Grades: Adding a Student to Final Roster

1. You can add a student to your roster ONLY when:
   1. The term has officially ended.
   2. The grades for your other students have been posted by the Registrar's Office.

   NOTE: If the student has not paid tuition for the course, the grade will not be added until the student has cleared their account with the Business Office.

2. Click on the **Grade Roster** icon.

   NOTE: You may have to "Change Term" using the **change term** button to view the correct term.

3. Select **Final Grade** from the list of roster types.

4. Click the **Request Grade Change** link.

5. Scroll to the bottom of the page and click the **Add a New Grade Change for Non-Roster Student** button.

6. Enter the student's ID number.
7. Click the **Add** button.

8. Enter the grade earned by the student.

9. Click on the **Other: Explain Below** option.

10. Enter a comment to justify the action. *Example: “Student was not properly registered for the course but did regularly attend.”* 

11. Click to place a check in the **Chair Approval Req** box.
12. Click the **Save** button at the bottom-left of the page.

![Save button]

13. A confirmation will appear that the request has been sent to the department chair. Click the **OK** button.

![Confirmation message]

14. The request will go through the normal approval channels - chair, then dean - before the student will see it.