

GRADE REPORT REQUEST FORM

HOW TO ACCESS MY GRADES

All grades are easily accessed through webadvisor. Given the fact that you can view your grades faster than we can send them to you, we are no longer going to mail a final or midterm grade report to you. Instead, we will send an e-mail to your Le Moyne College e-mail account indicating that grades are available. We will also send an e-mail to you if a grade change has occurred.

If you are not aware of how to access your grades via webadvisor, it is easy! Type webadvisor.lemoyne.edu in the address line of your web browser, click on the webadvisor for students link, click on the grades link, log in using your account information, click the box next to the term you would like to view and click submit. A screen with your name, the courses you took for that semester and your grades should appear.

You will be responsible for checking your grades each semester. If you don't know your webadvisor account information, stop by the Information Technology help desk located in the library, with identification and they will reset your password for you. If you have any questions about a grade you received, you should direct them to your professor. Any concerns with the information that is displayed on webadvisor, should be directed to the Registrar's Office at our e-mail address registrar@lemoyne.edu or (315) 445-4456.

We will still mail a grade report to your parents, if you signed a release of information form.

IF YOU STILL NEED AN OFFICIAL GRADE REPORT FOR EMPLOYER REIMBURSEMENT, OR DO NOT HAVE ACCESS TO A COMPUTER, PLEASE FILL OUT THE FORM BELOW AND RETURN IT TO THE REGISTRAR'S OFFICE AND WE WILL SEND YOU A GRADE REPORT EACH SEMESTER.

NAME: _____

STUDENT ID OR SOCIAL SECURITY NUMBER: _____

REASON FOR REQUESTING GRADE REPORT: _____

EMPLOYER NAME: _____

SIGNATURE _____

Received in Registrar's Office by _____

Date _____