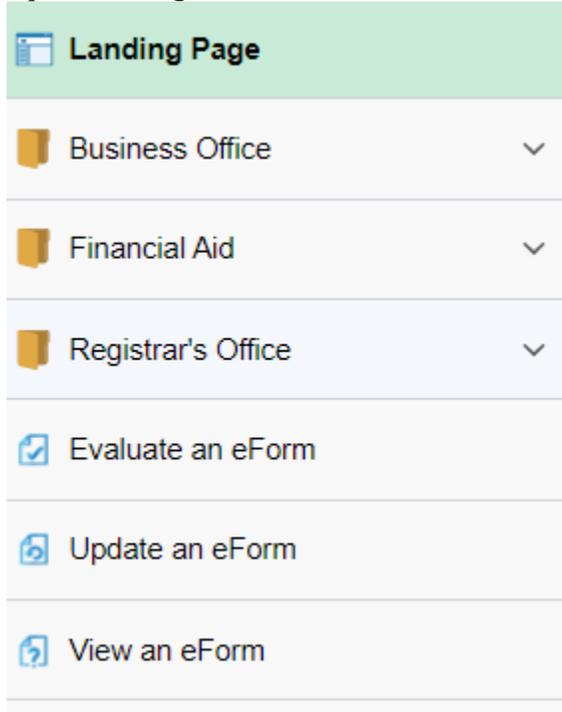


## How to Submit a Grade Change Form

1. Log in to Campus Connection.
2. Click the MiSU eForms tile.



3. Open the Registrar's Office folder in the menu on the left.



4. Click Admin-Grade Change.



5. Enter the Student Information: student EMPLID, Type of Change, Term, and New Grade.

## Student Information

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\*EMPLID

Student Name Beaver, Buckshot The

Student Email misu.registrar@minotstateu.edu

\*Type of Change  ▾

\*Term  ▾

\*New Grade  ▾

6. If you know the 4-digit class number, enter it. If not, click the magnifying glass to search for the class.

\*Class Nbr ▾

| 

- Open the Search Criteria by clicking the triangle to the left.  
▶ **Search Criteria**
- Delete the 0 in the Class Nbr field and use the only the Subject Area to search for the correct section.

▼ Search Criteria

Class Nbr (begins with)

Descr (begins with)

Subject Area (begins with)

Catalog Nbr (begins with)

Academic Progress Units (begins with)

Location Code (begins with)

Descr 3 (begins with)

c. Click the Search button.

► Search Criteria

▼ Search Results

44 rows

Class Nbr	Descr	Subject Area	Catalog Nbr	Academic Progress Units	Location Code	Descr 3
1420	Fundamentals of Management	BADM	301	3	MINOT	On Campus Face to Face
1421	Fundamentals of Management	BADM	301	3	MINOT	On Campus Face to Face
1422	Integrated Marketing Communica	BADM	324	3	WEB-BASED	Online Synchronous

d. Find the correct section and click on it.

*Class Nbr	Description	Subject Area	Catalog Nbr	Location Code	Instruction
1	<input type="text" value="1430"/> International Business	BADM	307	MINOT	On Campus Face to Face

7. Change the toggle to Yes on the Acknowledgement.

**Acknowledgement**

1  No I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.

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**Acknowledgement**

1  Yes I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.

8. Click the Submit button.