Office of the Registrar www.alcorn.edu

THE FINAL ROLL

FALL 2010

1. **All final grades for Fall 2010 must be submitted utilizing "GRADE ENTRY ON THE WEB". Final grades are due Monday, December 13, 2010 by 12:00 noon.**

2. **You may enter your grades on the WEB beginning Monday, December 6, 2010 through Monday, December 13, 2010.**

3. **Please contact the Registrar's Office if you have questions regarding a student's enrollment status.**

4. **To access online "GRADE ENTRY ON THE WEB"- go to www.alcorn.edu . Click ONLINE SERVICES to enter the secure area and login using your user ID and password.**

5. **The online "Grade Entry Training Manual" may be found on the Alcorn State University Intranet at iwww.alcorn.edu under the Registrar's Office link. You must have adobe acrobat to download this information.**

6. **You do not have to submit a paper copy of your final roll to the Registrar's Office. Each faculty member will be responsible for submitting their rolls via the online service. (Once graded, please print out your roll for your records by clicking on Faculty Services. Select the term, CRN and Summary Class List then print using the printer icon at the top of that page). *The Registrar's Office does not need a paper copy of your final roll*.**

   Grades will be rolled to academic history every 24 hours until the deadline date. The grades will be rolled for the final time at 5:00 p.m. on December 13, 2010. If you have a grading error to correct, please print your roll, make necessary change, initial, date and submit to the Registrar's Office no later than 5:00pm on Monday, December 13, 2010.

cc: Dr. Richard Green
Provost/Interim Vice President for Academic Affairs