

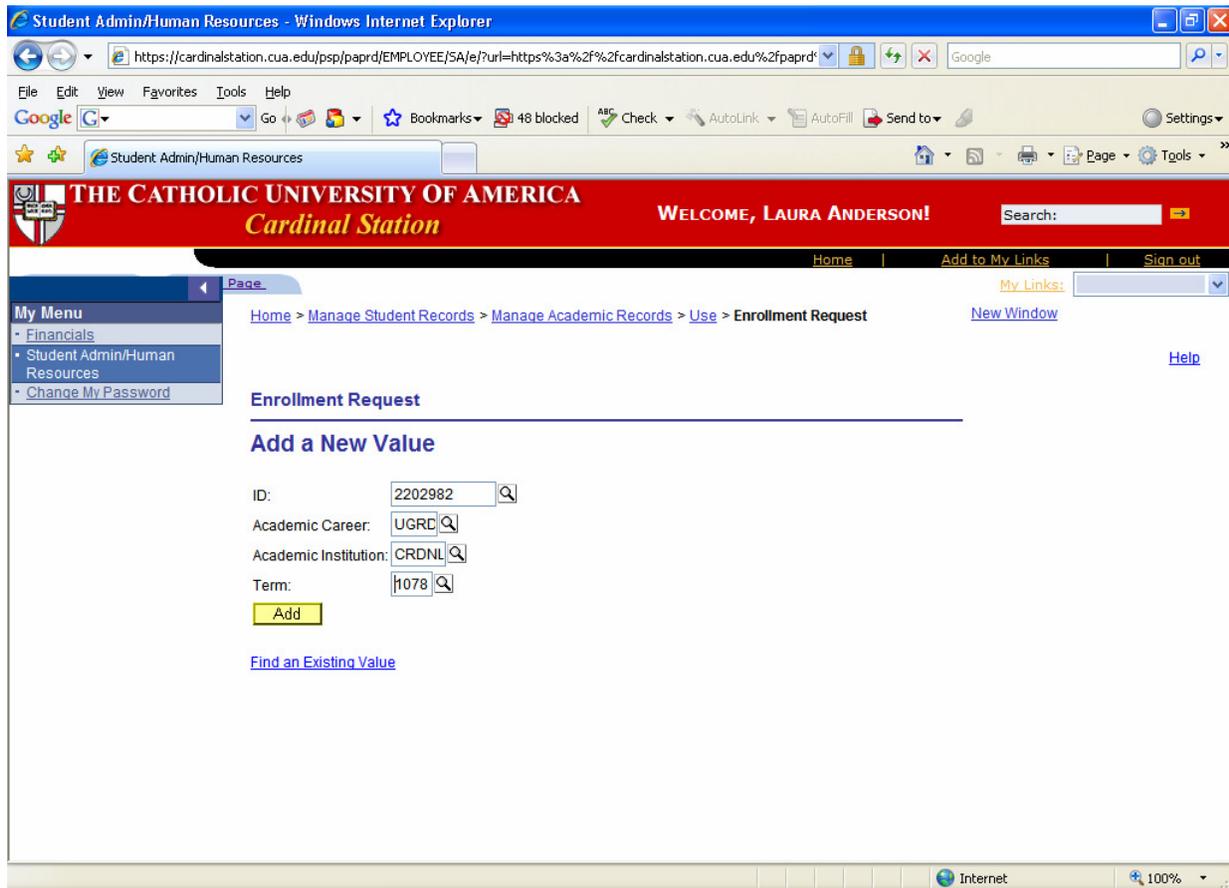


**THE CATHOLIC UNIVERSITY OF AMERICA**  
Office of the Registrar

**DEAN’S OFFICE GRADE CHANGE ENTRY**

*Following are instructions for entering grade changes via Cardinal Station.*

Navigate to: Home > Manage Student Records > Manage Academic Records > Use > 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

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

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 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: GRD Graded

Units Taken: 3.00

Designation: [ ]

Take Requirement Designation

Permission Nbr: [ ]

**Grade Input:** A [ ]

Course Unit: 3.00

RD Grade: [ ]

**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.

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

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: 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%