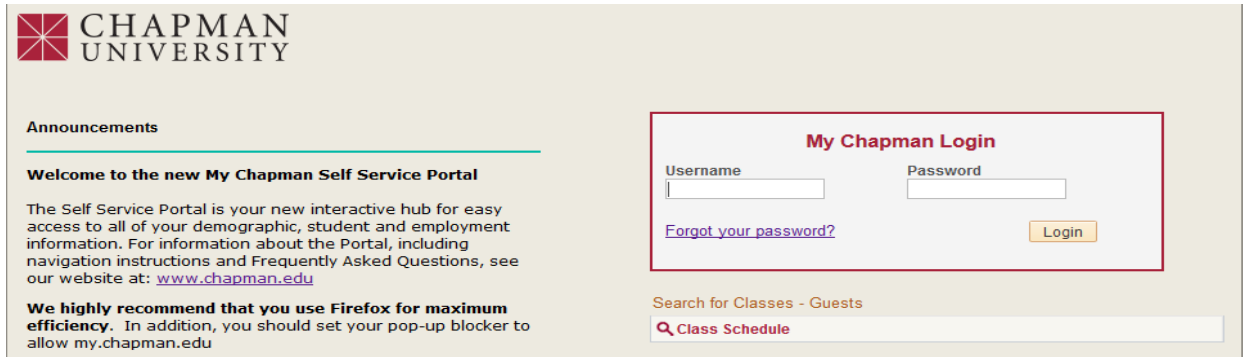


## REFERENCE GUIDE – FACULTY GRADE CHANGE FACULTY CENTER - MY.CHAPMAN.EDU

Access to the Faculty Center is provided through the Faculty Self Service link at [my.chapman.edu](http://my.chapman.edu)  
Enter your regular Chapman User ID and Password. Click Login.



**CHAPMAN UNIVERSITY**

**Announcements**

**Welcome to the new My Chapman Self Service Portal**

The Self Service Portal is your new interactive hub for easy access to all of your demographic, student and employment information. For information about the Portal, including navigation instructions and Frequently Asked Questions, see our website at: [www.chapman.edu](http://www.chapman.edu)

**We highly recommend that you use Firefox for maximum efficiency.** In addition, you should set your pop-up blocker to allow my.chapman.edu

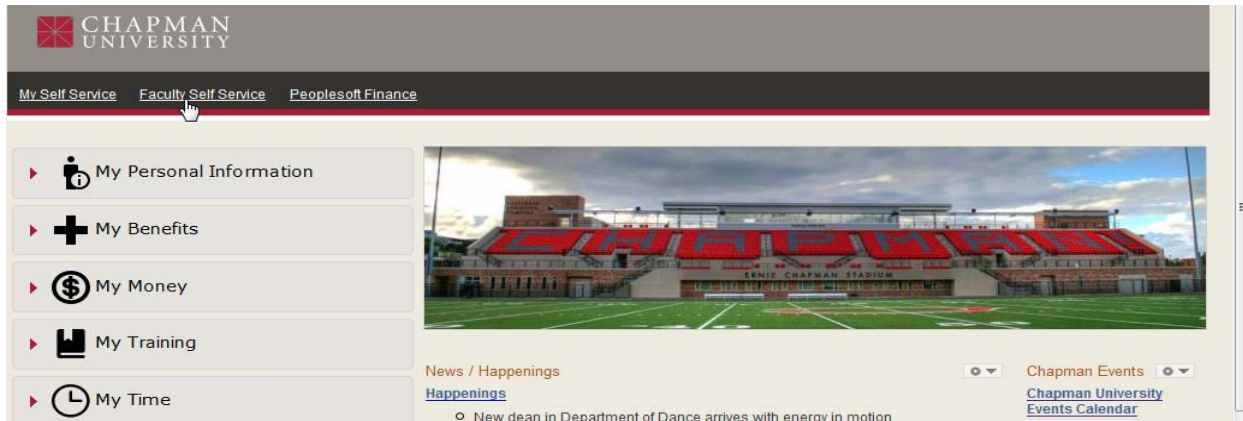
**My Chapman Login**

Username  Password

[Forgot your password?](#)






Search for Classes - Guests

Click on [Faculty Self Service](#) from the top navigation bar:



**CHAPMAN UNIVERSITY**

[My Self Service](#) [Faculty Self Service](#) [Peoplesoft Finance](#)

- ▶  My Personal Information
- ▶  My Benefits
- ▶  My Money
- ▶  My Training
- ▶  My Time

**News / Happenings**

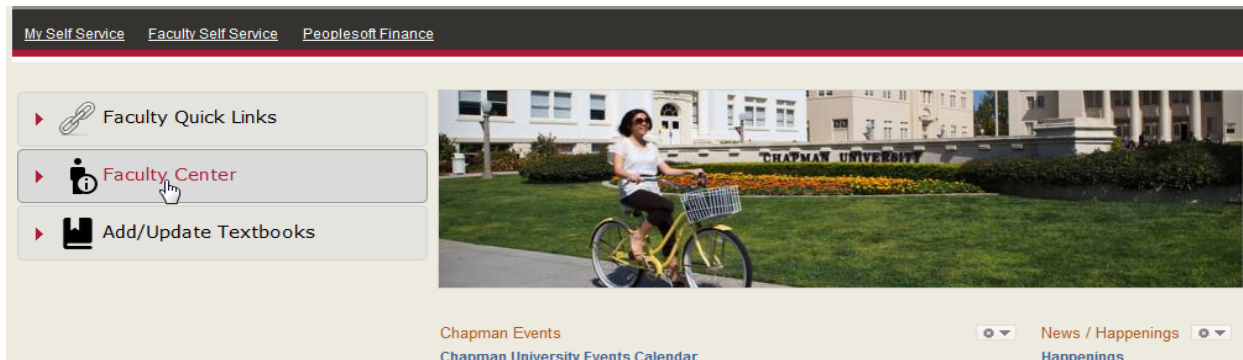
[Happenings](#)

- New dean in Department of Dance arrives with energy in motion

**Chapman Events**




[Chapman University Events Calendar](#)

Click on Faculty Center from the left column menu:



**CHAPMAN UNIVERSITY**

[My Self Service](#) [Faculty Self Service](#) [Peoplesoft Finance](#)

- ▶  Faculty Quick Links
- ▶  **Faculty Center**
- ▶  Add/Update Textbooks

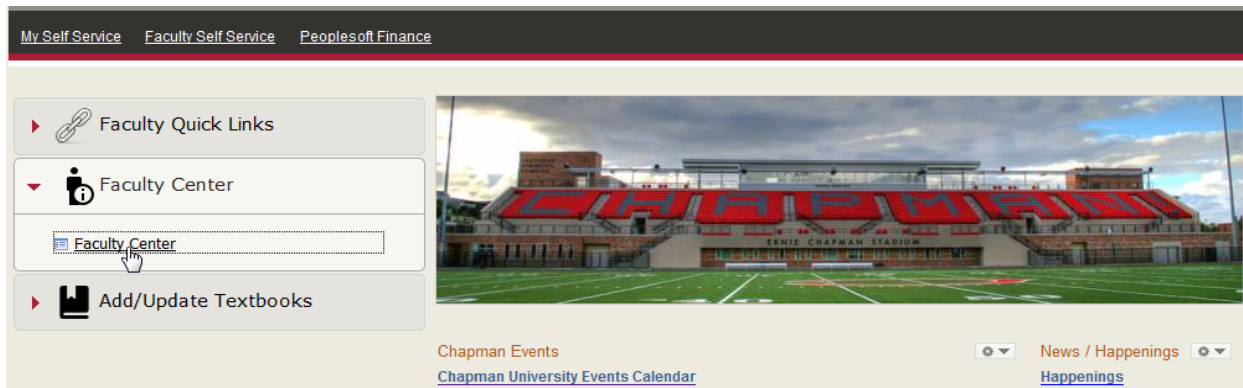
**Chapman Events**

[Chapman University Events Calendar](#)

**News / Happenings**

[Happenings](#)

The Arrowhead turns down to reveal the link to your Faculty Center. Click on new Faculty Center:



## THE FACULTY CENTER

1. From your Faculty Center, under the “My Schedule” tab, click on the link to “Request a Grade Change” found at the right-hand corner of the screen, the 3rd link listed in the box:

Faculty Center Search

my schedule class roster grade roster

Faculty Center

My Schedule

Spring 2016 | Chapman University [change term](#)

[View Textbook Summary](#)  
[My Exam Schedule](#)  
[Request a Grade Change](#)

Select display option:  Show All Classes  Show Enrolled Classes Only


Icon Legend: Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > Spring 2016 > Chapman University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">ENG 404-01 (4592)</a>	Techniques in Writing Fiction (Lecture)	15	We 4:00PM - 6:50PM	Doti Hall 102	Feb 1, 2016 - May 21, 2016

2. After clicking on [Request a Grade Change](#) link, you will be asked to Log In to the Grade Change System:

- Enter Username
- Enter Password



CHAPMAN UNIVERSITY

ABOUT ACADEMICS ADMISSION ARTS ATHLETICS RESEARCH SUPPORT

Home > Grade Change System

**Grade Change Request System - Log In**


Username:

Password:

**Login**

CONNECT RESOURCES SERVICES SOCIAL

3. After logging in to Grade Change, select the term to be graded from the drop-down menu. The selection will list only the terms in which you taught a class. Find the class from the search result. When you have identified the class, click on the “VIEW” box for the class, then click on the view box for the student from the resulting grade roster.



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ABOUT ACADEMICS ADMISSION ARTS ATHLETICS RESEARCH SUPPORT

> [Terms Listing](#) > [Log out](#)

**Grade Change Request for Instructor - Terms Listing**

Select a term:

\*Students in cross-listed sections will be listed only under the section in which they are registered.

> Terms Listing > Log out

### Grade Change Request for Instructor - Terms Listing

Review Pending Approval Requests

Select a term:

\*Students in cross-listed sections will be listed only under the section in which they are registered.

	Class Name and Title	Start Date	End Date	Bldg.	Room	Meeting Times	Days of Week	Loc.
<a href="#">View</a>	PTT-702-01 Pm of Evidence Based Practice	9/2/2014 12:00:00 AM	12/12/2014 12:00:00 AM					

4. Enter the grade in the New Grade box, and enter the reason in the text box to justify the grade change, then click submit. If the current grade is being changed from an Incomplete grade, then the reason or justification for the grade change will not be required.

5. To review the training guides for the Faculty Center, click on: [www.chapman.edu/faculty-services-training](http://www.chapman.edu/faculty-services-training)