Correct a procedural or clerical error:
	FR GR - A
	Orrect 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:
	1
	Submit Changes 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.



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Faculty View

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MUNIVERSITY	Registrar				Search Registrar sit	te: GO»
University of	California • Irvine					_
UCI Home :	Schedule of Classes		WebReg :	StudentAcce	255 :	WebAdmin
	Post Quarter Add					
Applications ***	Academic Record Change Post Quarter Add - Request Aca 2000 Second Summer Session Class ID NO. NET ID. Return to WebGrades	ademic Record C	Change	SEGMENT Ali	SCHOOL ALL T	Search 1
STUDENT AFFAIRS © 2008 UC Regents		registrar@uci.e 215 hou	UNIVERSITY REGI edu • tel: (949) 824-612 Aldrich Hall • Irvine, C urs: Monday-Friday, 8:00	STRAR 4 • fax: (949) 824-7896 2A 92697-4975 a.m5:00 p.m.		

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



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Status Overview

University of	Regis Califo	STRAR DRNIA • II	RVINE	Ì))			S	earch Registra	site: G	0 »
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	Ac	ademic	Record Change								
	• Basi	ic Search						OStudent Se	arch	OInstructor Searc	ch
	Term	ı	Appro	oval S	Status	Request Type		Student ID		Instructor UCInetI	D
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Applications ***											
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	Term	10	Name		Request Date	Request	1. Inst	2. Dean-Course	3. Summer	4. Registrar	
	Z00	000000	BOARTYN, CHIFTYN BRANNY	SO	12/16/2013 9:39 PM	CLERICAL ERROR	1	Awaiting Action	Awaiting School Of Course	Awaiting Vi School Of Course	ew tails
						LINE PRITY PROTET			1		2
STUDENT AFFAIRS					registrar@uci.e	du • tel: (949) 824-6124	• fax: (9	949) 824-7896			
© 2008 UC Regents					215	Aldrich Hall • Irvine, CA	92697-49	975			
					hour	rs: Monday–Friday, 8:00 a.m	5:00 p.	.m.			

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.



UC IRVINE · UNIVERSITY REGISTRAR

Term Overview

UNIVERS	ITY REGI Y <i>o</i> f Califo	STRAR Drnia • I	IRVINE)				Searc	h Registrar sit	e:	GO»
UCI Home	:		Schedule of Classes		:	WebReg :		Studen	tAccess		WebAdmi	n
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	Torm	тd	Name	1.4	Request	Paquast			Approval S	itatus		
	rerm	10	Name		Date	Request	1. Inst	2. Dean-Cours	a 3. Dean-Major	4. Summer	5. Registrar	
	Y09	(b	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	-10-110-0	MARKA AND THE MARKAGEN	JR	12/17/2013 10:44 AM	CLERICAL ERROR	~	Awaiting Action	Dean - Major N/A	Awaiting School Of Course	Awaiting School Of Course	
	Y09											View Details
	105	(b	2 students batch change request)		12/16/2013 11:06 PM	CLERICAL ERROR	4	Awaiting Action	Dean - Major N/A	Awaiting School Of Course	Awaiting School Of Course	View Details View Details
	Y09	(b	2 students batch change request)	SO	12/16/2013 11:06 PM 12/16/2013 11:01 PM	CLERICAL ERROR	*	Awaiting Action Awaiting Action	Dean - Major N/A Dean - Major N/A	Awaiting School Of Course Awaiting School Of Course	Awaiting School Of Course Awaiting School Of Course	View Details View Details View Details
	Y09 Y09	(b 85439903	2 students batch change request) STUDENT, JOE AVERAGE	SO	12/16/2013 11:06 PM 12/16/2013 11:01 PM 12/09/2013 2:39 PM	CLERICAL ERROR CLERICAL ERROR POST QUARTER ADD	* * *	Awaiting Action Awaiting Action	Dean - Major N/A Dean - Major N/A Awaiting Action	Awaiting School Of Course Awaiting School Of Course Awaiting School Of Major	Awaiting School Of Course Awaiting School Of Course Awaiting School Of Major	View Details View Details View Details View Details

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



UC IRVINE · UNIVERSITY REGISTRAR

Approver View

UNIVERSITY OF	REGISTRAR California • Irvine			Search Re	gistrar site:	GO»
UCI Home :	Schedule of Classes	: WebReg	: St	udentAccess	4 (C)	WebAdmin
Applications ***	RECORDINA • IRVINE Schedule of Classes Academic Record Change *** FINANCIAL HOLD *** RECORD(S): STUDENT: RECOND(S): STUDENT: RECOND(S): STUDENT: RECENT TERM: EMAIL: Academic Record Change Academic Change Request for 2000 Request Details Grade Change Justification Correct a procedural or clerical error - 1 Detail Explanation I did not add all of the test scores for t	: WebReg	: St MAJOR(S): SEGMENT All	udentAccess scH00L ↓ 12/16/2013 9:39	: Search PM) Return	WebAdmin
	 1. Instructor Approved on 12/16/20 2. School Of Course Awaiting Action 	13 9:39 PM by LAMPANC	D, P	1		
	3. Summer Session Awaiting School	ol Of Course				
	4. Registrar Awaiting School Of Cou	irse				
	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.



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Approver View



Academic Change Request for 2000 Second Summer Session (submitted on 12/16/2013 9:39 PM)	Academic Change Request for 2000 Second Summer Session (submitted on 12/16/2013 9:39 PM)
Return To Results	Return To Results
Request Details	Request Details
Grade Change	Grade Change
FA	FA
Justification	Justification
Correct a procedural or clerical error - IR 345 C	Correct a procedural or clerical error - IR 345 C
Detail Explanation	Detail Explanation
I did not add all of the test scores for this student.	I did not add all of the test scores for this student.
Approval Chain	Approval Chain
1. Instructor Approved on 12/16/2013 9:39 PM by LAMPANO, P	✓ 1. Instructor Approved on 12/16/2013 9:39 PM by LAMPANO, P
2. School Of Course Awaiting Action 🗸 Approve 🗶 Deny 🖉 Return	2. School Of Course Awaiting Action Approve
Deny Request Required comment (will be added to Message History) Let of illegal dwarters: <> ** % ; } (Required comment (will be added to Message History). Let of illegal characters: <> * 1%;) (
Confirm Deny or cancel 2	Confirm Return or Cancel 2
3. Summer Session Awaiting School Of Course	3. Summer Session Await a School Of Course
4. Registrar Awaiting School Of Course	4. Registrar Awaiting School Of Course
r Message History	The scale History
	meaning matching
No 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.



UC IRVINE · UNIVERSITY REGISTRAR

Student View

	REGIS	STRAR	<u>(A</u> D)				Sea	arch Registrar s	site:	GO»
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Unofficial Transcript	Ch	ange Of	Major Enrollm	ent Exceptio	ns Graduatio	n	Preferred	Name	Academic	Record Ch	ange
Transfer Courses	_ Penc	ling Acad	emic Record Change F	Results							
DegreeWorks							n/a - Not		waiting My Action	V - Approved	A Danied
GPA Calculator							ilya - ivoc.	Approval St	atus	Approved	Demed
Student Profile	Term	Id	Name	Lvl Request Date	Request	1. Inst	2. Dean-Course	3. Dean-Major	4. Summer	5. Registrar	
Contact Information	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
Applications				2100 114					1004-040-040-040-040-040-040-040-040-040		
	Histo	oric Acado	emic Record Change R	esults							
	You	have no pa	ast academic record chang	e requests.							

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

University of	REGISTRAR CALIFORNIA • IRVINE
UCI Home	: Schedule of Classes : WebReg : StudentAccess : WebAdmin
Academic Record Change	e Logo
Study List	
Unofficial Transcript	Change Of Major Enrollment Exceptions Graduation Preferred Name Academic Record Change
Transfer Courses	Academic Change Request for 2009 First Summer Session (submitted on 12/09/2013 2:39 PM)
DegreeWorks	Poture To Pocult
GPA Calculator	Recom to Resolts
Student Profile	Request Details
Contact Information	Grade
Applications	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.