



Please enter your grades as close to the end of term as possible to help us better accommodate students who are trying to register for classes.

1. Go to **TC Website**
2. Log in to **Cougar Tracks**
3. Choose **Faculty and Advisors**
4. **Final Grades**
5. Choose the term
6. Choose class and enter grades

Password & Username

Please contact the Academic Records Office immediately, if you are in need of a username and password.

Incomplete Grades

If you assign an **Incomplete**, you must submit an **Incomplete form**. Our policy is to require a student signature on ALL Incomplete forms. **You cannot assign an Incomplete in Banner. If you do not turn in the Incomplete form it will show that you are missing grades. The Incomplete form is due at the same time that your grades are due.**

Change of Grade

If you change a grade after we have rolled grades, then you will have to fill out a Change of Grade form. We are no longer requiring paper rosters; once grades are posted and submitted, you are finished with the grade process. We roll grades several times a day as it gets closer to the end of term.

Positive Attendance

If your class is a **Positive Attendance class**, then you still have to enter the hours attended. If your class is not gradable, the grade box has the word None, use the drop down box to change None to "UG". Make sure to click the submit button at the bottom of the page. Positive attendance hours are due at the same time that your grades are due.

W Grade (Withdrawal)

Please remember that a **"W" cannot be assigned on your final grade roster**. If a "W" does not already appear on your roster, the student did not drop the course; therefore, you are required to assign the grade the student has earned. There will be no exceptions. Please review page 22 of the current Taft College Catalog for further details.

FW Grades

Subsection (c) of section 55758 permits a district to provide for an "FW" grade to be used when a student is failing a course, due to non-attendance and/or non-participation, has failed to officially withdraw from the class and does not petition for withdrawal due to extenuating circumstances. However, there is an important difference between an "FW" and an ordinary "W." The "W" is designated as a "non-evaluative symbol" whereas the "FW" is a "grade."

Thank you in advance for your understanding and support. If you have any questions, please do not hesitate to call Academic Records at 661-763-7756. We are more than happy to assist you.