

# *Durham Technical Community College*

## **Final Grade Reports (Curriculum) Fall 2008**

**Final grades are due by 3:00 p.m.  
Friday, December 19, 2008**

### **REMINDERS:**

**Grades entered on WebAdvisor:** Write the word “**Web**” on top of Page 2.

**Grades entered directly in Colleague for Adjuncts:** Write the word “**Colleague**” on top of Page 2.

**Grades not yet entered by any faculty:** Write the word “**Enter**” on top of Page 2.

**W grades require two dates on the rosters**—the last date of attendance (LDA) and the date the student was dropped from the class (FTE date).

**Distribution of Report Sheets:** Please submit copies of your final grade reports to the appropriate locations. *Remember that you already turned in page 1—the 10% report—to the FTE coordinator earlier this semester.*

Page 2 – **Student Records:** *Deliver to Zenobia Ellis, Student Records office, room 1202/Wynn Center.*

Page 3 – **FTE Coordinator 100% Report:** *Deliver to Mary Anne Grabarek, Evaluation & Research, Bacon Street*

Page 4 – **Instructor copy:** Retain for your records.

### **Final Grade Report Deadline problem?**

Contact Kay Jedlica at ext. 1805, or [jedlicak@durhamtech.edu](mailto:jedlicak@durhamtech.edu)