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OFFICE OF THE REGISTRAR

September 9, 2025

Dear Faculty Members,

Kindly note that we will be introducing an upgraded **Faculty Self-Service** function on AUBSIS in October, which is designed to provide you with an improved and streamlined experience.

While core functionality will remain basically the same, there will be some changes to the look and feel of the interface. The most noticeable functional update will be to the **Grade Entry** screen, which you will use this fall to enter your course grades. Of note, the new version will include an option to upload grades directly via Excel.

No need to worry, though; a detailed user guide will be shared in October in advance of the upgrade.

Kind regards,

Office of the Registrar
