Three easy steps to changing grades online

1. Log on to the EGCS (Electronic Grade Change System) the same way you would log in to REGIS (online rosters) portal: [https://sims.rutgers.edu/rosters/](https://sims.rutgers.edu/rosters/). Once you log on, click on the EGCS (Electronic Grade Change System) link.

   Alternatively, if final grades are still being accepted online (typically during finals week) you may log on to REGIS (online rosters) and click on the change link under the original grade column, on your roster next to each student’s name.

2. The Grade Change – Search Student page is presented as the default screen. (See screen shot below).

   To search for a student, enter the Student’s Rutgers Id or Student’s Last Name, and First Name (or partial Last Name and First Name fields). Also, enter the Year, Term, Unit, Subject, Course, and Section Number of the course for which you would like to change the grade.

   **Note:** If you do not know the section number, enter ALL. The system will check all sections of the course for the Student.

   Click the “Search” button to continue to the Search Student results page.
3. Clicking on **Change Grade** will transfer you to the Create Grade Change page for the selected student. It is here that you will be able to submit a grade change.

The **Create Grade Change** page is displayed after a successful student search.

**To submit a grade change request:**

- Enter your name (as the Instructor’s name if it is not already there - optional).
- Enter your email address (optional).
- Enter the Student’s email address (optional).
- Select the new grade from drop down box.
- Enter comments (comment field is required)
- Click the “Enter” button to submit the grade change request.

**Note:** Email notifications will **not** be sent to the Student and/or Instructor, once the change of grade has been approved, unless an email address is provided on this page.

A myRutgers alerts will still be sent to the Student, if that Student is currently enrolled.

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**Course Information**

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<tr>
<th>Semester</th>
<th>Unit</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
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<tbody>
<tr>
<td>Fall 2018</td>
<td>01</td>
<td>070</td>
<td>101</td>
<td>01</td>
<td>INTRO CULT ANTHRO</td>
<td></td>
</tr>
</tbody>
</table>

1. Please enter the Instructor Name and Email Address.
   - **INSTRUCTOR NAME:** Harrison
   - **INSTRUCTOR EMAIL:** harrison@testmail.com

   *If you do not know the instructor’s email please use Search Rutgers Page to look it up.*

2. Add new Grade and Comments.
   - **Student Information**
     - **Student ID:** 006950542
     - **Student Name:** Jack Keiffer
     - **Student Email:** kauffman@testmail.com
     - **Current Grade:** B+
     - **New Grade:** A
     - *** New Comments:** Final project submitted

* Comment field is required unless you are changing a “T” grade to a letter grade.