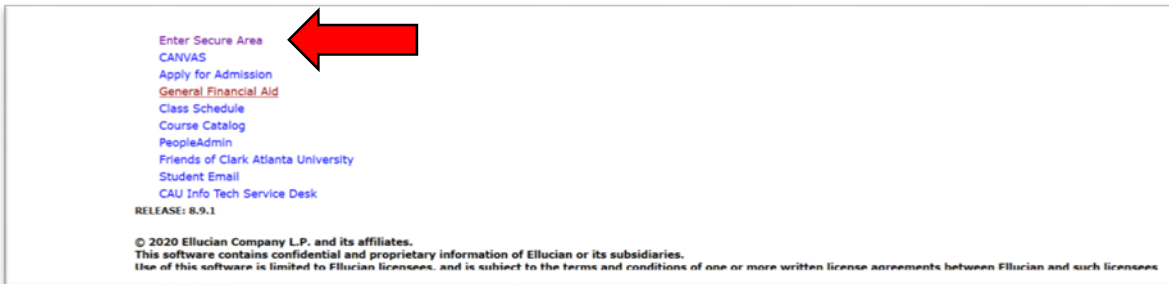


COVID-19 Grade Change Appeal Instructions

If you are familiar with BannerWeb:

Log in, go to Registration and skip to step number 5.

1. Go to the CAU website > BannerWeb and Enter Secure Area

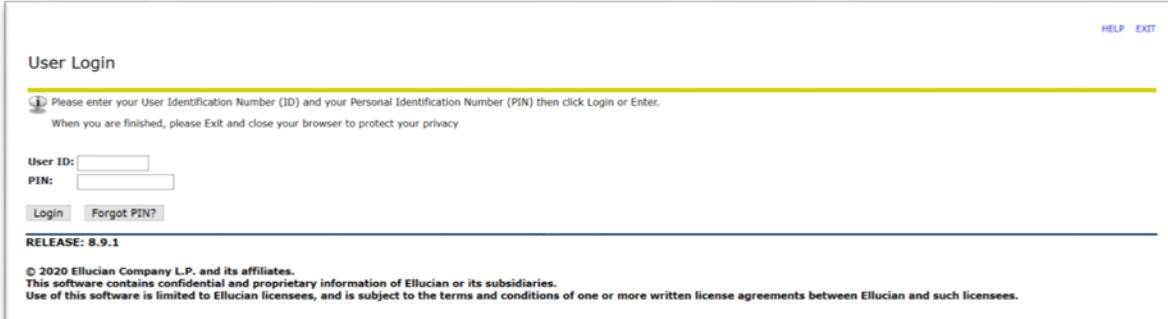


Enter Secure Area
CANVAS
Apply for Admission
General Financial Aid
Class Schedule
Course Catalog
PeopleAdmin
Friends of Clark Atlanta University
Student Email
CAU Info Tech Service Desk

RELEASE: 8.9.1

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2. Log into your BannerWeb Account



User Login

HELP EXIT

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN) then click Login or Enter.
When you are finished, please Exit and close your browser to protect your privacy

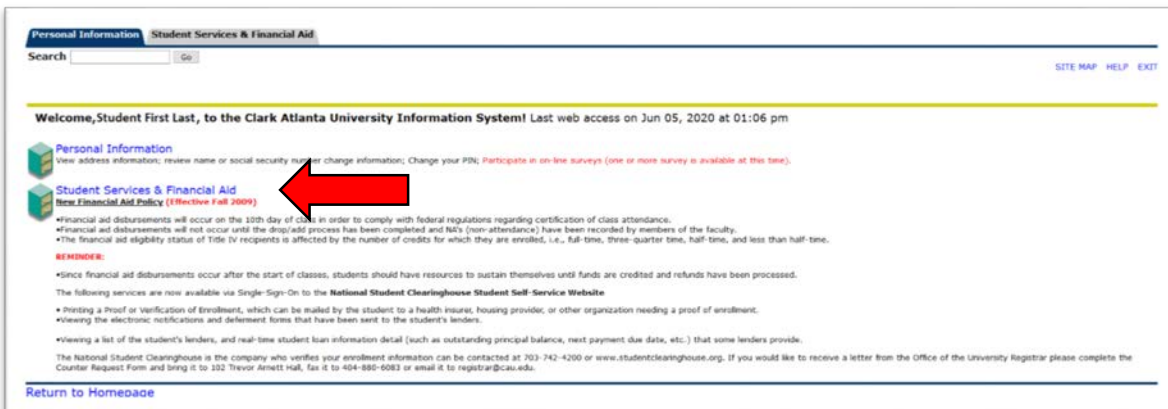
User ID:
PIN:

Login Forgot PIN?

RELEASE: 8.9.1

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3. Click on the Student Services and Financial Aid Tab



Personal Information Student Services & Financial Aid

Search Go

SITE MAP HELP EXIT

Welcome, Student First Last, to the Clark Atlanta University Information System! Last web access on Jun 05, 2020 at 01:06 pm

Personal Information
View address information; review name or social security number change information; Change your PIN; Participate in on-line surveys (one or more survey is available at this time).

Student Services & Financial Aid
New Financial Aid Policy (Effective Fall 2019)

*Financial aid disbursements will occur on the 15th day of class in order to comply with federal regulations regarding certification of class attendance.
*Financial aid disbursements will not occur until the drop/add process has been completed and NO's (non-attendance) have been recorded by members of the faculty.
*The financial aid eligibility status of Title IV recipients is affected by the number of credits for which they are enrolled, i.e., full-time, three-quarter time, half-time, and less than half-time.

REMEMBER:

- *Since financial aid disbursements occur after the start of classes, students should have resources to sustain themselves until funds are credited and refunds have been processed.
- The following services are now available via Single-Sign-On to the **National Student Clearinghouse Student Self-Service Website**
- *Meeting a Proof of Enrollment, which can be mailed by the student to a health insurer, housing provider, or other organization needing a proof of enrollment.
- *Viewing the electronic notifications and delinquent forms that have been sent to the student's lenders.
- *Viewing a list of the student's lenders, and real-time student loan information detail (such as outstanding principal balance, next payment due date, etc.) that some lenders provide.

The National Student Clearinghouse is the company who verifies your enrollment information can be contacted at 703-742-4200 or www.studentclearinghouse.org. If you would like to receive a letter from the Office of the University Registrar please complete the Counter Request Form and bring it to 102 Trevor Arnett Hall, fax it to 404-880-6083 or email it to registrar@cau.edu.

Return to Homepage

4. Click on the Registration link

The screenshot shows the 'Student Services & Financial Aid' website. At the top, there are navigation tabs for 'Personal Information' and 'Student Services & Financial Aid'. Below the navigation is a search bar and a 'Go' button. The main content area features a yellow header with the site logo and title. Underneath, there are several links: 'Panther Path Degree Works (NEW)', 'Registration', 'Student Records', and 'Financial Aid'. A red arrow points to the 'Registration' link. The 'Registration' link is described as a 'set of web-based academic advising, degree audit, and transfer articulation tools to help students and their advisors register curriculum requirements at CAU'. Below this, there are sub-links for 'Look-up classes to add', 'Student Records', and 'Financial Aid'. At the bottom, there is a 'RELEASE: 8.9.1' notice.

5. Scroll to bottom of page and click on the link that says 'COVID19 Grade Change Option Form'

The screenshot shows the 'Registration' page on the 'Student Services & Financial Aid' website. The page has a yellow header with the site logo and title. Below the header, there are several sections: 'Select Term', 'Add/Drop Classes', 'Look-up Classes to Add', 'Order Textbooks from Barnes & Nobles College', 'Student Schedule by Day & Time', 'Student Detail Schedule', 'Registration Fee Assessment', 'Withdrawal Information', and 'Check Your Registration Status'. A red arrow points to the 'COVID19 Grade Change Option Request Form' link at the bottom of the page. The link is described as 'Click here to fill out the COVID19 Grade Change Option Request Form'. Below the link, there is a 'RELEASE: 8.9.1' notice.

6. If your major field of study is eligible for the COVID19 Grade Change Option, you will see a form to submit a request (only for courses with a final grade of C). If your major field of study is Social Work or Education, please skip to the Social Work/Education Note at the end of these instructions.

The screenshot shows the 'COVID19 Grade Change Request Form' on the 'Student Services & Financial Aid' website. The form is titled 'COVID19 Grade Change Request Form' and includes a warning: 'Be advised, this form will not be saved if you navigate away from it before clicking the "Submit Form" button, and then the pop-up window's "Confirm" button. Courses that have already been submitted cannot be unselected or selected again.' The form contains several input fields: 'First Name', 'Last Name', 'ID', 'Email', and 'Program'. Below the input fields, there is a section for selecting courses: 'I am requesting the COVID19 Grade Change Option for Spring 2020 for the course(s) checked below. Only Spring 2020 courses with a final grade of C are eligible for the F** (Pass) COVID19 Grade Change Option. *Identified by: Course Section, Number and CRN'. There are three checkboxes for course selection: 'Business Administration 427, 26439 *Course not available for the COVID19 Grade Change Option', 'Business Administration 395, 27533 *Course not available for the COVID19 Grade Change Option', and 'Business Administration 295, 29158'. Below the checkboxes, there is a 'Submit Form' button and a 'RELEASE: 8.9' notice.

7. Click the checkbox next to the course(s) you would like changed and click Submit Form

Personal Information: [Academic Services & Registrar's Office](#)

Search: [] [Go] RETURN TO MENU SITE MAP HELP EXIT

COVID19 Grade Change Request Form

Be advised, this form will not be saved if you navigate away from it before clicking the 'Submit Form' button, and then the pop-up window's 'Confirm' button. Courses that have already been submitted cannot be unselected or selected again.

First Name: []
Last Name: []
ID: 900*****
Email: firstname.lastname@students.cau.edu
Program: BA in Accounting

I am requesting the COVID19 Grade Change Option for Spring 2020 for the course(s) checked below. Only Spring 2020 courses with a final grade of C are eligible for the P** (Pass) COVID19 Grade Change Option. *Identified by: Course Section, Number and CRN

Business Administration 427, 26435 *Course not available for the COVID19 Grade Change Option.
Business Administration 395, 27933 *Course not available for the COVID19 Grade Change Option.
 Business Administration 295, 28158
Business Administration 485, 28662 *Course not available for the COVID19 Grade Change Option.

[Submit Form](#)

RELEASE: 8.9

8. If you are SURE you would like this grade changed click 'Confirm'. Once you click 'Confirm' this change cannot be reversed.

Please Confirm or Cancel your request.

Reminder: This will change your letter grade.

Below are the courses you have selected to switch to the COVID19 Grade Change Option.

Business Administration 295, 28158

[Confirm](#)

[Cancel](#)

9. You will see a confirmation screen listing all 'C' to Pass (P**) requests made via BannerWeb, regardless of the date requested.

IMPORTANT: Changes are NOT immediate. The process to reflect the change in Degree Works, BannerWeb, and on Transcripts as well as re-calculating your GPA will be completed within 2-3 business days depending on the time you completed your request.

Personal Information: [Academic Services & Registrar's Office](#)

Search: [] [Go] RETURN TO MENU SITE MAP HELP EXIT

Thank you. Your COVID19 Grade Change request has been submitted and will be updated within the next 2-3 business days on your Banner web account.

Name: First Name Last Name
ID: 900*****
Email: firstname.lastname@students.cau.edu
Program: BA in Accounting
Course(s):
Business Administration 295, 28158

RELEASE: 8.9

Note for Social Work/Education:

Because of the regulations that govern your field of study, you will not be able to make any submission and will receive a screen similar to the one below.

Personal Information: [Academic Services & Registrar's Office](#)

Search: [] [Go] RETURN TO MENU SITE MAP HELP EXIT

You are currently registered in a program that is not allowed to use the COVID19 Grade Change Option for Spring 2020.

Program: BA in Early Childhood Educ.

RELEASE: 8.9