

# End of Semester Grading Guide

Summer 2017

*Attached is your Faculty End of Semester Grading Guide & Cover Sheet*

## *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 (Spring 2017) and Submit
- ❖ A New Screen will Come Up with the Course(s) Assigned to You
- ❖ Select Class Section One at a Time to Enter Grades
- ❖ Once Finished Entering Grades, Print the Screen and Click “Submit”

Digital Grades Due 48 Hours After Final Class Session- *Student enrollment, financial aid, graduation and transferring is affected.*

*Questions:* Samantha Ekizian, Technical Assistant of the Office of the Registrar [sekizian@bergen.edu](mailto:sekizian@bergen.edu)

## *What Paperwork do I Need to Turn into my Department?*

- ❖ Faculty End of Semester Responsibilities Guide & Cover Sheet (signed/dated, make a copy)
- ❖ Original Attendance Roster (signed/dated, make a copy)
- ❖ Original Grading Roster (signed/dated, make a copy)
- ❖ Final Grade Roster Printed from WebAdvisor (signed/dated, make a copy)
- ❖ “N” grade contract for each affected student must accompany each Final Grade Roster on which you have recorded an “N” grade. (signed/dated, make a copy)

## *Do you Know about the New “E” Grade Policy adopted Fall 2016?*

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 grades on Web Advisor, “E” grades must be accompanied by the last date of attendance, which must be prior to the established date of sixty percent (60 %) of the semester as follows:

❖ **Summer 1 = June 16**      ❖ **Summer U = July 11**      ❖ **Summer 2 = July 29**

*Questions:* Jill Rivera, Associate Dean, Student Success & Completion [jrivera@bergen.edu](mailto:jrivera@bergen.edu)

## *What if I teach at the Meadowlands or the Ciarco Learning Center?*

*This semester and moving forward, you should now submit your end of semester paperwork (signed and dated) directly to your department via interoffice mail or in person. Site staff listed below are available for assistance. Please see the directions above under, What Paperwork do I Need to Turn into my Department?*

## **Bergen at the Meadowlands (Lyndhurst)**

*Please remember to turn in your swipe key to Public Safety on the first floor. The swipes are deactivated after each semester and we can recycle them.*

*Questions: Maggie McCarthy, Welcome Center: [mmccarthy@bergen.edu](mailto:mmccarthy@bergen.edu) \* Dolores Hunt, Department Coordinator: [dhunt@bergen.edu](mailto:dhunt@bergen.edu) \* Marlon Evora, Instructional Coordinator: [mevora@bergen.edu](mailto:mevora@bergen.edu)*

## **Philip Ciarco Jr. Learning Center (Hackensack)**

*Questions: Linda Emr, Dean of Philip Ciarco Jr. Learning Center \* [lemr@bergen.edu](mailto:lemr@bergen.edu) \* Susan Kendrick: [skendrick@bergen.edu](mailto:skendrick@bergen.edu) \* Marianne Genchi: [mgenchi@bergen.edu](mailto:mgenchi@bergen.edu)*

## **Any Vital BCC Information for Students When Saying Good-Bye?**

*Please remind students that they should be registering now for Fall, and not to wait until August, when there will be long lines and courses cancelled due to low enrollment.*

Let them know that they should be meeting with their faculty advisors, or coming to see an academic counselor in Room A 118 to discuss degree requirements, select classes needed for Fall, and register before they leave for the Summer. Students can register independently through WebAdvisor or go to Room A 129-One Stop, for registration assistance. Tuition is due July 25th.

## **Save the Dates!!**

- ❖ Adjunct Faculty Conference \* Thursday, August 24 \* 5pm-8:30pm \* Meet in Cafeteria
- ❖ New Adjunct Faculty Orientation \* Saturday, August 26 \* \* 9am-12:30pm \* Meet TEC-128

## **What is the Mission of the Office of Adjunct Administration?**

Our goal is creating outstanding adjunct faculty support through the facilitation of payroll, human resources and office services, while fostering collegiality and instructional development, towards the betterment of our students.

## **Need Support from the Office of Adjunct Administration?**

Administrative Office Hours (Until Friday, September 1)

Pitkin C107: Monday-Friday: 7:30am-5:00pm.

Adjunct Faculty Lounge in C-107 is accessible during all open building hours.

Ender Hall E123: CLOSED during the summer for building renovations.

[adjunctoffice@bergen.edu](mailto:adjunctoffice@bergen.edu) or C107: (201) 447-7172 & E123: (201)-447-7225

Judy Jouan, *Executive Secretary*

Azize Ruttler, *Senior Secretary*

Araxi Papazian, *Administrative Assistant, Identification & Status*

Susan Sciascia, Ed.D., *Administrative Assistant, Special Projects*

Christopher Anselmo Priore, MFA

*Interim Assistant Dean of Adjunct Administration*