

RECORDS OFFICE ONLINE FORMS

The online Failure and Incomplete Report forms allow faculty to notify the Records Office electronically if a student receives a deficient, failure, or incomplete grade for the semester. (Note: Advisors and students are not copied.)

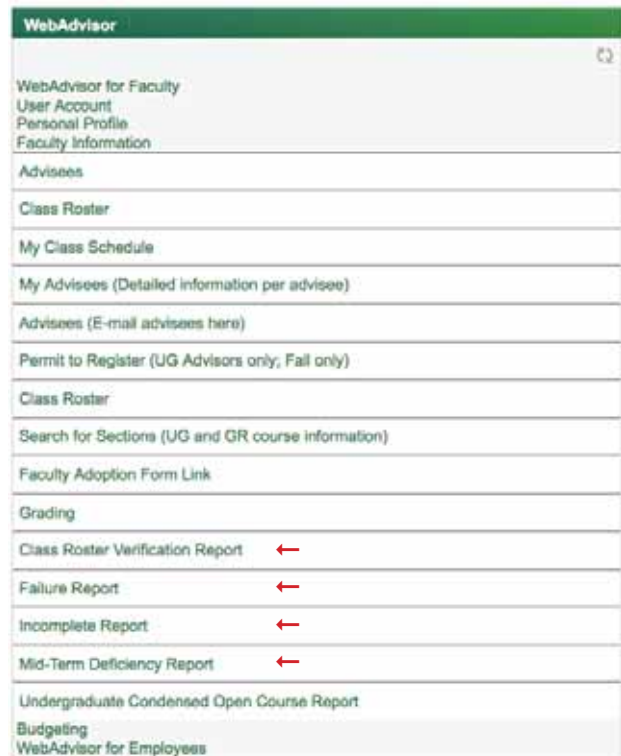
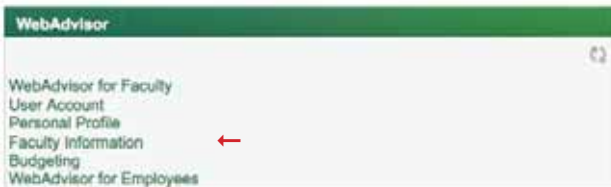
The online Class Roster Verification form allows faculty to notify Records electronically if students are attending and not registered **or** registered and not attending their classes.

Important

In order to access and submit eForms, please use one of the following web browsers: Internet Explorer, Firefox, or Safari. If you have questions or experience problems using the form(s), please contact the Records Office, 410-617-2263.

Instructions

1. Go to inside.loyola.edu and login.
2. Under WebAdvisor, click *WebAdvisor for Faculty > Faculty Information*, then the applicable *form link* (e.g., *Failure Report*). Depending on your browser preferences, the form will open in either a new window or a new tab.



3. To begin, click your cursor into the first field on the form.
4. Use the Tab key to move sequentially through the form, completing fields (or checking items) as needed.
 - Typing your name in the Signature field serves as your electronic signature.
 - Supplying your e-mail address allows you to receive a copy of the completed form.

5. Click Submit to send the form to Records or Reset to start over. (**Note:** The form will notify you if you leave a required field blank. SEMAIL = E-Mail Address.)
6. You will receive a confirmation message and a link for accessing a blank form. If finished, close this window.

Your form has been submitted. Thank you!
You will receive a copy via e-mail.

Click the form name to fill out another [Failure Report](#).
If finished, close this window or tab.