



Submission of Academic Warning Grades

Terri R. Cristofaro
Registrar


Spring 2016

How to submit Semester Warning Grades

- Academic Warnings for all students in all courses must be submitted between Monday, February 29 at 8:30 a.m. and Friday, March 11 at 5:00 p.m.
- Please go to the Registrar's Website at <http://registrar.camden.rutgers.edu>

Click on Faculty






Office of the Registrar
Camden

[Rutgers University](#)
[Rutgers-Camden](#)

HOME
STUDENTS
FACULTY
CALENDARS & CATALOGS
REPORTS
ABOUT



WELCOME

The Office of the Registrar at Rutgers-Camden serves as the custodian of student academic records. By providing consistently superior service, we strive to maintain essential processes for our students, faculty and administrators while supporting the core mission of Rutgers-Camden.

Some of the services we provide and/or support:

- ▶ Enrollment verifications
- ▶ Diploma orders
- ▶ Final exam schedules

UPCOMING DEADLINES

1
MAR

Last Day to DROP ALL SPRING 2016 CLASSES and receive a partial refund.

TUESDAY

7
MAR

Fall 2016 viewable on Schedule of Classes

MONDAY

12
MAR

Spring Break Begins

SATURDAY

20
MAR

Spring Break Ends.

SUNDAY

QUICK LINKS

- ▶ [Schedule of Classes](#)
- ▶ [Webreg](#)
- ▶ [Academic Calendar](#)

Go to Class Rosters (REGIS)

The screenshot shows the Rutgers-Camden Registrar's Office website. At the top left is the Rutgers logo and 'Office of the Registrar Camden'. At the top right are links for 'Rutgers University' and 'Rutgers-Camden', along with a search bar. A navigation bar below contains links for HOME, STUDENTS, FACULTY, CALENDARS & CALENGS, REPORTS, and ABOUT. The main content area is titled 'Faculty Information' and is divided into three columns. The left column lists 'UPCOMING DEADLINES' with dates from Mar 1 to Mar 20, 2016. The middle column lists various links under 'Grades and Rosters', with 'Class Rosters (REGIS)' highlighted in yellow and a yellow arrow pointing to it. The right column lists 'Advising Information', 'Registration Options', and 'Course Information'.

UPCOMING DEADLINES

Mar 1 2016
Last Day to DROP ALL SPRING 2016 CLASSES and receive a partial refund.

Mar 7 2016
Fall 2016 viewable on Schedule of Classes

Mar 12 2016
Spring Break Begins

Mar 20 2016
Spring Break Ends.

QUICK LINKS

- ▶ Schedule of Classes
- ▶ Webreg
- ▶ Academic Calendar
- ▶ View Grades
- ▶ Transcripts

Faculty Information

Grades and Rosters

- Guide for Faculty Using EGCS
- Class Rosters (REGIS)**
- How to Access the REGIS Roster
- Granting Access to Rosters
- Grade Submission Instructions
- Grade Definitions and Symbols
- Warning Grade Instructions
- Change of Grade (EGCS)
- Change of Grade Instructions
- Incomplete Grade Extensions
- Unofficial Transcripts and Grades

Advising Information

- Schedule of Classes
- Degree Navigator
- Academic Load and Overloads
- Pre-Requisite Over-rides

Registration Options

- Pass/No Credit
- Repeat Option
- Graduate Credit Option
- Audit Option
- Non-Degree Courses
- Special Permission Numbers

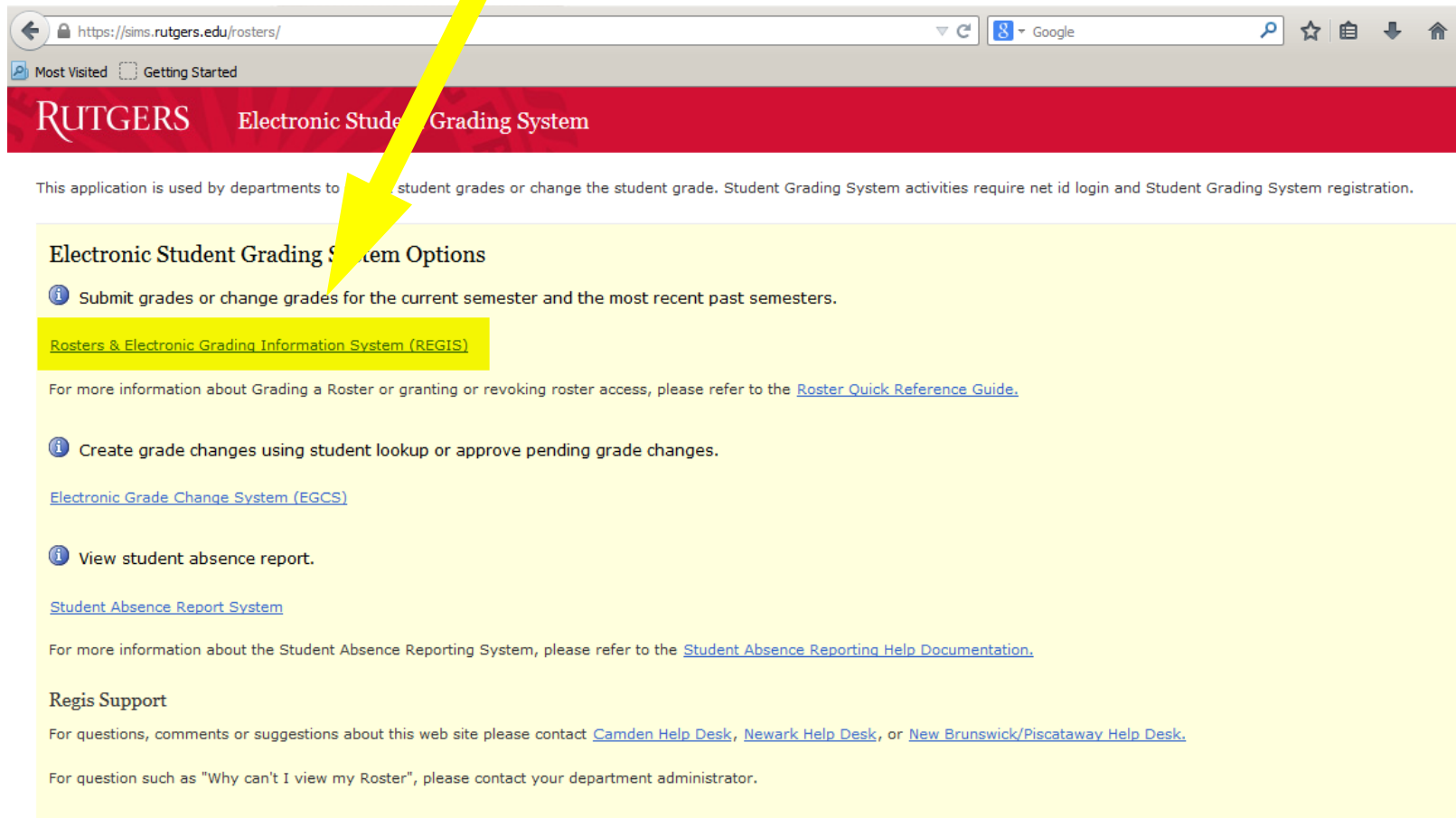
Course Scheduling - Planning

- Academic Calendar
- Departmental Lists
- Schedule of Classes
- Classroom Information

Course Information

- Schedule of Classes
- Academic Calendar (present semester)
- Final Exam Schedule (present semester)
- Final Exam Finder

Next, go to Rosters and Electronic Grading Information System (REGIS)



https://sims.rutgers.edu/rosters/

RUTGERS Electronic Student Grading System

This application is used by departments to submit student grades or change the student grade. Student Grading System activities require net id login and Student Grading System registration.

Electronic Student Grading System Options

- Submit grades or change grades for the current semester and the most recent past semesters.
[Rosters & Electronic Grading Information System \(REGIS\)](#)
- Create grade changes using student lookup or approve pending grade changes.
[Electronic Grade Change System \(EGCS\)](#)
- View student absence report.
[Student Absence Report System](#)

For more information about Grading a Roster or granting or revoking roster access, please refer to the [Roster Quick Reference Guide](#).

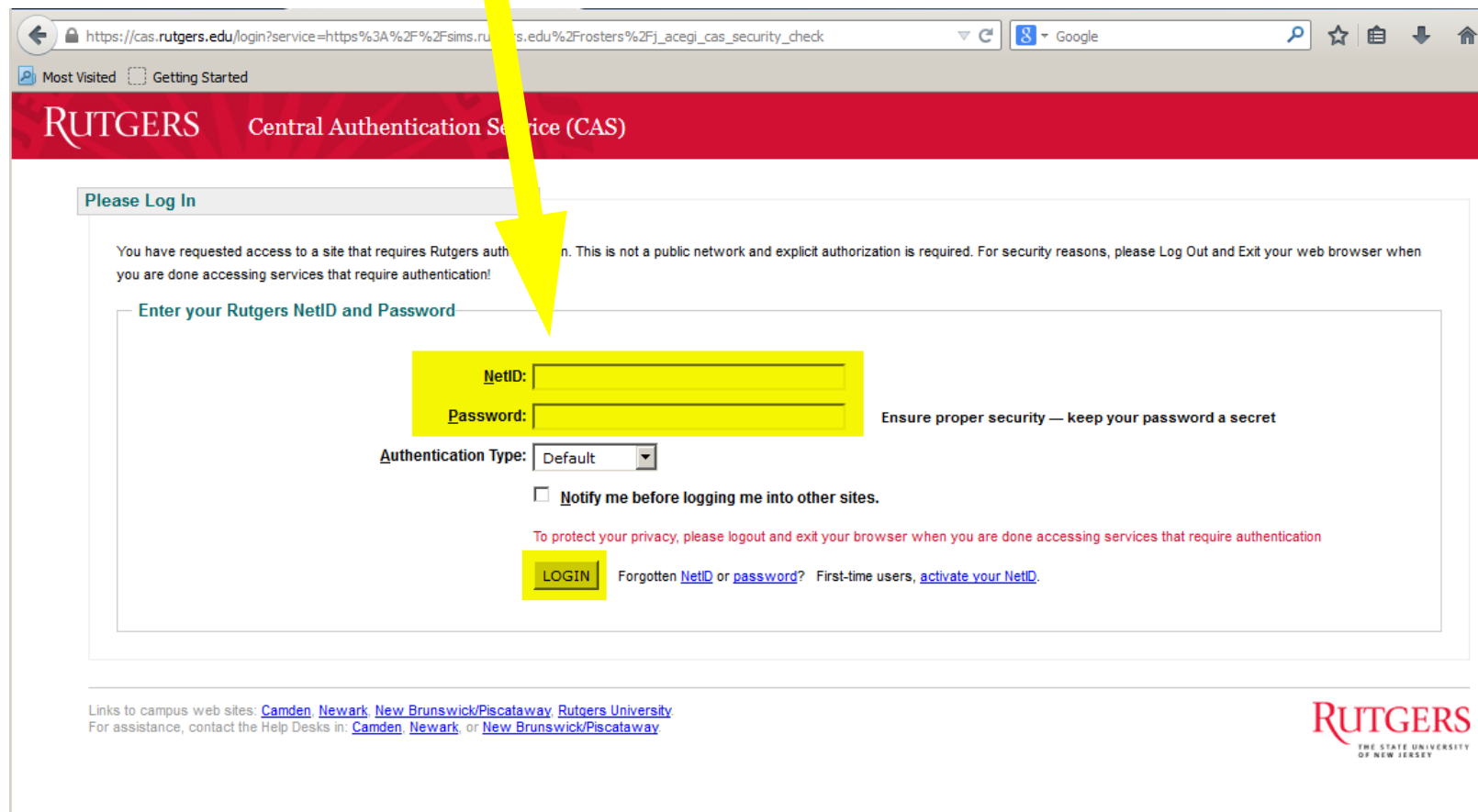
For more information about the Student Absence Reporting System, please refer to the [Student Absence Reporting Help Documentation](#).

Regis Support

For questions, comments or suggestions about this web site please contact [Camden Help Desk](#), [Newark Help Desk](#), or [New Brunswick/Piscataway Help Desk](#).

For question such as "Why can't I view my Roster", please contact your department administrator.

Enter your Net ID and Password



https://cas.rutgers.edu/login?service=https%3A%2F%2Fsims.rutgers.edu%2Frosters%2Fj_acegi_cas_security_check

RUTGERS Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password:

Ensure proper security — keep your password a secret

Authentication Type:

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication

LOGIN [Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)

Links to campus web sites: [Camden](#), [Newark](#), [New Brunswick/Piscataway](#), [Rutgers University](#)
For assistance, contact the Help Desks in: [Camden](#), [Newark](#), or [New Brunswick/Piscataway](#).

RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

Select the semester, then type in the Unit, Subject, Course & Section # for the course you are teaching

The screenshot shows the 'Class Rosters Quick Search' interface. At the top, there is a navigation bar with 'RUTGERS' and 'Rosters & Electronic Grading Information System (REGIS)'. Below this is a 'Main Menu' with options like 'View Rosters', 'Upload Roster', 'View Roster Status', and 'View & Grant/Revoke Privileges'. The main content area is titled 'Class Rosters Quick Search' and has two tabs: 'Quick Search' (selected) and 'Drill-down Search'. Under the 'Quick Search' tab, there is a section titled 'CHOOSE ROSTER' with the instruction 'Required information is indicated by *'. Below this instruction are five input fields: 'Semester *' (a dropdown menu showing 'Fall 2014'), 'Unit *', 'Subject *', 'Course *', and 'Section *'. Below the input fields is a checkbox for 'Alphabetical roster (not for grading)' with a list of bullet points: 'Section(s) presented in one alphabetical list', 'Grades, warnings, comments and new students cannot be added using the alphabetical listing view (web)', and 'Excel (xls) and Comma Separated Values (txt) downloads available'. At the bottom of the form is a 'Retrieve Roster' button. At the very bottom of the page, there are links to campus web sites and a Rutgers logo.

And then click on Retrieve Roster

Enter Warning grades as follows:

Please enter only 2 characters as itemized below:

- a. W0 – Student is making Satisfactory Progress
- b. W1 -- Warning for poor academic performance
- c. W2 -- Warning for poor course attendance
- d. W3 -- Warning for both poor attendance and performance

Enter Warning Grades on Course Roster

RUTGERS Rosters & Electronic Grading Information System (REGIS)

Main Menu | **View Rosters** | Upload Roster | View Roster Status | View & Grant/Revoke Privileges | Update Control Dates | Setup New Semester

Student photos and student data on class rosters are education records protected under the Family Education Rights and Privacy Act (FERPA), a federal law. ... [See more](#) ▼

Semester	Unit	Subject	Course	Extract Date	Warning	Grading	Download Roster
Fall 2014	50	120	101	09/24/2014	10/06/2014 08:30 AM - 10/17/2014 05:00 PM	12/15/2014 08:30 AM - 01/02/2015 05:00 PM	Download Help Excel Spreadsheet (xls)

GENERAL BIOLOGY I Section **01** Index 22339 Supp CAMDEN Credits 3.0 Roster Size 93 Total Withdrawn 0

Valid Grades: A, B, B+, C+, D, F, IN, NC, S, W, RF, S, TZ, U

Valid Warnings: **W0 · W1 · W2 · W3**
 Set ALL Warnings to W0

[Section Photos \(pdf\)](#)

	Rutgers ID	Name	Absc	Unit	Class	Curric1	Opt1	Curric2	Loc	Bill	Grad Pref	Warn	Comment	Original Grade	Comment	Perm
1	123004567	SMITH, JOHN		50	17	001				N				change		
2	123004567	JONES, ELIZABETH		64	17	006				N				change		
3	123004567	SMITH, JOHN		50	16	830				N				change		
4	123004567	JONES, ELIZABETH		50	16	163				N				change		
5	123004567	SMITH, JOHN		64	17	001				N				change		
6	123004567	JONES, ELIZABETH		64	15	940				N				change		
7	123004567	SMITH, JOHN		50	17	001				N				change		
8	123004567	JONES, ELIZABETH		52	16	010				N				change		
9	123004567	SMITH, JOHN		50	16	350				N				change		
10	123004567	JONES, ELIZABETH		50	15	830				N				change		

In the event that all students in your course are doing well, you can select the Set ALL Warnings to W0. This button will enter a grade of W0 for all students listed on your roster.

The screenshot shows the Rutgers REGIS interface. At the top, there is a navigation bar with 'RUTGERS Rosters & Electronic Grading Information System (REGIS)' and various utility links like 'Blackboard', 'E-College', 'Sakai', 'Mailing List', 'Help', and 'LOG OUT'. Below this is a secondary menu with 'Main Menu', 'View Rosters', 'Upload Roster', 'View Roster Status', 'View & Grant/Revoke Privileges', 'Update Control Dates', and 'Setup New Semester'. A notice about FERPA is displayed. The main content area shows a course summary for 'GENERAL BIOLOGY I' Section 01, with details like Index 22339, Campus CAMDEN, Credits 3-0, Roster Size 93, and Total Withdrawn 0. A yellow button labeled 'Set ALL Warnings to W0' is highlighted with a yellow arrow. Below the summary is a table of student records.

Semester	Unit	Subject	Course	Extract Date	Warning	Grading	Download Roster
Fall 2014	50	120	101	09/24/2014	10/06/2014 08:30 AM - 10/17/2014 05:00 PM	12/15/2014 08:30 AM - 01/02/2015 05:00 PM	Download Help Excel Spreadsheet (xls)

Section	Index	Supp	Campus	Credits	Roster Size	Total Withdrawn	Valid Grades	Valid Warnings	Download
GENERAL BIOLOGY I 01	22339		CAMDEN	3-0	93	0	A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TZ, U	W0, W1, W2, W3	Section Photos (pdf)

	Rutgers ID	Name	Absc	Unit	Class	Curric1	Opt1	Curric2	Loc	Bill	Grad Pref	Warn	Comment	Original Grade	Comment	Perm
1	123004567	SMITH, JOHN		50	17	001				N				change		
2	123004567	JONES, ELIZABETH		64	17	006				N				change		
3	123004567	SMITH, JOHN		50	16	830				N				change		
4	123004567	JONES, ELIZABETH		50	16	163				N				change		
5	123004567	SMITH, JOHN		64	17	001				N				change		
6	123004567	JONES, ELIZABETH		64	15	940				N				change		
7	123004567	SMITH, JOHN		50	17	001				N				change		
8	123004567	JONES, ELIZABETH		52	16	010				N				change		
9	123004567	SMITH, JOHN		50	16	350				N				change		
10	123004567	JONES, ELIZABETH		50	15	830				N				change		

In the event that only a few students in your course are NOT doing well, you can select the Set ALL Warnings to W0. This button will enter a grade of W0 for all students listed on your roster. You can then go to the name of the individual student who should receive a W1, W2, or W3 grade and enter the appropriate warning grade.

The screenshot shows the Rutgers REGIS interface. At the top, there is a navigation bar with the Rutgers logo and the title 'Rosters & Electronic Grading Information System (REGIS)'. Below this is a menu bar with options like 'Main Menu', 'View Rosters', 'Upload Roster', etc. A notice about FERPA is displayed. The main content area shows a course summary for 'GENERAL BIOLOGY I Section 01' with various statistics. Below the summary is a table of students with columns for Rutgers ID, Name, Absc, Unit, Class, Curric1, Opt1, Curric2, Loc, Bill, Grad Pref, Warn, and Original Grade. A yellow box highlights the 'Set ALL Warnings to W0' button, which is a checkbox with the text 'Set ALL Warnings to W0' next to it. A large yellow arrow points from the text above to this button.

Semester	Unit	Subject	Course	Extract Date	Warning	Grading	Download Roster
Fall 2014	50	120	101	09/24/2014	10/06/2014 08:30 AM - 10/17/2014 05:00 PM	12/15/2014 08:30 AM - 02/02/2015 05:00 PM	Download Help Excel Spreadsheet (xls)

GENERAL BIOLOGY I		Section 01	Index 22339	Supp	Campus CAMDEN	Credits 3.0	Roster Size 93	Total Withdrawn 0	Valid Grades A, B, B+, C, C+, L, IN, NC, PA, RD, R, T, U	Valid Warnings W0, W1, W2, W3	Download Section Photos (pdf)			
<input type="checkbox"/>	Set ALL Warnings to W0													
Rutgers ID	Name	Absc	Unit	Class	Curric1	Opt1	Curric2	Loc	Bill	Grad Pref	Warn	Original Grade	Comment	Perm
1	123004567 SMITH, JOHN		50	17	001				N			change		
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3	123004567 SMITH, JOHN		50	16	830				N			change		
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8	123004567 JONES, ELIZABETH		52	16	010				N			change		
9	123004567 SMITH, JOHN		50	16	350				N			change		
10	123004567 JONES, ELIZABETH		50	15	830				N			change		

- If a "W" is listed in the Withdrawal Column, the student has officially withdrawn from your course. There is no need to submit warning grades for this student.
- If a student is attending your class but his/her name does not appear on your roster, you may add the name of the student to your roster and submit a warning grade.

After you have completed submitting warning grades for ALL students in your course, click the SUBMIT button on the bottom of the page.

1	123004567	SMITH, JOHN		50	17	001			N			change
2	123004567	JONES, ELIZABETH		64	17	006			N			change
3	123004567	SMITH, JOHN		50	16	830			N			change
4	123004567	JONES, ELIZABETH		50	16	163			N			change
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8	123004567	JONES, ELIZABETH		52	16	010			N			change
9	123004567	SMITH, JOHN		50	16	350			N			change
10	123004567	JONES, ELIZABETH		50	15	830			N			change

ADD STUDENT(S) TO SECTION

- This section is not to be used to change a grade for a registered student. All grade changes must be made through a Grade Change Form.
- Up to five students may be added at a time.
- Last Name and First Name are required *

	Rutgers ID	Last Name *	First Name *	MI	Warn	Comment	Grade	Comment
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="text"/>	<input type="text"/>


GENERAL BIOLOGY I Section: D2 Index: 00277 Supp: CAMDEN Credits: 3.0 Roster Size: 31 Total Students Withdrawn: 2

TOP

What if all of the students in my course are doing well?
 Wonderful! However, please use the W0 grade indicator.
 Remember to submit at the bottom of the page.

RUTGERS Rosters & Electronic Grading Information System (REGIS) Blackboard | E-College | Sakai | Mailing List | Help | LOG OUT

Main Menu | **View Rosters** | Upload Roster | View Roster Status | View & Grant/Revoke Privileges | Update Control Dates | Setup New Semester

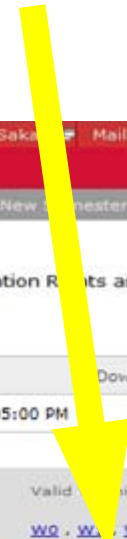
 Student photos and student data on class rosters are education records protected under the Family Education Rights and Privacy Act (FERPA), a federal law. ... [See more](#) ▼

Semester	Unit	Subject	Course	Extract Date	Warning	Grading	Download Roster (Download Help)
Fall 2014	50	120	101	09/24/2014	10/06/2014 08:30 AM - 10/17/2014 05:00 PM	12/15/2014 08:30 AM - 01/02/2015 05:00 PM	Excel Spreadsheet (xls)

GENERAL BIOLOGY I		Section	Index	Supp	Campus	Credits	Roster Size	Total Withdrawn	Valid Grades	Valid Warnings	Download
		01	22339		CAMDEN	3.0	93	0	A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TZ, U	W0 · W1 · W2 · W3	Section Photos (pdf)

Set ALL Warnings to W0

	Rutgers ID	Name	Absc	Unit	Class	Curric1	Opt1	Curric2	Loc	Bill	Grad Pref	Warn	Comment	Original Grade	Comment	Perm
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7	123004567	SMITH, JOHN		50	17	001				N				change		
8	123004567	JONES, ELIZABETH		52	16	010				N				change		
9	123004567	SMITH, JOHN		50	16	350				N				change		
10	123004567	JONES, ELIZABETH		50	15	830				N				change		



Questions?

- If you have any questions about this process, please contact the Registrar's Office at camreg@camden.rutgers.edu.
- Thank you for your support of this critically important initiative in support of our student success.