Access to the Faculty Center is provided through the Faculty Self Service link at my.chapman.edu. Enter your regular Chapman User ID and Password. Click Login.

Click on Faculty Self Service from the top navigation bar:

Click on Faculty Center from the left column menu:
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:

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
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.
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