

You can create an Incomplete Contract from your Class Roster or Grade Roster in Faculty Center.

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | Grade Roster

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My Schedule

Spring 2020 | CSU Long Beach [Change Term](#)

Select display option
 Show All Classes Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Class Permissions

My Teaching Schedule > Spring 2020 > CSU Long Beach

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	R/ST 302-01 (2415)	American Religious Diversity (Lecture)	38	TuTh 11:00AM - 12:15PM	LA1 Room 304	Jan 21, 2020-May 8, 2020
	R/ST 401-01 (6525)	Senior Sem: Study of Religion (Seminar)	6	TuTh 3:30PM - 4:45PM	LA2 Room 108	Jan 21, 2020-May 8, 2020
	R/ST 604-01 (10063)	Religion Contemporary World (Seminar)	4	Tu 7:00PM - 9:45PM	LA2 Room 108	Jan 21, 2020-May 8, 2020

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CLASS ROSTER

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My Schedule | **Class Roster** | Grade Roster

Class Roster [View FERPA Statement](#)

Spring 2020 | Regular Academic Session | CSU Long Beach | Undergraduate

R/ST 401 - 01 (6525) [Change Class](#)
 Senior Seminar: Theories and Methods in the Study of Religion (Seminar)

Days and Times	Room	Instructor	Dates
TuTh 3:30PM-4:45PM	LA2 Room 108	Bobby Beach	01/21/2020 - 05/08/2020

*Enrollment Status

Enrollment Capacity 20 Enrolled 6

Select display option
 Link to Photos Include photos in list [Class Permissions](#)

Enrolled Students

Notify	Photo	ID	Name	Graduation Candidate	Units	Program and Plan	Academic Level	Add Dt	Grade Dt	Incomplete Contract
<input type="checkbox"/>					3.00	Undergraduate Degree - Religious Studies BA	Senior	10/31/2019		Add
<input type="checkbox"/>				Y	3.00	Undergraduate Degree - Religious Studies BA	Senior	12/12/2019		Add
<input type="checkbox"/>					3.00	Undergraduate Degree - Religious Studies BA	Junior	01/10/2020		Add
<input type="checkbox"/>				Y	3.00	Undergraduate Degree - Religious Studies BA	Senior	11/06/2019		Add
<input type="checkbox"/>					3.00	Undergraduate Degree - Philosophy BA	Senior	11/04/2019		Add
<input type="checkbox"/>				Y	3.00	Undergraduate Degree - Religious Studies BA	Senior	11/03/2019		Add

[Select All](#) [Clear All](#)

[Notify Selected Students](#) [Notify All Students](#)

- Incomplete Contracts can be created at any point during a term when viewing your Class Roster.
- Click on the "Add" link in the Incomplete Contract column to create the contract.
- The Class Roster now includes a column to identify students who are candidates for graduation.

GRADE ROSTER

Faculty Center | Advisor Center | Search

My Schedule | Class Roster | **Grade Roster**

Grade Roster [View FERPA Statement](#)

Spring 2020 | Regular Academic Session | CSU Long Beach | Undergraduate

RST 401 - 01 (6525) [Change Class](#)
 Senior Seminar: Theories and Methods in the Study of Religion (Seminar)

Days and Times	Room	Instructor	Dates
TuTh 3:30PM-4:45PM	LA2 Room 108	Bobby Beach	01/21/2020 - 05/08/2020

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed [Save](#)

Student Grade	ID	Name	Roster Grade	Official Grade	Graduation Candidate	Academic Career	Last Date of Attendance	Incomplete Contract	Grading Basis
<input type="checkbox"/>	1	[REDACTED]	B			Undergraduate			Graded
<input type="checkbox"/>	2	[REDACTED]	B		Y	Undergraduate			Graded
<input type="checkbox"/>	3	[REDACTED]	WU			Undergraduate	03/31/2020	U	Graded
<input type="checkbox"/>	4	[REDACTED]	A		Y	Undergraduate			Graded
<input type="checkbox"/>	5	[REDACTED]	I			Undergraduate		Add	Graded
<input type="checkbox"/>	6	[REDACTED]	B		Y	Undergraduate			Graded

View All | [Print](#) | First | 1-6 of 6 | Last

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

▼ [-> Add this grade to selected students](#) [Save](#)

- When viewing your Grade Roster, the "Add" link will only appear in the Incomplete Contract column once you assign an "I" grade and save your grade roster. If you already created the Incomplete Contract in the Class Roster, you will see an "Update" link instead.
- The Grade Roster also includes a column to identify students who are candidates for graduation.