



REPORTING GRADES FOR NON-REGISTERED STUDENTS

**TO BE SUBMITTED TO THE REGISTRAR'S OFFICE
DUE ON THE SAME DAY AS GRADES FOR EACH SEMESTER**

Instructor's Name (Please Print)

Instructor's Signature

Term/Academic Year

Students who have been attending your course, but have not registered, and are not on the grade roster, will be notified in writing by the Registrar's Office. Only those students who have cleared their records through the Registrar's Office will receive credit.

**STUDENT IS NOT LISTED ON YOUR GRADE ROSTER BUT HAS BEEN ATTENDING YOUR COURSE:
Please record and make corrections in the space provided below.**

Student's Name:

Student's Falcon ID W Number (eSIS #):

Dept/Course/Section/Course ID:

Grade:

Example: Jane Smith

W9999999

Hist/101/03/4744

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