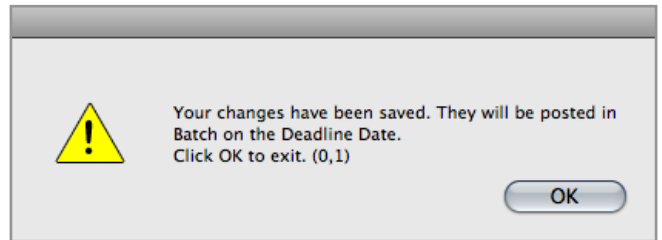# iSIS Tips & Tricks for Faculty

ENTERING GRADES

When entering grades, click the save button often, especially when entering grades for large courses. **Saved grades are not posted to students' academic history until approved.** Once saved *and* approved, regular course grades are all posted on the same date at the end of the semester, while non-standard course grades are posted nightly. For more information, see iSIS Final Grade Submission Information.

⚠ Your changes have been saved. They will be posted in Batch on the Deadline Date.
Click OK to exit. (0,1)

OK

ENROLLMENT PERMISSIONS

ENROLLMENT INFORMATION

Consent — Instructor Consent Required
Enrollment Requirements — Students who are in the Dept of Continuing Educ (DCE) Non Degree programs may not take this class. Please select a DCE Section.
Pre-Req: Permission Required from Accounting Dept. Head

Before a student can enroll in courses that require instructor consent, instructors must grant permission in iSIS. The blue Consent heading indicates consent is required. Certain faculty, department staff, or members of the Dean's Office can grant this permission.

ACADEMIC FRESH START AND ACADEMIC FORGIVENESS

For advisors: Fresh Start and Academic Forgiveness are found in the advisement tab of the Faculty Center, under Academic History, adjacent to the semester to which the fresh start or forgiveness applies.
For those with access to Student Term Information, under Records and Enrollment: Fresh Start and Forgiveness can be found in a student's Term History by clicking the arrow following the last tab.

| Term Statistics | Cumulative Statistics | Term Withdrawal | Session Withdrawal | Academic Standing | ▶ |

Print Date   : 2009-11-02

- - - - - Beginning of Undergraduate Record - - - - -

Fall 2007

** ACADEMIC FORGIVENESS APPLIED ** FORGIVE GPA 2.235 ** FALL 2007 **

ASI   102   Princ Animal Science   3.00   3.00 C   6.000

ENROLLMENT APPOINTMENTS

▼ **Enrollment Dates**

Enrollment Appointment
You may begin enrolling for the Spring 2010 Regular Academic Session session on October 28, 2009.

details ▶

A student's enrollment appointment can be found in the advisement tab list and in the Student Service Center. It is important to remind students that the Open Enrollment Dates refer to open enrollment for everyone, not their specific enrollment opening. If a specific enrollment appointment is not shown, it has not yet been assigned.

Open Enrollment Dates by Session		
Session	**Begins On**	**Last Date to Enroll**
Regular Academic Session	November 20, 2009	
NonStandard	November 20, 2009	

WAIT LIST

Students are deleted from the Wait List after the seventh calendar day of the term to prevent automatic enrollment without permission. In order to print the Wait List on the seventh day of the semester, go to the class roster and change the Enrollment Status to waiting and then click change. Print the page using your browser's print function or click the Printer Friendly Version button. The roster may also be downloaded as an excel spreadsheet by clicking the download icon (may need to allow pop-ups).

Enrollment Status Waiting ▾   change
Total Students 1   Enroll Capacity   9
Waitlisted students appear in the order of their position on the Waitlist.   Main Content
Waitlisted Students   Customize | Find 🔢   First ◀ 1 of 1 ▶ Last
Notify | Wildcat ID | Name | Program and Plan | Level
1 ☐ 809500742 Wildcat,William Willie | BA Undergraduate Degree - Business Admin-PreProfessnl-U | High Schl
NOTIFY SELECTED STUDENTS | NOTIFY LISTED STUDENTS | PRINTER FRIENDLY VERSION

STUDENT CENTER

Willie's Student Center

▼ **Academics**

Enrollment
My Class Schedule
Add a Class
Drop a Class

Academic History
Grades
Degree Progress (DARS)

[other academic... ▾] ⟫

Students are often confused when directed to the Other Academics list in their student center.
This is because they often bypass the Student Center and go straight to enrollment or other areas. However, most surveys and other special activities originate at this list.