

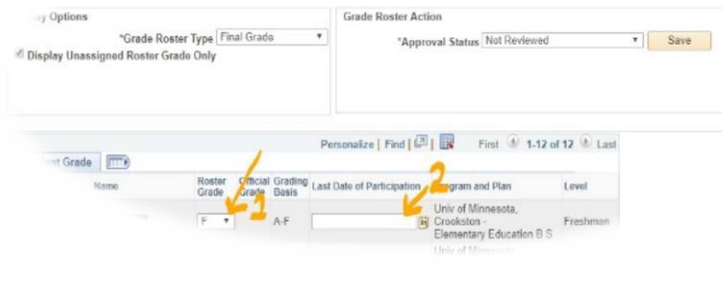
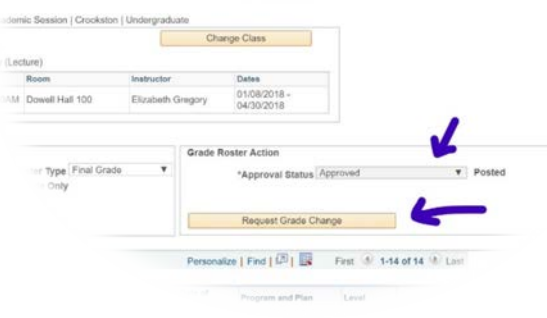
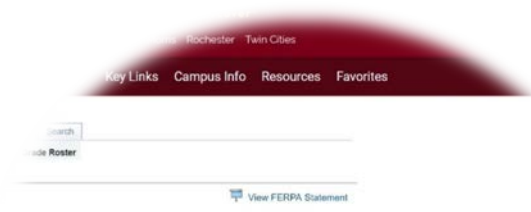
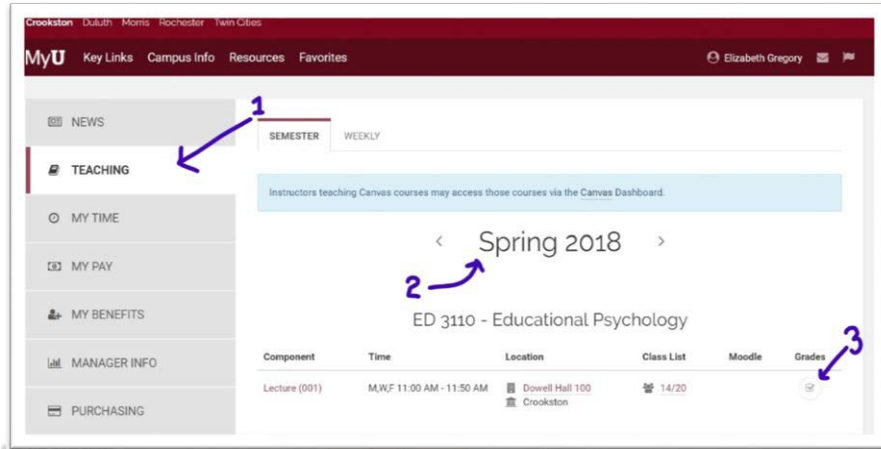
**UMC CIHS final course grades are due June 8<sup>th</sup>.** Directions

to submit final grades:

1) Log onto MyU at [www.myu.umn.edu](http://www.myu.umn.edu) with your University internet ID and password.

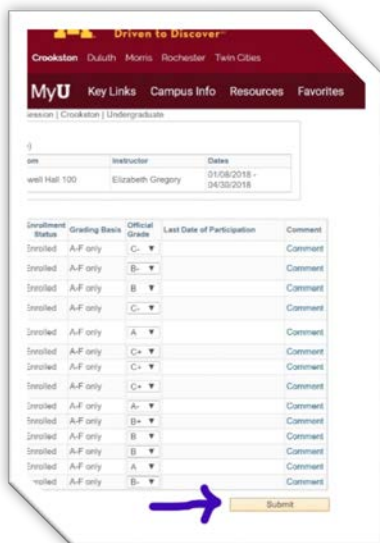
1. Click **TEACHING**
2. **Scroll** to the correct course with the < >
3. Click **Grades:**

2) For N/R grades, click the yellow "Request Grade Change" button under the "Approved" status.



- **"I" Incomplete**, use the pulldown arrow. Also fill out the Office of the Registrar - Incomplete form, which is attached to this email, and send the filled out form to UMC
- **"F" grade**, additional information will pop up. Enter the last day the student attended class.

3) 1. Enter final grades for all students 3. Scroll & Click **Submit** on the bottom of the page



3) Grades will be transmitted to the Registrar's Office after you click **"Submit"**