Viewing Student Grade Replacement

This guide will cover:

- Viewing a student grade replacement that has been processed

Step One

- Navigate to the UC Student Grade Replacement Class List page by using the following breadcrumb:

 Step Two

- On the search criteria page, enter the search criteria for the student.
- Click Search.

Grade Rep Class List

Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>Field</th>
<th>Operator</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empl ID</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Campus ID</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

Search Clear Basic Search Save Search Criteria

NOTE: The ID field is referring to the Catalyst ID while the Campus ID is referring to the M#.
Step Three

- The Grade Replacement Class List displays any previously processed grade replacement.
- *In the first example below the student has not had a grade replaced. In the second example, the student has had one grade replacement processed.*

Example One

![Example One Table]

Example Two

![Example Two Table]

You have now completed the steps for viewing student grade replacements.