

**IT'S AS EASY AS A, B, C (D, E, AND INCOMPLETE)!**  
(Entering Grades, Drops, and No Shows Using WebAdvisor's Grading Link)  
New and Improved: No more drop slips, state audits, WP, WF!

**IF A STUDENT HAS NEVER ATTENDED CLASS, PRIOR TO THE CENSUS DATE\*:**

For regular starting classes, check **Never Attended** box in WebAdvisor. Do not enter a date. (The Records Office will generate the W for you.)

For late starting classes, check **Never Attended** by the week following the start of class. Do not enter a date. (The Records Office will generate the W for you.)

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**IF A STUDENT DID ATTEND BUT STOPPED COMING TO CLASS OR YOU ARE INITIATING A DROP FOR ANOTHER REASON:** Enter a date in the **Last Date of Attendance** box. This replaces the drop slip. Do not enter a grade nor fill out a drop slip. (The Records Office will generate the W for you. Effective Fall 2009, WP and WF are no longer options.)

For 15 week sections, this **must** be done by **the day prior** to Final Exam Week.

For early ending sections, this **must** be done **one day prior** to the end date of the section.

Students **must** be dropped via Web Advisor prior to Final Exam Week.

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**WHEN ENTERING THE FINAL GRADE FOR A STUDENT, USE ONE OF THESE OPTIONS:**

- If a student completed the class with a grade of D- or better, **enter the grade**. Do not enter a date.
- If a student completed the class but earned a failing grade, **enter the grade of E and the ending date of course**. This is important for determining financial aid.
- If a student stopped coming to class and you choose to give him/her a grade of E, **enter the grade of E and the date the student last attended**. This will indicate that the student did not complete the class but you wish the grade to be an E.
- If the student is getting an Incomplete, enter an I in the grade area and the due date for completion of work. You do not have to fill out an Incomplete Form.

**The choice is yours.** But a student's future financial aid may depend upon you doing this correctly!

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**Questions? Contact Jean Roberts (777-0519) or Diane Krasnewich (777-0692)**

**\*Census dates will be distributed by Jean Roberts, Registrar, at the start of the semester.**