



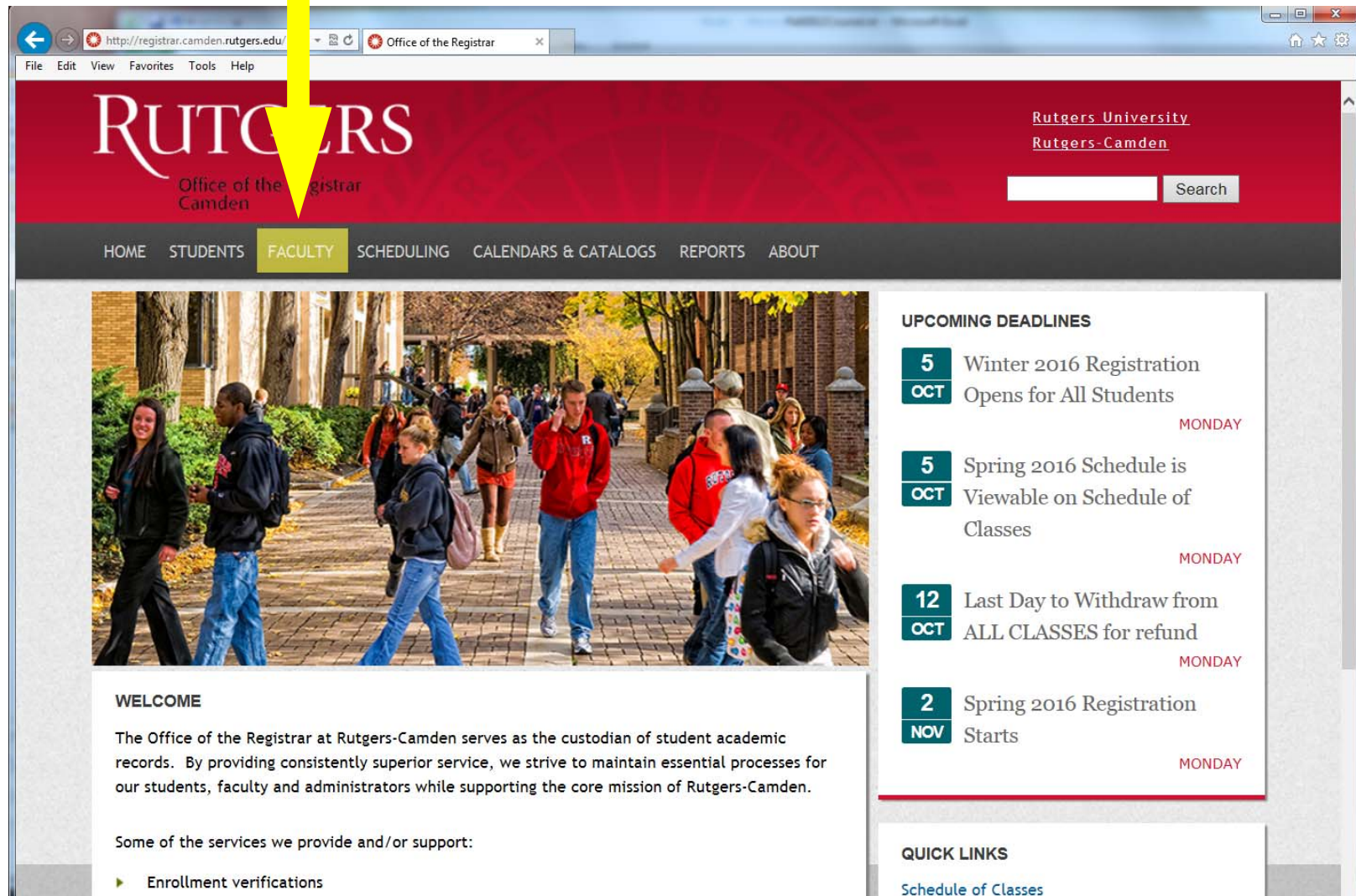
# Submission of Academic Warning Grades

Spring 2018

## How to submit Semester Warning Grades

- Academic Warnings for all students in ALL courses must be submitted between Monday, February 26<sup>th</sup> at 8:30 a.m. and Friday, March 9<sup>th</sup> at 5:00 p.m.
- Faculty who teach graduate courses are strongly encouraged to submit academic warning grades; however, it is optional for graduate courses.
- Please go to the Registrar's Website at <http://registrar.camden.rutgers.edu>

# Click on Faculty



The screenshot shows the Registrar's Office website for Rutgers-Camden. A yellow arrow points to the 'FACULTY' link in the navigation menu. The page features a 'WELCOME' section, 'UPCOMING DEADLINES' with dates and days, and 'QUICK LINKS'.

**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

**UPCOMING DEADLINES**

<b>5</b> <b>OCT</b>	Winter 2016 Registration Opens for All Students	<b>MONDAY</b>
<b>5</b> <b>OCT</b>	Spring 2016 Schedule is Viewable on Schedule of Classes	<b>MONDAY</b>
<b>12</b> <b>OCT</b>	Last Day to Withdraw from ALL CLASSES for refund	<b>MONDAY</b>
<b>2</b> <b>NOV</b>	Spring 2016 Registration Starts	<b>MONDAY</b>

**QUICK LINKS**

- [Schedule of Classes](#)

# Go to Class Rosters (REGIS)

The screenshot shows the Registrar's Office website for Rutgers-Camden. The browser address bar displays `registrar.camden.rutgers.edu/faculty-page`. The page header includes the Rutgers logo and the text "Office of the Registrar Camden". A navigation menu contains links for HOME, STUDENTS, FACULTY, SCHEDULING, CALENDARS & CATALOGS, REPORTS, and ABOUT. On the left, an "UPCOMING DEADLINES" section lists key dates: September 15 (Undergraduates - Last day to complete Summer Incompletes), October 1 (Diploma Conferral Date for October 2014 Graduates), October 1 (Spring 2015 courses viewable on the Schedule of Classes), October 6 (Winter Session Registration Begins), and November 3 (Spring 2015 Pre-Registration Begins for Camden Students (7am)). The main content area is titled "Faculty Information" and includes a breadcrumb trail "Home » Faculty Information". A yellow arrow points from the main title to the "Class Rosters (REGIS)" link under the "Grades and Rosters" section. Other sections include "Advising Information" (Schedule of Classes, Degree Navigator, Academic Load and Overloads, Pre-Requisite Over-rides, Registration Options) and "Department Information" (Departmental Lists, Camden Campus Reporting Tools, University Enrollment Reports).

registrars.camden.rutgers.edu/faculty-page

Most Visited Getting Started

RUTGERS  
Office of the Registrar  
Camden

Rutgers University  
Rutgers-Camden

Search

HOME STUDENTS FACULTY SCHEDULING CALENDARS & CATALOGS REPORTS ABOUT

UPCOMING DEADLINES

**September 15**  
Undergraduates - Last day to complete Summer Incompletes before grade converts to F.

**October 1**  
Diploma Conferral Date for October 2014 Graduates

**October 1**  
Spring 2015 courses viewable on the Schedule of Classes

**October 6**  
Winter Session Registration Begins

**November 3**  
Spring 2015 Pre-Registration Begins for Camden Students (7am)

QUICK LINKS

Home » Faculty Information

## Faculty Information

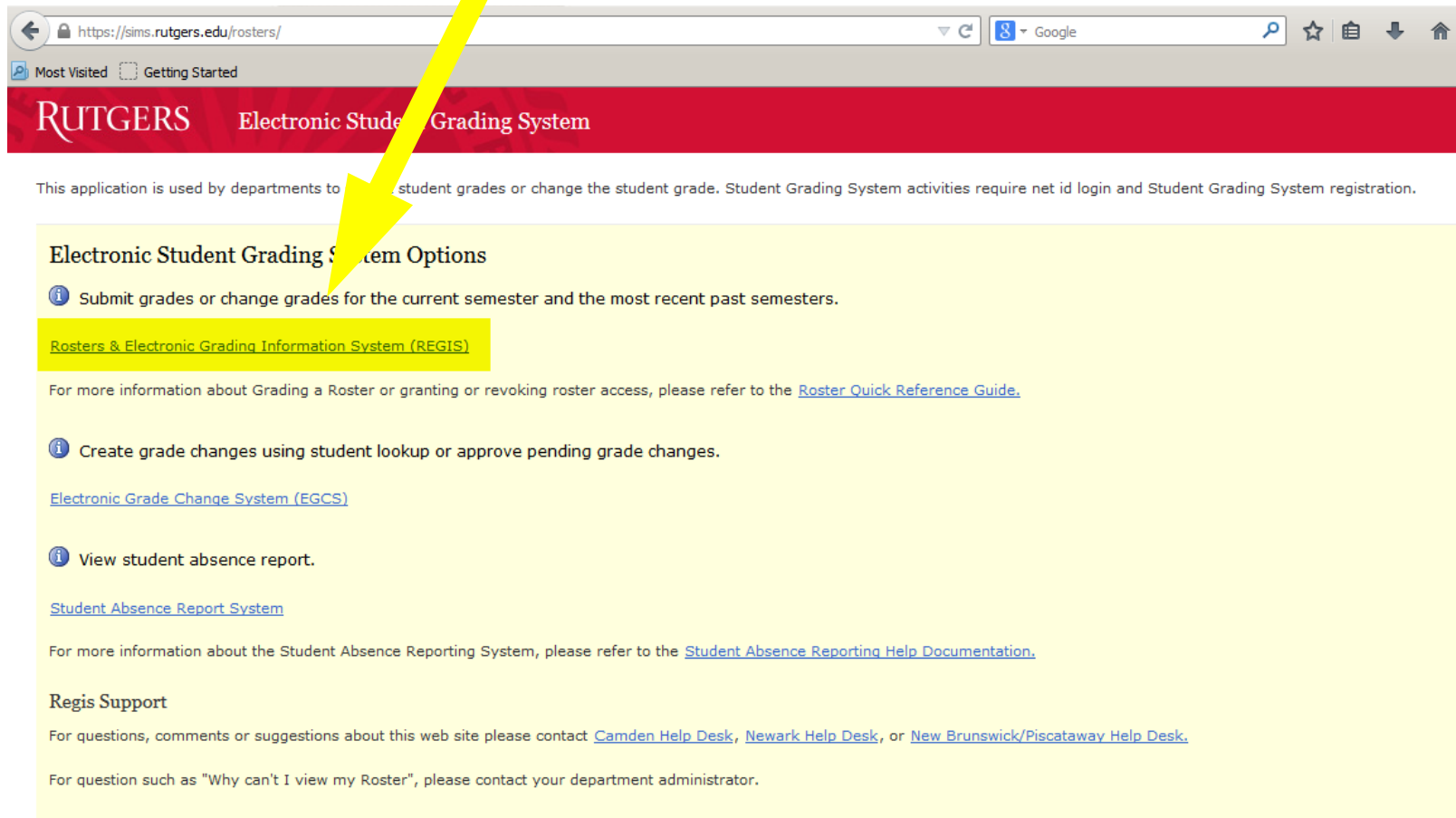
**Grades and Rosters**  
**Class Rosters (REGIS)**  
How to Access the REGIS Roster  
Granting Access to Rosters  
Grade Submission Instructions  
Grade Definitions and Symbols  
Warning Grade Instructions  
Change of Grade (EGCS)  
Change of Grade Instructions  
Incomplete Grade Extensions  
Unofficial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

**Course Information**  
Schedule of Classes  
Academic Calendar (present semester)  
Final Exam Schedule (present semester)  
Final Exam Finder

**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

**Department Information**  
Departmental Lists  
Camden Campus Reporting Tools  
University Enrollment Reports

# 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](#).

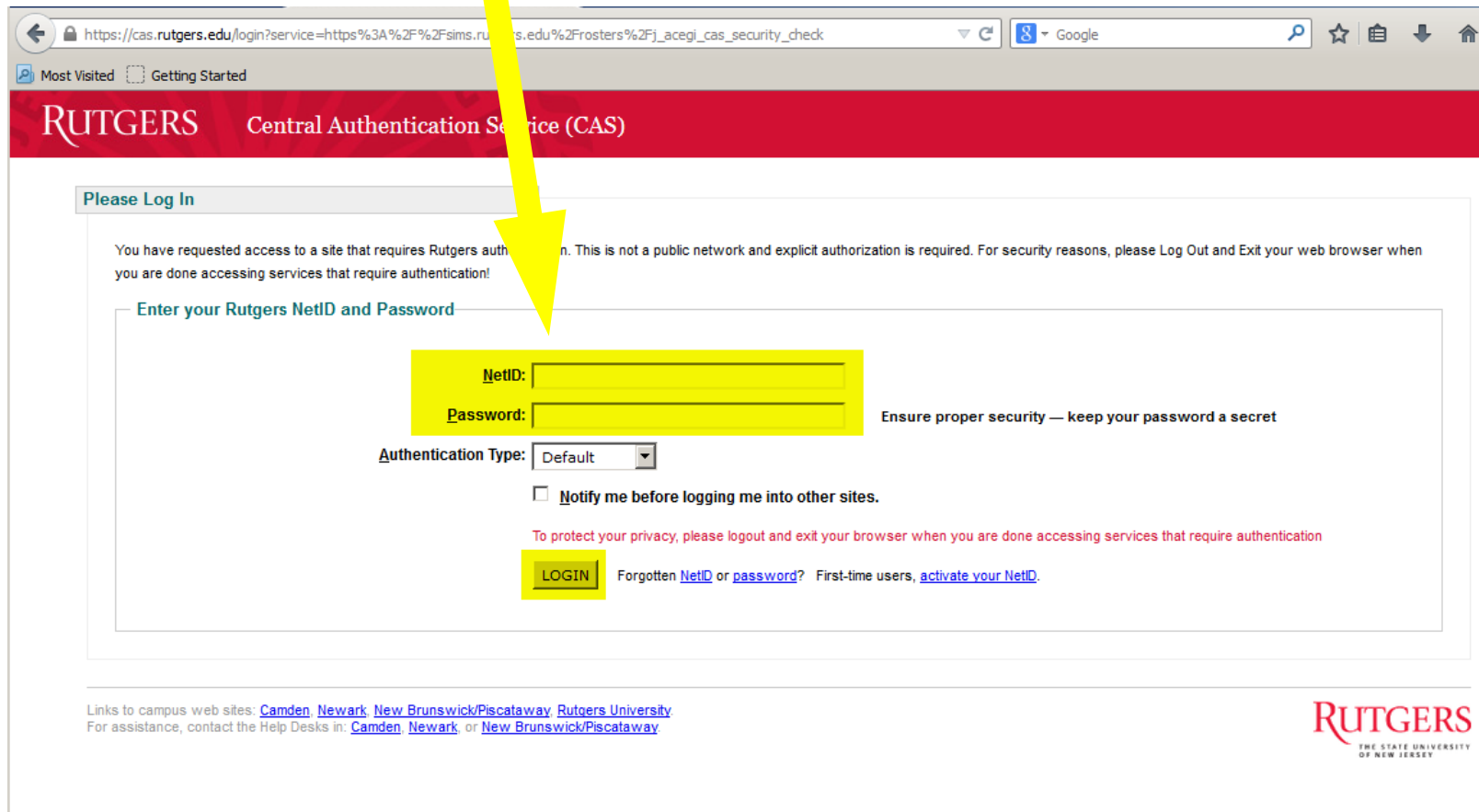
For more information about the Student Absence Reporting System, please refer to the [Student Absence Reporting Help Documentation](#).

### 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' page in the Rutgers REGIS system. The page has a red header with the Rutgers logo and navigation links like 'Blackboard', 'E-College', 'Sakai', 'Mailing List', 'Help', and 'LOG'. Below the header is a navigation bar with 'Main Menu', 'View Rosters', 'Upload Roster', 'View Roster Status', and 'View & Grant/Revoke Privileges'. The main content area is titled 'Class Rosters Quick Search' and contains 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 are five input fields: 'Semester \*' (a dropdown menu with '[CORRECT TERM]' selected), 'Unit \*', 'Subject \*', 'Course \*', and 'Section \*'. A checkbox labeled 'Alphabetical roster (not for grading)' is also present, with a list of bullet points explaining its limitations. At the bottom of the form is a yellow 'Retrieve Roster' button. A yellow arrow points from the top of the page down to the 'Semester' dropdown, and another yellow arrow points from the bottom of the page up to the 'Retrieve Roster' button.

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

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) Blackboard E-College Sakai Mailing List Help LOG OUT

Main Menu **View Rosters** Upload Roster View Roster Status View & Grant/Revoke Privileges

 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 <a href="#">(Download Help)</a>
[TERM]	50	120	101	[DATE]	[START DATE] 08:30 AM - [END DATE] 05:00 PM	[START DATE] 08:30 AM - [END DATE] 05:00 PM	


  

GENERAL BIOLOGY I Section 01										Index	Supp	Campus	Credits	Roster Size	Total Withdrawn	Valid Grades	Valid Warnings	Download Photos	Download Roster
										02065		CAMDEN	3.0	141	1	A, B, B+, C, C+, D, F, IN, NC, PA, RD, R, S, Z, U	W0, W1, W2, W3	<a href="#">Section Photos (pdf)</a>	<a href="#">Excel Csv Pdf</a>
										Set ALL Warnings to W0 <input type="checkbox"/>									
	Rutgers ID	Net ID	Name	Absc	Unit	Class	Curric1	Opt1	Curric2	Loc	Bill	Grad Pref	Warn	Comment	Original Grade	Comment	Perm		
1	174000563	caa197	<a href="#">ACELLO, CHRISTOPHER A</a>		50	20	120				Y				<a href="#">change</a>				
2	169008255	csa60	<a href="#">ACHINIVU, CHIDOMA S</a>		50	20	499				Y				<a href="#">change</a>				
3	173003053	mna59	<a href="#">AHMED, MOHAMMAD N</a>		50	20	120				Y				<a href="#">change</a>				
4	172007199	sma267	<a href="#">ALEXANDER, SEAN M</a>		50	20	120				Y				<a href="#">change</a>				
5	172007931	sca79	<a href="#">ALGER, SOPHIA C</a>		50	20	499				Y				<a href="#">change</a>				
6	172005732	ba298	<a href="#">AMPOMAH, BRITTANY</a>		50	20	120				Y	Y			<a href="#">change</a>				
7	172009625	oob8	<a href="#">BABATUNDE, OLAMIDE O</a>		50	20	120				Y	Y			<a href="#">change</a>				
8	175007131	sb1572	<a href="#">BATTLE, SIES</a>		50	20	120				Y	Y			<a href="#">change</a>				
9	170006905	nmb28	<a href="#">BAXI, NIDHI N</a>		50	20	120				Y	Y			<a href="#">change</a>				
10	159001340	gab155	<a href="#">BEACH, GABRIELLE A</a>		50	18	499				Y				<a href="#">change</a>				
11	171008767	njb117	<a href="#">BELL, NOAH J</a>		50	20	001				Y				<a href="#">change</a>				
12	173001761	ab1599	<a href="#">BILAL, AISHA</a>		50	20	120				Y				<a href="#">change</a>				
13	173001527	tb521	<a href="#">ROESENHOFER, TAYLOR</a>		50	20	120				Y				<a href="#">change</a>				
14	170003309	mab705	<a href="#">BONILLA, MELVIN A</a>		50	20	120				Y	Y			<a href="#">change</a>				
15	170002377	jmb814	<a href="#">BOWLER, JANA E M</a>		50	19	120				Y				<a href="#">change</a>				

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.

**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

 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 <a href="#">(Download Help)</a>
[TERM]	50	120	101	[DATE]	[START DATE] 08:30 AM - [END DATE] 05:00 PM	[START DATE] 08:30 AM - [END DATE] 05:00 PM	

**GENERAL BIOLOGY I** Section 01

Index: 02065 | Supp: | Campus: CAMDEN | Credits: 3.0 | Roster Size: 141 | Total Withdrawn: 1 | Valid Grades: A, B, B+, C, C+, D, F, IN, NC, PA, RD, RF, S, TZ, U | Warnings: [W0](#), [W1](#), [W2](#), [W3](#) | [Section Photos \(pdf\)](#) | [Excel, Csv, Pdf](#)

**Set ALL Warnings to W0**

	Rutgers ID	Net ID	Name	Absc	Unit	Class	Curric1	Opt1	Curric2	Loc	Bill	Grad Pref	Warn	Comment	Original Grade	Comment	Perm
1	174000563	caa197	<a href="#">ACELLO, CHRISTOPHER A</a>		50	20	120				Y				<a href="#">change</a>		
2	169008255	csa60	<a href="#">ACHINIVU, CHIOMA S</a>		50	20	499				Y				<a href="#">change</a>		
3	173003053	mna59	<a href="#">AHMED, MOHAMMAD N</a>		50	20	120				Y				<a href="#">change</a>		
4	172007199	sma267	<a href="#">ALEXANDER, SEAN M</a>		50	20	120				Y				<a href="#">change</a>		
5	172007931	sca79	<a href="#">ALGER, SOPHIA C</a>		50	20	499				Y				<a href="#">change</a>		
6	172005732	ba298	<a href="#">AMPOMAH, BRITTANY</a>		50	20	120				Y	Y			<a href="#">change</a>		
7	172009625	oob8	<a href="#">BABATUNDE, OLAMIDE O</a>		50	20	120				Y	Y			<a href="#">change</a>		
8	175007131	sb1572	<a href="#">BATTLE, SIER</a>		50	20	120				Y	Y			<a href="#">change</a>		
9	170006905	nmb28	<a href="#">BAXI, NIDHI N</a>		50	20	120				Y	Y			<a href="#">change</a>		
10	159001340	gab155	<a href="#">BEACH, GABRIELLE A</a>		50	18	499				Y				<a href="#">change</a>		

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.

**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

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
[TERM]	50	120	101	[DATE]	[START DATE] 08:30 AM - [END DATE] 05:00 PM	[START DATE] 08:30 AM - [END DATE] 05:00 PM	<a href="#">Download Help</a>

**GENERAL BIOLOGY I Section 01**

Index Supp Campus Credits Roster Size Total Withdrawn Valid Grades Valid Warnings Download Photos Download Roster

02065 CAMDEN 3.0 141 1 A, B, B+, C, C+, D, F, IN, PA, RD, RF, S, TZ, U [W0](#), [W1](#), [W2](#), [W3](#) [Section Photos \(pdf\)](#) [Excel\\_Csv\\_Pdf](#)

**Set ALL Warnings to W0**

	Rutgers ID	Net ID	Name	Absc	Unit	Class	Curric1	Opt1	Curric2	Loc	Bill	Grad Ref	Warn	Comment	Original Grade	Comment	Perm
1	174000563	caa197	<a href="#">ACELLO, CHRISTOPHER A</a>		50	20	120				Y				<a href="#">change</a>		
2	169008255	csa60	<a href="#">ACHINIVU, CHIOMA S</a>		50	20	499				Y				<a href="#">change</a>		
3	173003053	mna59	<a href="#">AHMED, MOHAMMAD N</a>		50	20	120				Y				<a href="#">change</a>		
4	172007199	sma267	<a href="#">ALEXANDER, SEAN M</a>		50	20	120				Y				<a href="#">change</a>		
5	172007931	sca79	<a href="#">ALGER, SOPHIA C</a>		50	20	499				Y				<a href="#">change</a>		
6	172005732	ba298	<a href="#">AMPOMAH, BRITTANY</a>		50	20	120				Y	Y			<a href="#">change</a>		
7	172009625	oob8	<a href="#">BABATUNDE, OLAMIDE O</a>		50	20	120				Y	Y			<a href="#">change</a>		
8	175007131	sb1572	<a href="#">BATTLE, SIER</a>		50	20	120				Y	Y			<a href="#">change</a>		

- If a "W" is listed in the Withdrawal Column, the student has officially withdrawn from your course. There is no need to submit a warning grade 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 the bottom of 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		<a href="#">change</a>
2	123004567	JONES, ELIZABETH		64	17	006			N		<a href="#">change</a>
3	123004567	SMITH, JOHN		50	16	830			N		<a href="#">change</a>
4	123004567	JONES, ELIZABETH		50	16	163			N		<a href="#">change</a>
5	123004567	SMITH, JOHN		64	17	001			N		<a href="#">change</a>
6	123004567	JONES, ELIZABETH		64	15	940			N		<a href="#">change</a>
7	123004567	SMITH, JOHN		50	17	001			N		<a href="#">change</a>
8	123004567	JONES, ELIZABETH		52	16	010			N		<a href="#">change</a>
9	123004567	SMITH, JOHN		50	16	350			N		<a href="#">change</a>
10	123004567	JONES, ELIZABETH		50	15	830			N		<a href="#">change</a>


**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="checkbox"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="text"/>

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

TOP



## Questions?

- If you have any questions about this process, please contact the Registrar's Office at [camreg@camden.rutgers.edu](mailto:camreg@camden.rutgers.edu) or call 856-225-6053 .
- Thank you for your support of this critically important initiative in support of our student success.