



To: Middlesex College Faculty

From: Richard D. Cole, Registrar

Re: **Final Grading for Winter 2022**

Winter final grading is now available. Final grades should be submitted within 48 hours of the final course meeting and/or final examination. Please note that a grade is required for all enrolled students appearing on the course roster regardless of their attendance status/participation in the course.

Below are instructions for entering final grades through Self-Service. Additional information on grading may be found on the College’s website at [Grading](#).

Please contact the following as indicated if you have questions or need technical assistance:

IT Help Desk	Help_Desk@middlesexcc.edu	Technical Assistance (Login, Passwords)
Richard Cole, Registration Office	rcole@middlesexcc.edu	Assistance with Procedures to Enter Grades

Students will be able to view their final grades immediately through Self-Service after successful submission by the faculty member.

Final Grading General Information

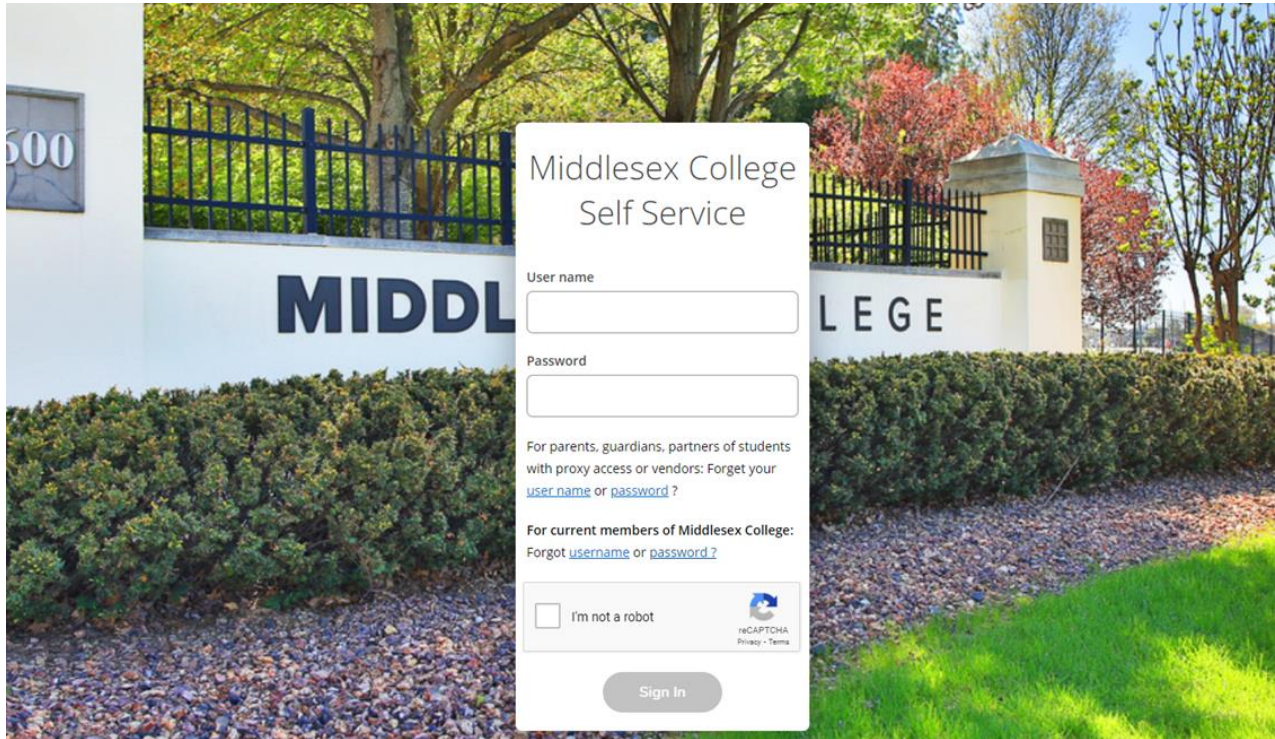
Final Grades

Credit Courses (Valid Grades)	Developmental Courses (Valid Grades)
A	QA
A-	QA-
B+	QB+
B	QB
B-	QB-
C+	QC+
C	QC
D	QD
F	QF
<i>I (Incomplete)*</i>	<i>QI (Incomplete)*</i>


Grades of Incomplete (I or QI) are valid for a maximum of 6 months from the end of the semester in which the grade is assigned. If no grade change is received within the 6 month time period, the Incomplete grade will be changed to a grade of “F”/“QF”. **Instructors have the opportunity to enter an expiration date when assigning an Incomplete grade which should be no later than the allotted 6 months from the end of the semester.*

Instructions for Final Grading (See Illustrations Below)

1. Login to [Self-Service](#) by entering your User Name and Password. Click on “I’m not a robot” reCAPTCHA checkbox and follow instructions. Once verified by reCAPTCHA you may click Sign-In



2. Once logged in, click on the “**Faculty**” Icon

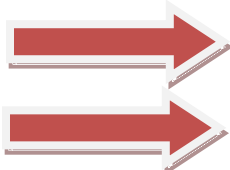


Faculty

Here you can view your active classes and submit grades and waivers for students.

Section	Times	Locations	Books
ESL-097-64: Reading and Speaking Level 5	T/Th 6:00 PM - 8:15 PM 9/8/2020 - 12/18/2020	TBD Lecture	
PSY-123-INF8: Introductory Psychology	M/T/W/Th/F - 9/28/2020 - 12/18/2020	Internet	

3. Select the course section to be graded under the **Winter 2022** Term by clicking on the link.
4. Click on **'Grading'** on the top menu and then click on **'Final Grading'**.
5. For each student, select the Final Grade to be assigned from the drop down menu under the **'Final Grade'** Column.
 - Only **active** students will show on the roster. If you have a student attending your class who is not on the roster then the student is not officially registered for the class. Students who attend class without properly being registered may be subject to a \$118.00 per credit late registration penalty. Please refer the students to Enrollment Services immediately as no grade can be assigned unless the student is officially registered for the course.
 - *If assigning a grade of Incomplete ("I" or "QI"), enter an Expiration Date in the 'Expiration Date' column next to the grade. **Incomplete grades should be set to expire no later than the allotted 6 months from the end of the semester.***



HED-150-IN: Contemporary Health Issues

Winter 2020
Online Course

M/T/W/Th/F -
12-26-2019 - 01-13-2020
Internet

Seats Available 0 of 25

[Deadline Dates](#)

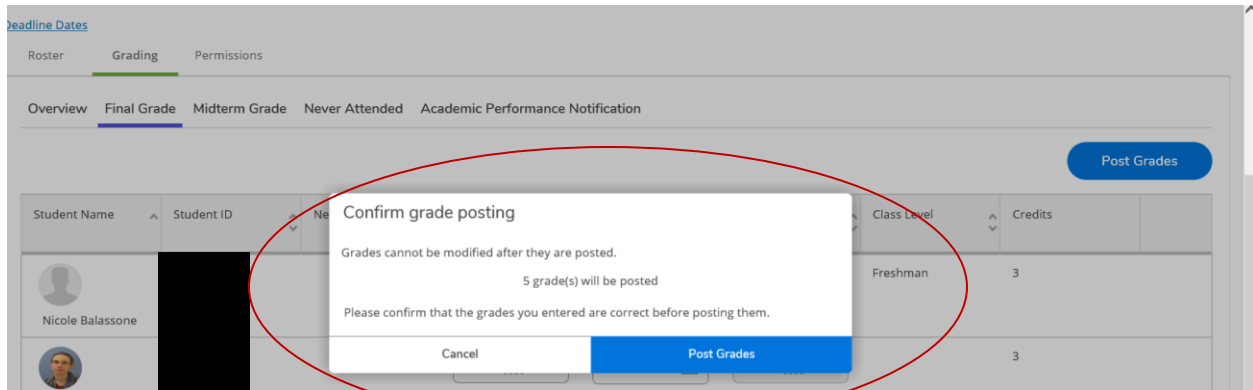
Roster **Grading** Permissions

Overview **Final Grade** Midterm Grade Academic Performance Notification

[Post Grades](#)

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Nicole Balassone	[REDACTED]	<input type="checkbox"/>	MM-dd-yyyy	Select Grade	MM-dd-yyyy	Freshman	3
Traci Alexandria Balog	[REDACTED]	<input type="checkbox"/>	MM-dd-yyyy	Select Grade	MM-dd-yyyy		3

6. Review the roster carefully to make certain that you have entered the appropriate grade for each student on the roster. **Please note that a final grade is required for all students on your roster regardless of attendance status or participation.**



7. If all grades are accurate, then click the **'Post Grades'** button at the top of the grade roster. A pop up box will appear asking you to confirm that the grades are accurate. If a change is necessary, click on cancel to make change and then resubmit by once again clicking on the **'Post Grades'** button. If no changes are necessary, then click on **'Post Grades'** button in the pop up box.
8. You **do not** need to log off to enter grades for other class sections. Just select another course section and repeat the instructions as outlined above.
9. Print a copy of the graded roster for your records and sign a copy of the printed roster and return to your department chairperson, if required.