

*Following are instructions for entering grade changes via Cardinal Students*

Navigate to: Records and Enrollment > Enroll Students > Enrollment Request

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%2f

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Student Admin/Human Resources

**THE CATHOLIC UNIVERSITY OF AMERICA**  
*Cardinal Station*

WELCOME, LAURA ANDERSON!

Search: [ ]

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

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### 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

Action Reason: [ ]

Action Date: [ ]

Class Nbr: 1164 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

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Related Class 1: Related Class 2: Instructor ID: Repeat Code: [Transcript Note](#)

**Override**

☐ Grading Basis: GRD Graded

☐ Units Taken: 3.00

☐ Designation: ☐ Take Requirement Designation

☐ Permission Nbr:

**Grade Input:** A

**Course Unit:** 1.00

**Additional Overrides**

☐ Appointment ☐ Career ☐ Class Limit ☐ Class Links

☐ Requisites ☐ Unit Load

**Error Messages**

Message Sequence: Update DateTime:

Enter the new grade, replacing the one originally submitted.

Student Admin/Human Resources - Windows Internet Explorer

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

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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.