

FACULTY/STAFF

Q1.) How do I make changes/corrections/additions to the Summer 2020 or Fall 2020 Schedule?

A1.) Adjustments and/or revisions must be submitted through your Dean.
The Dean will submit to the appropriate personnel within the office of the University Registrar.
Do not submit directly to the staff of the Office of the University Registrar.

Q2.) How do I make changes/corrections/additions to the Summer 2020 or Fall 2020 room assignments?

A2.) Only submit new assignments and revisions at this time. The team is currently working on previously submitted assignments.
Please be sure to include the CRN, subject, course number and section.
Contacts: Gladys Baldwin | Anya James | Elvie Montelus | Susan Gibson:
gbaldwin@cau.edu, ajames2@cau.edu, emontelus@cau.edu, sgibson@cau.edu

Q3.) How do I submit final grades?

A3.) The grade submission process is still completed through BannerWeb Self-Service.
Graduating Student Grades Due: Tuesday, May 5, 2020
Other Student Grades Due: Tuesday, May 12, 2020

Q4.) How do I submit a grade change?

A4.) Grade changes will be handled via DocuSign.
[Click here for instructions.](#) [Click here to initiate request.](#)

Q5.) How do I submit course substitutions?

A5.) Course substitutions will be handled via DocuSign.
[Click here for instructions.](#) [Click here to initiate request.](#)

Q5.) I have an issue with Degree Works. Who do I contact?

A5.) All issues related to Degree Works should be directed to Anya James *AND* Susan Gibson via email: ajames2@cau.edu, sgibson@cau.edu

DEANS

Q1.) I received a change/correction/addition to the Summer 2020 or Fall 2020 Schedule. How do I proceed?

A1.) Departments will send course scheduling additions/revisions to the appropriate Dean for approval. Review submitted course additions/revisions for compliance and faculty balancing. Respond to request with approval or denial or forward to the course schedule contacts via email:
gbaldwin@cau.edu, ajames2@cau.edu, emontelus@cau.edu, sgibson@cau.edu.

Q1.) I received a grade change form. How do I proceed?

A1.) Grade changes will be handled via DocuSign. Review submitted grade changes, digitally sign and submit.
Requests will be sent via email from Tye Andrews via DocuSign.
Please reject any grade changes that are not submitted via DocuSign.