A. Purpose

To outline the process for the release of grades at the end of each term.

B. Responsibility

1. The Director of Student Registration and Records is responsible for making final grades available at the end of each term through WebAdvisor.

2. The student is responsible for updating mailing address information and maintaining a zero account balance.

C. Procedures

Students may view their final grades on WebAdvisor or request a student copy of their transcript from the Office of Student Registration and Records.