

TEACHER PROCEDURES CONCURRENT ENROLLMENT SNOW COLLEGE

ENROLLING STUDENTS –Students should register for Concurrent Enrollment classes online. Online registration for classes is available from the date registration opens through the fifth day of classes. Following the fifth day of classes, enrollment must be done on a paper Add Form so that students obtain the instructor’s permission to join the class after it has begun. If students tell you they are not able to register online, by far the most common problem will be that they have not completed the online application process to be Snow College students and do not have a Badger ID Number.

Students will not be enrolled in ENGL 1010 or MATH 1050 until the high school confirms the student’s eligibility with their ACT score either in a transcript or score reporting form from ACT. (For MATH, minimum requirement to enroll is Math ACT of 23 or higher. An Accuplacer test can be taken to challenge a low ACT score, but cannot be taken instead of the ACT. For ENGL 1010, minimum requirement to enroll is English ACT of 17 or higher.)

Once all students have been enrolled into your class, teachers should make sure that they are correctly registered for the course by checking the class roll online. You can access the Badger Web System at any time to check your class roll, and you should definitely check it after all students have enrolled into classes. The sooner we have the class roll right, the fewer problems there will be for everyone.

TO FIND YOUR BADGER ID NUMBER:

1. From the Snow College homepage, www.snow.edu , hover your mouse over “Faculty/Staff” in the black bar near the top of the page.
2. Dropping down and left, select “Badger Web.”
3. Just above the boxes to enter your User ID and PIN, locate “If you forgot your Badger ID, click [HERE.](#)”
4. On the next page you will need to enter either your Social Security Number or Email Address along with your Birth Date.
5. Select “Submit” and the next page will show your Badger ID Number.
6. For PIN # problems, call 435-283-7141, -7142, -7143, -7145 or -7146.

TO VIEW or PRINT CLASS ROLLS:

1. After logging into the Badger Web System, select the gray "Faculty Services" tab near the top.
2. Select "Summary Class List"
3. Select the correct term from the drop down menu and click “Submit”
4. Select Class (Lists class and the appropriate CRN-Course Reference Number) and click “Submit”
5. You can view your class roll online, or you can select the student list, right-click, and select “Print”. Notice the current registration status shows by each student so you can see if they are currently registered or withdrawn, etc.
6. Notify Snow College if there is a student missing or there is a student listed who should not be registered in your class.

SUBMITTING FINAL GRADES – Final grades should be submitted within a week of finals.

1. After logging into the Badger Web System, select the gray "Faculty Services" tab near the top

2. Select "Final Grades"
3. Select Term and Submit
4. Select Class (Lists class and the appropriate CRN-Course Reference Number)
5. Grade Classes (Please do not put a last date of attendance)
6. **Click on "Submit" at the bottom of the page. If this step is missed, the classes are not graded.** There are many occasions when there is a second page to grade. Don't forget page two!
7. If you have another class to grade, select "CRN Selection" at the bottom of the page to allow you to select another class and it's appropriate CRN
8. After grading, please come back in to each class and verify that students have the proper grade and that every student has been graded. You must submit a grade for every student.
9. Once grades have been rolled in the Registrar's Office, you must submit a Grade Change card to change a grade. You will not be able to change grades online.

STUDENTS MAKING A PAYMENT OR CHECKING GRADES ONLINE:

Snow College does not mail grades to students. Grades may be accessed online by following these instructions. (For PIN # problems, call 435-283-7141, -7142, -7143, -7145 or -7146.)

1. Access Snow Home Page at www.snow.edu .
2. Hover your mouse over "Current Students" in the black bar near the top of the page.
3. Dropping down and right, select "Badger Web."
4. On the Badger Web Login page, enter your Badger ID and PIN. Click "Login."
5. On the Badger Web main page, click on "Student Services, Financial Aid & Payments."
6. On the "Student Services & Financial Aid" page, click on "Account Summary" to see what you owe, or click on "Student Records" to view your grades. (NOTE: If you owe Snow College money, you will have a Transcript Hold on your account meaning you cannot see or grades or have a transcript sent anywhere.)
7. Select "Final Grades" to look at only one term, or "Academic Transcript" to view all Snow College work.
8. Concurrent Enrollment grade records may be challenged up to six months after a student graduates from high school.

Colleges are subject to FERPA rules (Family Educational Rights and Privacy Act). FERPA Rights belong to the student at a post-secondary institution regardless of age. This means that the teacher/instructor is not allowed to discuss college grades with parents unless the student has signed a FERPA permission form.

TO CHANGE PIN:

1. Follow steps above to log in to the Badger Web System
2. Select "Personal Information"
3. Select "Change PIN" (Can now be a mixture of letters and numbers)

If you cannot remember your PIN, call the Snow College Registration Office (435-283-7141, -7142, -7143, -7145 or -7146). After verifying your identity, the Registration Office will reset it to your 6-digit birth date (MMDDYY) and then you will be forced to change the PIN the first time you access the Badger Web System.