## Dear UM Students,

Thank you for joining us for spring semester 2023. We want to share some important final details.

# Grades will post to transcripts on or around Friday, May 19.

Your transcript will continue to display courses as "In Progress" until all final grading processes are complete. This includes GPA calculation, course repeats, and academic standing. Therefore, *prior to this date, grades are not final.* 

We know you are eager to receive your final grades and many of you need to order official transcripts. We hope the following information is useful and can help you plan according to your needs.

Warmly,

Office of the Registrar

# Final Grade Entry

All final grades are submitted via CyberBear. Instructors have been actively entering grades in CyberBear and will continue to do so. The vast majority of grades have been entered, though instructors can continue to make edits through tonight, May 17.

#### View Grades link

Grades are viewable in <u>CyberBear</u> in real time as your instructor submits them. Go to Student Services, then choose <u>View Grades</u> under Academic Records. Select the term and level. *Remember, these grades may not be final.* To see *final* grades, go to <u>View Unofficial Transcript</u> instead.

### **View Unofficial Transcript link**

Your final grades will post to your unofficial transcript in <u>CyberBear</u>. Go to Student Services, then choose <u>View Unofficial Transcript</u> under Academic Records.

#### Official Transcript Orders

If you need to order an official transcript, check out our <u>Transcripts & Verifications</u> <u>page</u> for step-by-step instructions. All official transcript orders are placed through our partner organization <u>National Student Clearinghouse</u>.

### Before you order an official transcript...

- 1. View or print your unofficial academic transcript in CyberBear
- 2. Determine if your final grades have been posted
- 3. If necessary, determine if your degree has been awarded
- 4. View any holds on your account. You will NOT be able to place an order if your account has an active hold.

#### **Late Session Courses**

While most classes have concluded, some continue past the deadline for grade submission. In this case, you will be assigned an "N" grade which indicates the coursework is ongoing. Once your instructor submits final grades to the Registrar's Office, each grade must be manually posted. Continue to monitor your academic transcript for your final grade.

# **Contacts for Questions About:**

- Your assigned grade: contact your instructor
- Grading policy and procedures: <a href="mailto:grading@umontana.edu">grading@umontana.edu</a>
- Transcript orders: transcripts@umontana.edu
- Course registration: <u>registration@umontana.edu</u> or (406)243-5600

# Office of the Registrar

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