

DEAN'S OFFICE GRADE CHANGE ENTRY

Following are instructions for entering grade changes via Cardinal St G

Navigate to: H R U G D G (U R H (U R G H (U R H H T H

The screenshot shows a web browser window displaying the 'Enrollment Request' page on the Cardinal Station website. The page header includes the university logo and the text 'THE CATHOLIC UNIVERSITY OF AMERICA Cardinal Station' and 'WELCOME, LAURA ANDERSON!'. The breadcrumb trail is 'Home > Manage Student Records > Manage Academic Records > Use > Enrollment Request'. The main content area is titled 'Enrollment Request' and 'Add a New Value'. It contains a form with the following fields: ID (2202982), Academic Career (UGRD), Academic Institution (CRDNL), and Term (1078). There is an 'Add' button and a link to 'Find an Existing Value'.

Enter:

- ID = Student Identification Number of student who's grade you are changing.
- Academic Career = Student's Career level (e.g. UGRD for Undergraduate or GRAD for Graduate). You may use the magnifying glass icon for assistance.
- Academic Institution = CRDNL
- Term = Semester during which the course was completed. You may use the magnifying glass icon for assistance.

Click the "Add" button.

Student Admin/Human Resources - Windows Internet Explorer

https://cardinalstation.cua.edu/psp/paprd/EMPLOYEE/SA/e/?url=https%3a%2f%2fcardinalstation.cua.edu%2fpaprd

File Edit View Favorites Tools Help

Google G Go Bookmarks 48 blocked Check AutoLink AutoFill Send to Settings

Student Admin/Human Resources

THE CATHOLIC UNIVERSITY OF AMERICA
Cardinal Station

WELCOME, LAURA ANDERSON! Search: []

Home Add to My Links Sign out

My Menu

- Financials
- Student Admin/Human Resources
- Change My Password

Page

Home > Manage Student Records > Manage Academic Records > Use > Enrollment Request

My Links: []

New Window Help

Enrollment Request

2202982 Cardinal, Stacy Lynn N. The Catholic Univ of America
 Undergraduate Arts & Sciences Fall 2007

Enrollment Request ID: 0000000000 Status: Pending Submit
 User ID: ANDERSLJ Operator Enrollment Access

Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 Pending

*Action: Action Reason: []
 Override Action Date Action Date: []
 Wait List Okay

Class Nbr: ENG 101 03 Lecture Rhetoric and Composition
 Regular Academic Session Undergraduate

Select "Change Grade"

Enter Class Number. You may use the magnifying glass icon for assistance.

Student Admin/Human Resources - Windows Internet Explorer

https://cardinalstation.cua.edu/psp/paprd/EMPLOYEE/SA/e/?url=https%3a%2f%2fcardinalstation.cua.edu%2fpaprd

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Student Admin/Human Resources

THE CATHOLIC UNIVERSITY OF AMERICA
Cardinal Station

WELCOME, LAURA ANDERSON! Search: My Links: Sign out

Home Add to My Links

Page

My Menu

- Financials
- Student Admin/Human Resources
- Change My Password

Related Class 1:
Related Class 2:
Instructor ID:
Repeat Code:

[Transcript Note](#)

Override

Grading Basis: Graded

Units Taken:

Designation:

Take Requirement Designation

Permission Nbr:

Grade Input: |

Course Unit:

RD Grade:

Additional Overrides

Appointment Career Class Limit Class Links

Requisites Prerequisite Unit Load

Error Messages

Message Sequence:

Update DateTime:

Enter the new grade, replacing the one originally submitted.

Internet 100%

Student Admin/Human Resources - Windows Internet Explorer

https://cardinalstation.cua.edu/psp/paprd/EMPLOYEE/SA/e/?url=https%3a%2f%2fcardinalstation.cua.edu%2fpaprd

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Student Admin/Human Resources

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Page

Home > Manage Student Records > Manage Academic Records > Use > Enrollment Request [New Window](#)

[Help](#)

Enrollment Request

2202982 Cardinal, Stacy Lynn N. The Catholic Univ of America
 Undergraduate Arts & Sciences Fall 2007

Enrollment Request ID: 0000000000 Status: Pending **Submit**
 User ID: ANDERSLJ [Operator Enrollment Access](#)

Enrollment Request Details View All First 1 of 1 Last

Sequence Nbr: 1 Pending

*Action: Change Grade

Override Action Date
 Wait List Okay

Class Nbr: 1164 ENG 101 03 Lecture R
 Regular Academic Session Undergraduate

Click the "Submit" button.

Internet 100%