

UNIVERSITY OF HOUSTON SYSTEM

PeopleSoft®

project



Faculty Center Grading Update

PeopleSoft Student Administration Training Newsletter #13

December 19, 2007

End of Semester Update

If you experience difficulty printing this newsletter from your e-mail software, [visit our archive](#) to download the newsletter as a PDF.

Newsletters are usually posted to the archive within 24 hours of mailing.

This PeopleSoft training newsletter will provide information regarding:

- The "Request Grade Change" Functionality
- End of Semester Processing

FACULTY GRADING/REQUEST GRADE CHANGE TEMPORARILY UNAVAILABLE

The "Request Grade Change" function in the PeopleSoft Faculty Center is temporarily unavailable. This function will be available for faculty to use as soon as possible. Updates will be sent via this report and the Faculty Listserv. (This message was sent yesterday to the Faculty Listserv, Advisors' Listservs, and Associate Deans.)

CALCULATION OF ACADEMIC STANDING Advisors should be aware that students' academic standing may not appear in PeopleSoft as scheduled at the end of this week. The process is not yet fully tested, and may be delayed. Advisors may wish to do a hand calculation of GPA for students whose grades are complete and who need this information immediately.

GRADES HAVE BEEN POSTED Students are now able to see their grades, including NR for grades not yet reported. Faculty may update grades directly in PeopleSoft using the change of grade functionality. This functionality will remain open until the process calculating academic standing has been run.

END-OF-SEMESTER GRADING AND TRAINING Grade roster icons are now visible in the Faculty Center for each class taught. See <http://www.uh.edu/peoplesoft/tutorials.html> for key deadlines and open-lab schedule.

ADMINISTRATIVE GRADE ROSTER AVAILABLE Instructions for producing an Administrative Grade Roster are available at the url below. This report/roster allows end users to review grades for one or more classes. End users with enrollment access are able to generate this report. <http://www.uh.edu/peoplesoft/documentation.html>

FINANCIAL AID FIRST DISBURSEMENT FOR SPRING For students that have been awarded and have accepted their aid, the first financial aid disbursement to student accounts for Spring 2008 term will be on January 14, 2008. If you have pending financial aid that exceeds your balance due, no payment action is required by the January 8th fee payment deadline for Spring. If your pending financial aid does not exceed your balance due, then your must pay the remaining balance by the January 8th fee payment deadline for Spring. In order for pending aid to show up on your account, you must have been awarded for Spring and have accepted your financial aid awards.

SPRING 2008 FEES & BILLING DUE DATES Spring 2008 tuition and fees are available to students as they enroll in classes.

For Assistance

**UH/UHV PeopleSoft Student Admin Customer Service
Center**

Phone: 713-743-0356

Hours of service: Monday-Friday, 8 a.m.-5 p.m.

[See our web site for more information.](#)

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PeopleSoft Student Admin Implementation/Change Management

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