



**Please enter your grades as close to the end of term as possible to help us better accommodate students who are trying to register for classes.**

### **Incomplete Grades**

If you assign an **Incomplete**, you must submit an Incomplete form. Our policy is to require a student signature on ALL Incomplete forms. **You cannot assign an Incomplete in Banner. If you do not turn in the Incomplete form it will show that you are missing grades. The Incomplete form is due at the same time that your grades are due. There is an Incomplete Form attached.**

### **Change of Grade**

**If you change a grade after we have rolled grades, then you will have to fill out a Change of Grade form. We are no longer requiring paper rosters; once grades are posted and submitted, you are finished with the grade process. We roll grades several times a day as it gets closer to the end of term.**

### **Positive Attendance**

If your class is a Positive Attendance class, then you still have to enter the hours attended. If your class is not gradable, the grade box has the word None, use the drop down box to change None to "UG". Make sure to click the submit button at the bottom of the page. Positive attendance hours are due at the same time that your grades are due.

### **Password & Username**

Please contact the Academic Records Office immediately, if you are in need of a username and password.

### **W Grade (Withdrawal)**

Please remember that a **“W” cannot be assigned on your final grade roster**. If a “W” does not already appear on your roster, the student did not drop the course; therefore, you are required to assign the grade the student has earned. There will be no exceptions. Please review page 22 of the current Taft College Catalog for further details.

Thank you in advance for your understanding and support. Please do not hesitate to call our office, if you need help or have any questions. We are more than happy to assist you. To make things easier, I am attaching an Incomplete form for your use.

Thank you,

Michelle Hines 763-7870  
Director of Academic Records  
& Ass't Dir. of Enrollment  
Services

Nancy Stewart 763-7756  
Transcript Technician

Sandi Graham 763-7708  
Evaluator