Assigning IUPUI Early Warning Rosters
IU Midterm Grades

1. Go to: http://oncourse.iu.edu/portal
2. Select the desired class from the top row of tabs.
3. From the left menu bar, select SIS Grade Roster. This will directly open the Grade Roster currently available for this class.

4. Select the Instructions for IU Enrollment Rosters link for directions.

5. Grades:
   - Satisfactory/Attending (SA) is the default grade.
   - Change the grade for those students who are at academic risk or have attendance issues.
6. Click the Valid Grades link to display grade options. FN grades will require a Last Date of Attendance.

7. Click Save as often as necessary.
8. When your assessment is complete, click Approve and Submit to Registrar.

9. Call 317-274-1519 or email iupuireg@iupui.edu if you have students attending class who are not on your roster.
10. Midterm grades are not permanent in the student’s record.
11. Grades are available online to both students and academic advisors.
Assigning IUPUI Early Warning Rosters
IU Midterm Grades

Faculty: Instructions for IU Enrollment Rosters

The IU Midterm Grade roster process supports IUPUI Early Warning, Administrative Withdrawal, or Enrollment Verification policies and business practices. The grades used in these processes are not official, faculty-approved, Indiana University grades.

- Satisfactory/Attending (SA) is the default value
- Never Attended indicators will be used for Federal Financial Aid compliance
- Save the grade roster as often as needed
- Approve and Submit to Registrar upon completion of the grade roster for Mid-term evaluation.
- Midterm grades are not permanently recorded and are not supported by eGrade Change processes.

Early Warning (all IUPUI Undergraduate classes)
- Change the SA value to a more appropriate value to reflect students who are having attendance or academic challenges and need to be contacted in the first half of the semester.

Enrollment Verification (all IUPUI Classes)
- Indicate which students have quit attending or have never attended.
- For the "FN" (Quit Attending) grade indicator, enter the last known date of attendance.
- Are these students attending class but are not on the roster?

Call the Office of the Registrar at 317-274-1519 or email iupuirg@iupui.edu with the class information, student's name, and University ID to resolve this situation.

Administrative Withdrawal & Enrollment Verification

List of approved courses

- WA and WN grade indicators represent your request to have this student administratively withdrawn from your class according to the IUPUI Faculty Administrative Withdrawal policy.
- For the "FW" (Quit Attending) grade indicator, enter the last known date of attendance.
- Are these students attending class but are not on the roster?

Call the Office of the Registrar at 317-274-1519 or email iupuirg@iupui.edu with the class information, student's name, and University ID to resolve this situation.

List of Approved Administrative Withdrawal Classes:  http://registrar.iupui.edu/administrative_withdrawal_list.html

Student Instructions: IU Mid-term Grade Definition

The early assessment grade indicators listed below are not official Indiana University grades. They are a reflection of the faculty's early evaluation of your progress to this point in meeting course requirements. These grades are not official and are not permanently recorded to your record. Contact your professor directly with questions concerning this assessment.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Student Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN</td>
<td>Quit attending</td>
</tr>
<tr>
<td>IR</td>
<td>Irregular attendance</td>
</tr>
<tr>
<td>NO</td>
<td>Never attended</td>
</tr>
<tr>
<td>SA</td>
<td>Satisfactory/Attending</td>
</tr>
<tr>
<td>UA</td>
<td>Unsatisfactory work and irregular attendance</td>
</tr>
<tr>
<td>UW</td>
<td>Unsatisfactory work</td>
</tr>
<tr>
<td>WA</td>
<td>Administratively withdrawn per IUPUI policy</td>
</tr>
<tr>
<td>WN</td>
<td>Administratively withdrawn per IUPUI policy and never attended class for faculty record.</td>
</tr>
</tbody>
</table>