## Central Washington University... GRADE POSTING

Your grade rosters will display a roster grade and an official grade column. Grades are entered in the roster grade column. Once saved, grades will post to the official student record in an overnight process at 3 a.m.

## **GRADE POSTING PATH**

- 1. MyCWU
- 2. Faculty tab
- 3. Grade Roster (icon next to the appropriate class)
- 4. Click to pull up grade options
- 5. Select Grade
- 6. Save

After grades have posted to the official student record **or** the grading deadline has passed, you will not be able to make changes in MyCWU. Change of Grade Forms or signed grade rosters with the appropriate signatures will need to be submitted to the Office of the Registrar for grade entry.

Missing grades impact students' financial aid, academic standing, and honor roll status. Grades are due each term at 10 p.m. on the Tuesday after final exams week. Please refer to the Academic Calendars for specific term dates.

## FOR MORE INFORMATION



Office of the Registrar



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