



Northwest Nazarene
UNIVERSITY

Great minds • Great hearts • Great futures

Concurrent Credit Summer Institute

August 3, 2009

ON-LINE GRADING

AND

OTHER TIPS

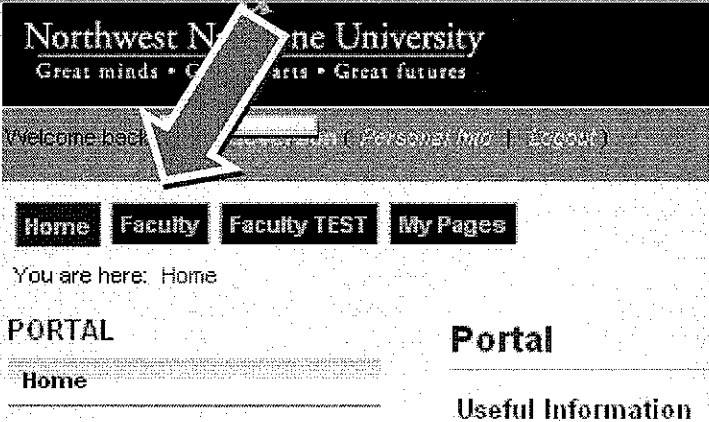
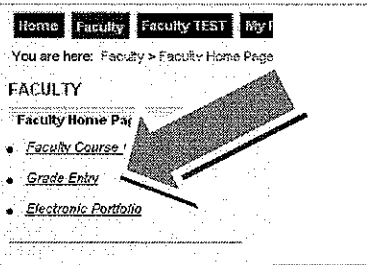
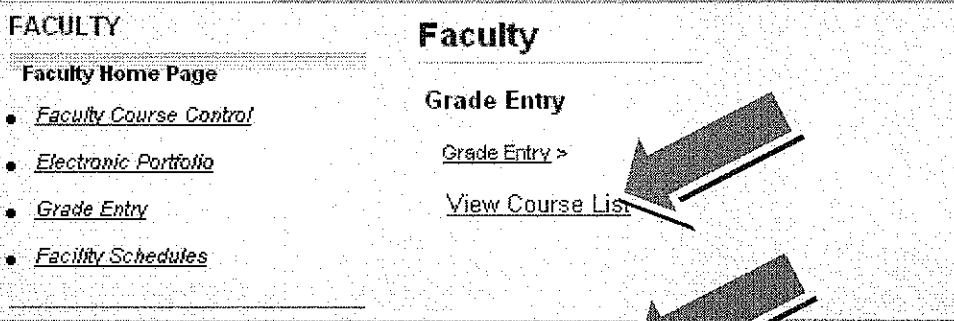
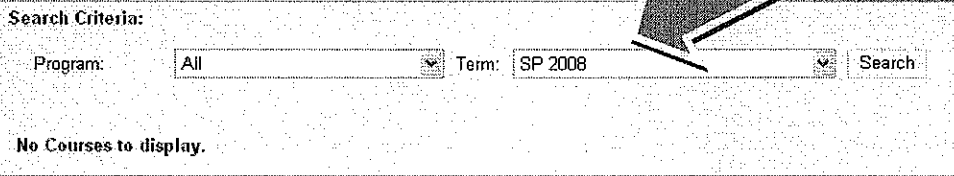
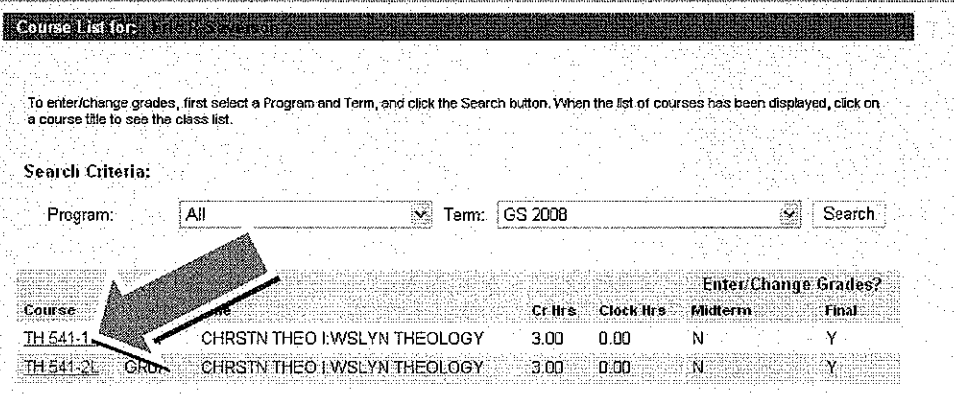
Presented by

Nancy Ayers, Registrar

naayers@nnu.edu

467-8542

Grade Entry Instructions for <http://my.nnu.edu>

<p>1 Use your webbrowser to go to http://my.nnu.edu and login with your Novell Username and Password</p>																		
<p>2 Click on the black "Faculty" tab.</p>																		
<p>3 Click on "Grade Entry" in the left-hand frame.</p>																		
<p>4 Click on "View Course List"</p>																		
<p>5 If you do not see your course listed, you may need to change the course to reflect Graduate or Accelerated Sessions.</p>																		
<p>6 Select the course for which you wish to enter grades.</p>	 <p>To enter/change grades, first select a Program and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.</p> <p>Search Criteria:</p> <p>Program: <input type="text" value="All"/> Term: <input type="text" value="GS 2008"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th rowspan="2">Course</th> <th rowspan="2">Cr Hrs</th> <th rowspan="2">Clock Hrs</th> <th colspan="2">Enter/Change Grades?</th> </tr> <tr> <th>Midterm</th> <th>Final</th> </tr> </thead> <tbody> <tr> <td>TH 541-1</td> <td>3.00</td> <td>0.00</td> <td>N</td> <td>Y</td> </tr> <tr> <td>TH 541-2L</td> <td>3.00</td> <td>0.00</td> <td>N</td> <td>Y</td> </tr> </tbody> </table>	Course	Cr Hrs	Clock Hrs	Enter/Change Grades?		Midterm	Final	TH 541-1	3.00	0.00	N	Y	TH 541-2L	3.00	0.00	N	Y
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		Midterm	Final															
TH 541-1	3.00	0.00	N	Y														
TH 541-2L	3.00	0.00	N	Y														

7 If most students in this course will have the same grade, select the Default grade and then drop down to change the individual grades. OR Select each student's individual grade.

Student List for: Graduate GRADUATE SPRING - 2008 TH 541-1L CHRSTN THEO EWSLYN THEOL

Catalog: GR07

Instructors: Severson, Eric R.

Cross-listed Courses:

Course Grading Type: Letter Grade Default Grade: Select...

Get Default Grade

If the grading period is open and you have permission to enter grades, the default grade you select will be applied to rows that have no grade and that have a grading type that matches the course grading type. Please note that the interim grading type is not displayed on this screen, but if it is available, it is compared to the course grading type to determine whether or not to apply the selected default grade.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Absen	Lock	Cross-listed Course	Class.
	Delp, Matthew S			IP	Select...	0	0		
	Gamer, Amy J			IP	Select...	0	0		
	Haney, Cheryl M.			IP	Select...	0	0		
!	Johnson, Chad Edwin			IP	Select...	0	0		
!	Johnson, Stephanie Lynn			IP	Select...	0	0		

8 Don't forget to Save!!

Save

File Edit View Favorites Tools Help

Back Search Favorites

Address <http://www.nnu.edu/academics/registrar/registrarforms>

Home Search Login Links Calendar Make a Gift NNUnil MyNNU Campus Directory Black

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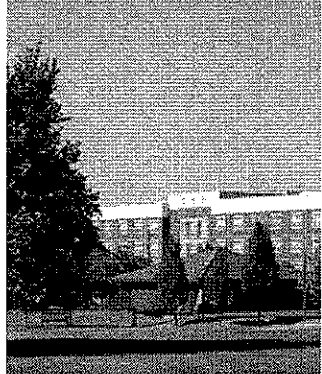
Welcome Academics Admissions Campus Life Alumni & Friends Offices

Areas of Study >
Schools >
Undergraduate Programs >
Graduate Programs >
Online Programs >
Academic Departments >
University Honors Program >
Academic Catalogs >
Academic Advising >
Academic Calendar >
Library >
Registrar >
Transcript Request
Catalogs

Registrar Forms

PLEASE NOTE - Each of these forms must be printed off and completed with all information and signatures before submitting. To submit these forms, send the form to Northwest Nazarene University, Attention: Registrar's Office, 623 Holly Street, Nampa, ID 83686. You may hand deliver them to the Registrar's Office in the Emerson Administration Building, Room 10B. (The Registrar's Fax number is (208)467-8603.)

[Change Forms](#)
[Scheduling Forms](#)
[Graduation Forms](#)
[Petition Forms](#)



start Novel Group CAPS Q. samson n. Forms - Mic. 2 Internet

The "Request for Grade of Incomplete" and "Special Academic Petition" forms can be found at www.nnu.edu/registrarforms.

Northwest Nazarene University
REQUEST FOR GRADE OF INCOMPLETE

Policy: An incomplete may be given when, because of extreme circumstances, a student requires an extension of time to complete course work. An incomplete may be requested by the student through the professor or the professor may initiate a request on a student's behalf. When the incomplete grade is submitted, it will always have a suffix grade attached. The student will receive this grade if no further work is done for the course, e.g. "ID". Normally, if the incomplete is not made up before the close of the semester following the one in which the mark was incurred, the prefix "I" will be dropped from the grade and the initial grade will remain unless an additional request is made and granted to have the period of the incomplete extended. An instructor may request that the student make up the deficiencies before the end of the following term.

Student _____ ID _____ Date _____

School Mailing Address _____

Term _____ Year _____ Classification _____ Major _____

Mitigating Circumstances: _____ () Supporting Documentation Attached

Course Number and Title _____ Credits _____

Request Initiated by: () Instructor _____ Date _____

() Student _____ Date _____

Outstanding Items	Expected Date of Completion
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____

Recommendation of Instructor () Approval () Disapproval

Comments Attached ()

Signature of Instructor: _____ Date: _____

Final grade due in the Registrar's Office by _____

Action of the Registrar: () Approved () Disapproved

Signature: _____ Date: _____

**Northwest Nazarene University
SPECIAL ACADEMIC PETITION**

INSTRUCTIONS TO THE STUDENT: Complete this form to the shaded area. Return the petition to the Office of the Registrar.

Student: _____ ID: _____

Contact Address Required: _____

Term: _____ Classification: _____ Major: _____

Specific request: _____

Reason for this request: _____ Supporting Documentation Attached ()

Signature of Student: _____ **Date:** _____

Recommendation of Instructor: () Approval () Disapproval **Please Comment**

Signature of Instructor: _____ **Date:** _____

Recommendation of Advisor: () Approval () Disapproval **Please Comment**

Signature of Advisor: _____ **Date:** _____

Registrar's Comments:

Action of the Registrar: () Approved () Disapproved
Signature: _____ Date: _____



Northwest Nazarene University

Northwest Nazarene University Concurrent Student Registration Procedures and Policies

- ❖ The concurrent student is considered a non-degree seeking undergraduate student.
- ❖ Grades will appear on an official NNU transcript.
- ❖ Once a student has enrolled in the course the tuition is non-refundable.
- ❖ Students must contact Cindy Roberts at 467-8373 to withdraw from a course.
 - The withdrawal form must be signed by the student, the parent and the high school instructor.
 - The withdrawn course will appear on the NNU transcript with a grade of 'W.'
- ❖ Students are responsible for timely registration and payment.
 - The registration deadline for fall is November 15.
 - The registration deadline for spring is February 15.
- ❖ The following reasons for late registration will not be accepted:
 - I did not have money for tuition. (A payment plan is available.)
 - I did not know how to register.
 - I forgot to turn in my registration form.
 - I forgot to ask my parents.
 - My teacher did not explain the program.
 - I waited to find out if the credits would transfer.
 - I waited to find out what grade I would receive.
- ❖ NNU considers concurrent students as university students and holds the student responsible for academic progress.