

END OF SEMESTER CHECKLIST

As we head closer to the end of the semester, please review the checklist items below. If you have any other questions that are not answered here, please reach out to one of the awesome Academic Affairs Program Assistants on the Fourth Floor in Malloy!

Please make sure that you are logged into myUSF to access some of these links

| Activity | Contact Person | Location | Email |
|----------------------------------|---|----------------|---|
| Submit a final copy of your exam | Send to somsubmission@usfca.edu | n/a | Questions - Robin Perez raperez4@usfca.edu |
| Enter Student Grades | Please see instructions here on how to enter grades: https://myusf.usfca.edu/sem/register/faculty-resources/faculty-grade-entry | Faculty Banner | Questions - Robin Perez rperez4@usfca.edu |
| Change of Grade | Log in to myUSF and click the Banner Self-Service (Faculty) app to find the Change of Grade form. | Faculty Banner | Questions - Robin Perez raperez4@usfca.edu |