

SCC instructors at our high schools-

The Registrar will not be able to finalize any SCC grades until ALL instructors have completed their online grades. Failure to enter your grades on time will delay all adult grades.

If you need assistance, please contact

Cindy Thompson, 339-4610 / cindy_thompson@southwesterncc.edu

Or SCC Registrar Christy Deaver, 339-4406 / christyd@southwesterncc.edu

Step by step online grade reporting (WebAdvisor):

1. Go to www.southwesterncc.edu
2. Click on "[Login MySCC](#)"
3. Login using your Novell/Groupwise username and password. Please contact Patty Wall (339-4409) if you need this information.
4. Click on the "[WA](#)" (WebAdvisor) link
5. Click on "[Faculty](#)" (on the right)
6. Click on "[Grading](#)" (on the left)
7. TERM: (select) current term (year + FA = fall or SU = summer or SP = spring)
8. Select: F-FINAL grading (you may update grades later)
9. Select one of your classes with the "[radio button](#)" and click SUBMIT
10. Record grades on your Web Advisor roster

The only grades that may be recorded are: A, B, C, D, F, I (incomplete).

If you will need to enter "I," please contact us for the "expire" date that you must enter for all "I" (incomplete) grades. If you do not enter the correct date the "I" grade will not change correctly in the future.

You must enter a last date attended for any student receiving an "F" grade.

11. Check the box beside the statement: "I hereby certify that all grades are entered for this section and I am submitting grade information via electronic transmission in lieu of a signature."
12. Click SUBMIT
13. Repeat steps 8-12 for all other classes you are teaching this semester.

14. Staple all Roll Book/Attendance Roster copies together and PRINT YOUR NAME and SIGN at the top of the first page of the roll book copies.
15. Drop off roll book copies to Christy Deaver (Registrar, Balsam Building on the Sylva Campus) ASAP.
16. You NO longer need to print and submit a copy of the online GRADE ROSTERS.

Thank you!