

From: Steve Hamrick <shamrick@spsu.edu>
Subject: Senior grade rolls
Date: July 22, 2009 8:04:02 AM EDT
To: <academic_affairs@lists.spsu.edu>
Cc: "Brenda Farrell" <bfarrell@spsu.edu>

Good day,

Usually, about this time of the term, the registrar's office will send out a paper note with the names of students who have petitioned to graduate so that you will know for whom to submit senior grades (which are due in the system by noon, Thursday July 30th).

However, rather than send out paper copies, I have asked Kelly to add a column to the summary class list in banner web for faculty so that you can see on your class roster who has petitioned to graduate.

To see this amazing sight:

- log on to banner in the same way you would log in to submit grades
- click on faculty services
- click on summary class list
- select a term
- select a crn or course

Just to the right of the student ID, if you have any students who have petitioned to graduate, you will see a (P). Students who have a (P) are the students who have petitioned to graduate.

Thanks for all your usual efforts to get these very important grades into the system in time for our graduating seniors to be evaluated in time for graduation on Saturday the 1st of August.

Also, don't forget the "all other" grade reporting deadline on Monday, August 3rd at 8AM.

Hope to see you at the ceremony.

Regards,

Stephen Hamrick
SPSU
Registrar and assistant to the VPAA