Dean’s Office Grade Change Entry

Following are instructions for entering grade changes via Cardinal Station.

Navigate to: Home > Manage Student Records > Manage Academic Records > Use > Enrollment Request

Enter:

- ID = Student Identification Number of student who’s grade you are changing.
- Academic Career = Student’s Career level (e.g. UGRD for Undergraduate or GRAD for Graduate). You may use the magnifying glass icon for assistance.
- Academic Institution = CRDNL
- Term = Semester during which the course was completed. You may use the magnifying glass icon for assistance.

Click the “Add” button.
Select “Change Grade”

Enter Class Number. You may use the magnifying glass icon for assistance.
Enter the new grade, replacing the one originally submitted.
Click the “Submit” button.