

Office of the Registrar Quick Refs

Faculty Center






Navigation to the Faculty Center:

- 1) Log on to CUNYfirst at www.Home.cunyfirst.cuny.edu
- 2) HR/Campus Solutions → Self Service → Faculty Center

Main Menu > Self Service >

Faculty Center

Use the Faculty center to manage all your class related activities.

 My Schedule View your class and exam schedules.	 Class Roster View your class rosters.	 Grade Roster Assign grades and post your grade rosters.
 COA Roster Certification of Attendance Rosters	 My Textbooks Enter textbook data for my classes.	

Explanation of Grades

A listing of the explanation of Current Grades can be found at the following link:

<http://www.lehman.edu/registrar/documents/Explanation-Current-Grades.pdf>

WN Grades: A grade of **WN** denotes that the student “NEVER ATTENDED”. The grade of **WN** is issued as per the Certification of Attendance Roster submitted by the faculty after the end of the third week of classes.

***WU Grades** – Faculty assign the grade of **WU** only if the student attended at least once. This grade may be assigned to a student that “unofficially withdrew” (stopped attending; work performance cannot be evaluated to **EARN** a grade).

F Grades - A grade of **F** is a failure grade given to a student who completed the class and failed. This grade is assigned for work that in the judgment of the instructor does not deserve college credit.

INC Grades- For an instructor to grant an INC, the student must have met the instructor's attendance requirements in the course and have a passing average. The INC grade is assigned when student's fail to complete all requirements for a course during the term, such as submitting a paper or taking a final examination. The grade of INC is awarded only when the course requirement has not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete the requirements of the course.

The student must complete the missing work within the **first ten weeks of the following term** and the instructor has until the end of the term to submit the eGrade Correction. However, if the student is eligible and has applied for graduation, the eGrade Correction must be submitted prior to the term conferral date. If the instructor is not available, the student must consult with the department chair. INC grades not completed by the deadline will become a grade of “FIN.”

*Please be certain to record the last date of student academic related activity (see attached definition) as Financial Aid requires this information when accessing the college's financial obligation.

Registrar Sharepoint Folder

Navigation:

- 1) Sign onto Lehman Connect at <https://connect.lehman.edu>.
- 2) Click on "My Lehman Connect"
- 3) Scroll down to "My Team Sites"
- 4) Click on "Registrar" Folder
- 5) You will find information on Grade Rosters, COA Rosters, WN Correction Forms, and instructions on how to enter grades,.

Certification of Attendance

Navigation:

- 1) HR/Campus Solution → Self Service→ Faculty Center→ COA Roster
- 2) If you do not see your COA roster click on "Change Term" button.
- 3) If your roster is available select the view roster icon. This will open up your attendance roster.
- 4) If the student never attended, kindly click the correct radio-button. If the student attends after you have submitted the COA Roster, kindly contact the Office of the Registrar for a WN Reversal Form.

WN Grade Correction:

The WN Grade Correction Form is located in the Lehman Connect Sharepoint under the Registrar Folder. You may view the form at:

<https://connect.lehman.edu/registrar/home/SitePages/Home.aspx>

How to Enter Grades Using Grade Roster

Navigation:

- 1) HR/Campus Solutions→ Self Service→ Faculty Center → Grade Roster (Grade rosters will be available in CUNYfirst once the official grade period has started, which is the first day of Final exams.)
- 2) To change the term/institution click on the term button.
- 3) On the "Select Term" page, you may pick the semester and institution you want to view

Entering Student Grades:

- 1) You can manually enter grades by clicking on the grade drop down box by each student and then select the grade.
- 2) After you have entered grades for all students on the roster you click the "Save" Button → Select from drop down box "Submit Grades to Registrar" and save → Click on "Post" Button
- 3) After clicking on "Post" button you will receive a confirmation that your grades were successfully posted.

You may also view a "How to Guide" at

<https://Connect.Lehman.Edu/Registrar/Home/SitePages/Home.aspx>

eGrade Correction

You may also view an eGrade Correction user guide via Lehman Connect at <https://connect.lehman.edu>.

Navigation:

- 1) After a successful login click on "My Lehman Connect" → Lehman College Automated Forms
- 2) To start a new case click on "New Case" → Double click "eGrade Correction" → click "Start Case"
- 3) Enter student's EMPLID, Semester, and Year and Search
- 4) Press "Select" for the course you want to change the student's grade
- 5) Select appropriate reason for the grade change
- 6) Enter the grade you wish to change in the "TO" field and click "SUBMIT"
- 7) Click "Continue to submit request to the next user in the workflow."

The United States Department of Education's (USDE) guidance on "Academically Related Activities" include but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial, or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters;
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

They also note that:

- Participation in academic counseling and advising, living in institutional housing, participating in the institution's meal plan and logging into online class without active participation are no longer considered to be academic attendance or attendance at an academically related activity.
- These events must be documented and retained in accordance with the recordkeeping requirements in 34 CFR 668.24
- Student self-documentation of an academically related activity will not meet the requirement.