



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Office of the University Registrar

TO: University Community
FROM: Greg Pierce
University Registrar
DATE: October 5, 2009
SUBJECT: Mid-Term and Final Grade Rosters Instructions

Faculty Review of Rosters

Mid-term rosters have been generated and grades may be entered via the Faculty Center in S.O.A.R. In addition to regular session mid-term rosters, FINAL grade rosters have been generated for mini session and 8W1 courses. While faculty may enter mid-term grades as desired, grades for **any** student not attending class and for freshmen are required to be entered appropriately. Faculty members may enter FINAL grades for mini session and 8W1 courses; however, grades will not appear officially on the students' records until the end of the term. Mid-term grades must be entered by **Monday, October 12, 2009**.

To identify freshmen students that need grades, instructors should click on the 'Level' heading on the grade roster. This will sort all of the students in the class by academic level and freshmen should appear at the top.

Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>		Graded	Fashion Merch & App Std BS - Fashn Merch/Apl St(FashMerch)BS	Freshman
<input type="checkbox"/>		Graded	Mass Communication & Journal - Journalism(Photojournalism) BA	Freshman
<input type="checkbox"/>		Graded	Psychology - Psychology BS	Junior
<input type="checkbox"/>			Curriculum, Inst. & Special Ed -	

Students Not Enrolled but Attending

A student not on the roster is not officially enrolled. Please use your S.O.A.R. rosters to verify that students attending your class are officially enrolled. **If the student is not on the S.O.A.R. roster, please DO NOT allow him/her to continue to attend your class until they provide documentation verifying enrollment.** Submitting the student's name to the Registrar's Office will not add the student to the class. The student should complete a permission to add form and submit it to the Registrar's Office.

Students Not Attending Class (NA Grade)

To comply with the U.S. Department of Education regulations, the University must identify students who are not attending class. **Non-compliance with this policy will jeopardize federal funding for financial aid purposes.**

If a student is not attending class, enter NA (not attending) beside the student's name on the S.O.A.R. mid-term roster. Mid-term grade entry on S.O.A.R. should be completed by Monday, Oct. 12, 2009.

The Registrar's and Financial Aid Offices will send correspondence to all students not attending classes. Students have the responsibility to withdraw from these classes by completing a Drop Form or withdrawing from the University. Failure to do so will result in a grade of "F" or "NA" for each class the student did not attend.

Approval Status


On the faculty center tab, the approval status column on the right will indicate the “Approval Status” of each roster. As faculty complete grade entry for each section, the “Approval Status” column will adjust accordingly. This will aid faculty in determining which rosters still need to be entered successfully.

My Teaching Schedule > Spring 2007-2008 > Univ of Southern Mississippi						
Class	Class Name	Enrolled	Days and Time	Room	Class Dates	Approval Status
 MGT 364-H001 LEC 2734	Human Resource Mgmt (Lecture)	50	TuTh 8:00AM - 9:15AM	JGH 114	Jan 14, 2008 May 9, 2008	NOT REVIEWED

For mid-term grades: Rosters need to be ‘Ready for Review’ for rosters with combination of freshmen and other academic levels.

For final grades: Rosters need to be ‘Approved’ for all grades entered for all students.

Instructions for entering grades on S.O.A.R.

- 1) Instructors/proxies must be attached to the course to enter grades. If an instructor can not see the roster on S.O.A.R. it indicates he/she is not attached to the course. Departmental schedulers are able to assign approved proxies as needed via S.O.A.R.
- 2) Login to S.O.A.R. If you have forgotten your password, please contact the Help Desk to determine the process for resetting your password.
- 3) Click on the following: Self Service, Faculty Center
- 4) Confirm the appropriate term is shown on the faculty center – **Fall 2009-2010**.
- 5) Select the grade roster you wish to view by clicking on the grade roster icon beside the section. 
- 6) Type a grade in the grade input box or click the magnifying glass to select a valid grade.
- 7) Save periodically while entering grades to insure that your work is not lost.
- 8) **After entering all grades necessary, you must click save before changing the approval status.**
- 9) Review your grades to make sure every “not attending” student has received a grade of NA and all freshmen have grades.
- 10) **Mid-Term Rosters**
If the grade roster is a mid-term roster, change the approval status at the top of the page from ‘Not Reviewed’ to ‘**Ready for Review**’ and then **Save**.
- Final Mini Session/ 8W1 Rosters**
If the grade roster is a final roster, change the approval status at the top of the page from ‘Not Reviewed’ to ‘**Approved**’ and then **Save**.
- 11) Print a copy of the grade roster for your records.