INSTRUCTIONS FOR ENTERING GRADES
1. Log into MyCentral (Banner Self-Service).
2. Select the FACULTY tab at the top.
3. Select FINAL GRADES (or MID TERM GRADES) in the UCM Faculty box.
4. Select term and then the section from pull down menu.
5. Enter grades for each student. (If a student is receiving an F grade AND stopped attending the course, you must enter the last day that they attended. If they attended the entire semester, use the date of the Friday of finals week.)
6. Return to #4 to enter grades for additional sections.

HOW TO PRINT CLASS ROSTERS
1. Log into MyCentral (Banner Self-Service).
2. Select the FACULTY tab at the top.
3. Click on FACULTY DETAIL SCHEDULE in the UCM Faculty box.
4. Select term and click on CLASSLIST for any of the courses listed.
5. Click on FILE.
6. Click on PRINT.
7. Click on the browser’s BACK BUTTON to go back to the FACULTY DETAIL SCHEDULE and view other class rosters.
8. Be sure to click EXIT when finished.
9. At the USER LOGOUT screen you can close the browser.

HOW TO VIEW THE WAIT LIST
1. Go to SFASLST screen.
2. Enter the TERM CODE (201210; 201220; 201230).
3. Enter the CRN.
4. Click EXECUTE QUERY.
5. Click NEXT BLOCK (All students registered will be listed).
6. Click ENTER QUERY.
7. Enter WL in status field.
8. Click EXECUTE QUERY.

HOW TO VIEW PREREQ & TEST SCORES WHILE ENROLLING
1. Highlight the course to be viewed on SFAREGS.
2. Click OPTIONS.
3. Click SSASECT.
4. Click OPTIONS again.
5. Click SSAPREQ.
6. Click NEXT BLOCK.
7. Click NEXT BLOCK again.
8. View PREREQS.
9. Click the BLACK X twice to get back to SFAREGS.
10. To override a PREREQ enter Y in the override field of SFAREGS and SAVE.

HOW TO MAKE A CLASS AVAILABLE FOR PASS/FAIL & AUDIT
1. In SSASECT leave the grade mode blank.

CHANGING A GRADE AFTER THE GRADE ROLL HAS OCCURRED
1. The online form can be used to change a student’s grade or update a U. Grade changes will only be accepted by the instructor assigned to the course, the department chair or the dean.
2. Log into MyCentral (Banner Self-Service).
3. Select the FACULTY tab at the top.
4. Select CHANGE STUDENT GRADE in the UCM Faculty box.
5. Select term and then the section from pull down menu. (If the course is no longer available, send your grade change request from your campus e-mail account to Andi Newman (newman@ucmo.edu) in the Registrar’s Office. Include the semester, course prefix/number/CRN, student name and 700#, new and old grades.)
6. Choose the student and enter the new grade.

COURSE SUBSTITUTION/WAIVER FORM
1. Course substitutions/waivers are only accepted by the department chair (or approved program coordinators) over the major or minor being amended.
2. Log into MyCentral (Banner Self-Service).
3. Select the FACULTY tab at the top.
4. Select COURSE SUBSTITUTION in the UCM Faculty box.
5. Enter the student’s number and fill out the form.