



Office of the Registrar
900 University Avenue
1100 Hinderaker Hall
Riverside, CA 92521

DATE: May 30, 2008
TO: Members of the Faculty
Student Affairs Officers
FROM: M. Kendra McCann, Office of the Registrar (x2-5970)

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: ATTENTION - THIS INFORMATION HAS CHANGED - PLEASE READ! :
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Your Spring 2008 course reports are enclosed. Please use this envelope to return the course reports to your department office once you have assigned your grades.

Please note that the Registrar's Office, in consultation with College Deans, Associate Deans, and Chairs, has been working to transition the campus to a single process for grade submission. Hence, effective Fall 2008, iGrade will be the only method for grade submission. In preparation for this transition, you can still opt-in to iGrade and utilize it for spring grade submission even though you are receiving your Spring 2008 roster in paper form.

Processing of your paper rosters is a multi-step process; therefore, please submit your rosters as your finals are completed. The Registrar's Office can post student grades in a timely manner if grades are submitted once finals are complete. **If rosters are not submitted and processed by the final grade load, grades will be marked with a GD for "Grade Delay."** This notation prompts students many times to contact their faculty member directly and also disrupts the advising, financial aid disbursement, transcript requests, and other administrative aspects of the student's university experience.

**The FINAL deadline for submission of paper course reports
to the Registrar's Office
is *Tuesday, June 17, 2008, at 11:00 a.m.***

1100 Hinderaker Hall will be open during the following *late* hours for submission of grades through our mail slot. Please provide your department with a copy of your grades should you choose to submit them after normal business hours.

Friday	June 13	5:00 p.m. – 9:00 p.m.
Saturday and Sunday	June 14 and 15	8:00 a.m. – 5:00 p.m.

Grades will be available through GROWL beginning June 23, 2008. Any course reports received by the Registrar's Office after June 19, 2008, will result in students being awarded "GD" ("grade delayed").

Please call M. Kendra McCann at x2-5970 if you have any questions.

Enclosure(s)