



End-of-Semester Adjunct Faculty Guide

How do I enter my grades in WebAdvisor?

- Login onto WebAdvisor Homepage.
- Find Self-Service Menu (located at bottom left corner).
- Click on “WebAdvisor for Faculty.”
- Click on “Faculty Information.”
- Click on “Grading.”
- Choose a term and submit.
- A new screen will come up with the course(s) assigned to you.
- Select each course section individually to enter grades.
- Once finished entering grades, print the screen and click “Submit.”
- WebAdvisor grades must be recorded online within 48 hours after the final class.

Please contact Samantha Ekizian, Technical Assistant of the Office of the Registrar, at sekizian@bergen.edu with questions.

What paperwork do I need to submit to my department?

- Adjunct Faculty End-of-Semester Responsibility Form (sign, date and make a copy)
- Original Attendance Roster (sign, date and make a copy)
- Original Grading Roster (sign, date and make a copy)
- Final Grade Roster printed from WebAdvisor (sign, date and make a copy)
- **‘N’ Grade:** This is an incomplete (INC). A contract for each student must accompany each Final Grade Roster. (sign, date and make a copy)

More Information:

- **‘E’ Grade:** This is an unofficial withdrawal. It is assigned when a student stops attending for less than 60% of the course and fails to officially withdraw.
- Student enrollment, financial aid, graduation and transferring may be negatively impacted by late grade submissions in WebAdvisor. Please do not delay.

Once again, all submitted documents must be signed and dated by the instructor.
(And do make a copy for your records.)

Questions about the ‘E’ grade policy?

‘E’ Grade (Unofficial Withdrawal) *An ‘E’ grade can only be assigned to a student who ceases to attend a course prior to sixty percent (60 %) of the duration of the semester, and fails to officially withdraw from that course.* Students who do not satisfy the two conditions are assigned an earned grade (e.g., A - F). When entering ‘E’ grades on WebAdvisor, each grade must be accompanied by the last date of attendance.

Please contact Jill Rivera, Associate Dean, Student Success & Completion,
at jrivera@bergen.edu with questions.