



Registrar's Office
100 Grant Street
De Pere, WI 54115-2099
Phone: (920) 403-3216
Fax: (920) 4034035
E-mail: registrar@snc.edu

GRADE MAILER REQUEST

The Registrar's Office does not mail paper grade mailers as a routine process. Students who require paper copies of grades for reimbursement or other purposes can print them from *KnightLine* (www.snc.edu/knightline) or can make a request through the Registrar's Office. Use this form to request your grades or click on the link from your grade report on KnightLine.

If you have not viewed your grades on the web before, use the following instructions:

- 1) Log in to the secure site at www.snc.edu/knightline by using your SNC ID and KnightLine Password.
- 2) Click on Student Services
- 3) Click on Student Records
- 4) Click on Final Grades
- 5) Select the appropriate **Term** to display your grades (the default value is the most recent term for which grades are available).
- 6) Print your grades
- 7) **LOG OUT** when you have reviewed and/or printed your grades in order to maintain the privacy of your record!

GRADES WILL BE SENT FOR THE MOST RECENTLY CONCLUDED SEMESTER ONLY.

Name: _____ Date: _____
(Print) Last First Middle/Maiden

SNC ID Number: _____

We will mail your grades to the permanent address on record. Please verify your permanent address by contacting our office at (920) 403-3216.

Signature (*required*): _____

Office Use Only Rec: _____ By: _____ Date Proc. _____ By: _____