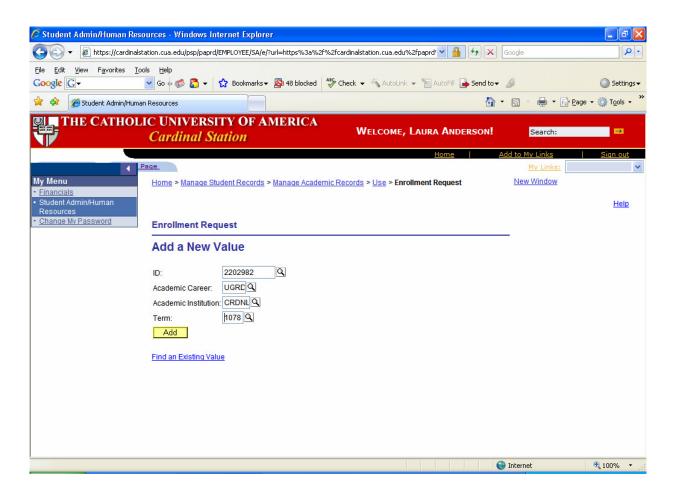


DEAN'S OFFICE GRADE CHANGE ENTRY

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.

