

Changing Grades in SOAR

Introduction

Instead of using the “Change of Grade” form to award a grade change, an instructor can now do that in SOAR.

Key info about this process:

1. Does NOT require all of the signatures that were required on the paper form.
2. ONLY applies to students who are listed on the instructor’s official grade roster in the Faculty Center. If the student is not on the grade roster, the instructor must follow the manual Change of Grade process.
3. The process takes ONE business day to be displayed on the student’s transcript. For example, an instructor does the change of grade in SOAR on Tuesday. The new grade will show up on the student’s transcript on Wednesday.
4. After a change of grade is done in SOAR, the instructor, chair of the subject, dean of the subject, and student will all be notified via email that a change of grade has occurred.
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6. Grade change access will be available year-round with the exception of a 24-48 hour time period while the Registrar’s Office is processing end-of-term grades, typically from noon on Monday following final exams through noon the next day.

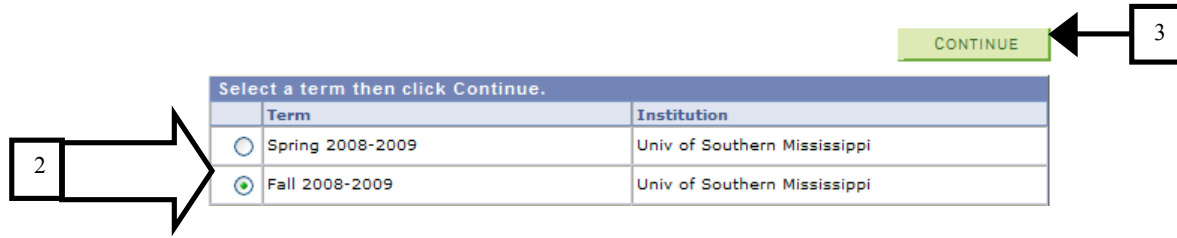
Basic Navigation


Home > Self Service > Faculty Center > Faculty Center tab

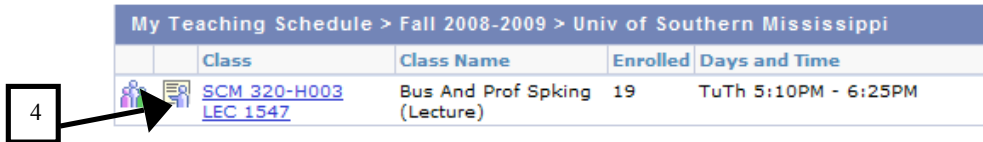
Process

1. Click on the **change term** button.
2. Click beside the term for which you need to modify grades.
3. Click on the **CONTINUE** button.

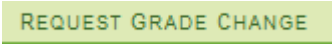
Select Term

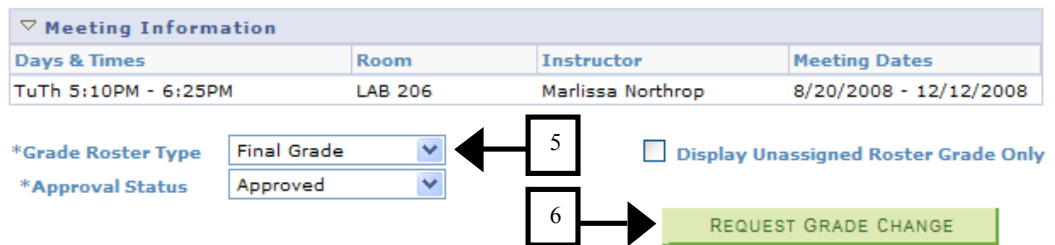


4. Click on the  icon.




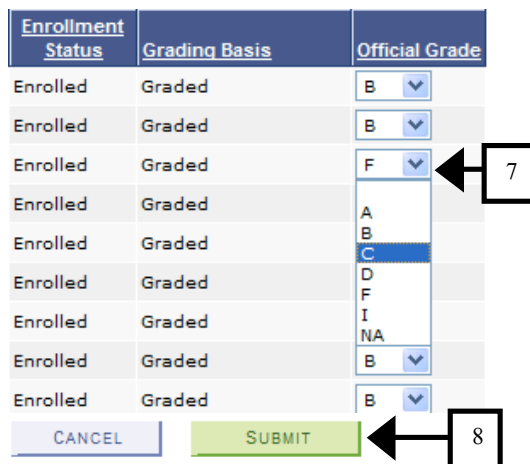
5. Change the “Grade Roster Type” to “Final Grade.”

6. Once you change to “Final Grade,” then click on the  button.




7. To the right of the student’s name for whom you wish to change the grade, click on the dropdown in the “Official Grade” column and select the new grade.

8. Click on the  button.



9. Once complete, you will receive a **Success** message to the right of the grade change. This also indicates that a workflow process has begun in the Registrar’s Office.

Enrollment Status	Grading Basis	Official Grade	
Enrolled	Graded	B	
Enrolled	Graded	B	
Enrolled	Graded	C	Success



NOTE: If you get an error message, contact the Registrar's Office at 601-266-5006.

10. To exit, click on the Faculty Center link on the left-hand column to return to the faculty center page.

11. Notifications of grade change:

- Within 1-2 business days, the instructor, chair, and dean will receive an email stating that a grade change has been processed for Student X.
- The student will receive a separate email stating that a grade change has been processed on his/her record and instructing him/her to view his/her grades via their SOAR account.