

How to Change the Grading Option for a Course

DURING THE ENROLLMENT PROCESS (see pages 4-6 for how to change your option once you're already enrolled):

STEP 1: From your Student Center click on My Academic Records

MY FRESNO STATE

Favorites | Main Menu > Student Self Service > Student Center

My Page | Workflow

Student Center

Click on each green arrow to expand the desired information.

- My Academic Records & Registration
- My Admissions and Program Applications
- My Finances (Financial Obligations and Financial Aid)
- My Personal Information

SEARCH FOR CLASSES

Important Info & Holds
None
details ▶

To Do List
None

Enrollment Dates
details ▶

Advisor
Program Advisor
None Assigned

STEP 2: Click on Class Search

MY FRESNO STATE

Favorites | Main Menu > Student Self Service > Student Center

My Page | Workflow

Deborah's Student Center

Click on each green arrow to expand the desired information.

- My Academic Records & Registration
 - Class Search
 - Class Wait List
 - Class Enrollment
 - Academic Advising
 - Enroll in CS Fully Online
 - My Grades
 - My Transcripts
 - Apply for Undergraduate Degree
 - View University Catalog
 - Degree Progress Report (DPR)
 - My Degree Plan

SEARCH FOR CLASSES

Important Info & Holds
details ▶

To Do List
None

Enrollment Dates
details ▶

Advisor
Program Advisor
None Assigned

Academic Deadlines

Fall 2019 Schedule	
Class	Schedule

other academic... [dropdown]

weekly schedule ▶

enrollment shopping cart ▶

How to Change the Grading Option for a Course

STEP 3: Enter the Search Criteria

MY FRESNO STATE

Favorites | Main Menu > Class Information > Class Search

go to ...

Search for Classes

Enter Search Criteria

Search for Classes

Institution: California State Univ Fresno
Term: Fall 2019

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: select subject ART Art
Catalog Number: contains 1
Class Type: Regular Academic Session
Career:
 Show Open Classes Only

Additional Search Criteria

Clear Search

STEP 4: Click "Select"

MY FRESNO STATE

Favorites | Main Menu > Student Self Service > Student Center > Class Search

My Page | Workflow

The following classes match your search criteria Course Subject: Art, Course Number contains '1', Show Open Classes Only: Yes, Session: Regular Academic Session

Open Closed Wait List

New Search

Modify Search

43 class section(s) found

ART 1 - Art Forms

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
						<input checked="" type="radio"/>	Select
ATTENTION: Immediate Access Available with this Class							
						<input checked="" type="radio"/>	Select
ATTENTION: Immediate Access Available with this Class							
						<input checked="" type="radio"/>	Select

How to Change the Grading Option for a Course

STEP 5: Select "Convert Letter to CR/NC Grading"

MY FRESNO STATE

Favorites | Main Menu > Student Self Service > Student Center > Class Search

My Page | Workflow

go to ...

Class Search | Class Wish List | Class Enrollment | Academic Info

Search for Classes

Add to Shopping Cart - Enrollment Preferences

Fall 2019 | Undergraduate

▲ NOTICE: Immediate Access Class

ART 1 - Art Forms Textbook Information

Class Preferences

ART 1-01 Lecture ● Open

Session Regular Academic Session


Career Undergraduate

Enrollment Information

- Breadth - Arts
- Immediate Access Available with this Class

Wait List Wait list if class is full

Permission Nbr

Grading 

Units

Requirement Designation D5A - Div 5 & C1 (Arts)

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date

NOTES

Class Notes (Class fee, \$5).
Satisfies a General Education requirement as specified in the 1999-2000 or later California State University, Fresno General Catalog.

Subject Notes Also see Art and Design, Art History, Graphic Design and Interior Design.
Student may be expected to purchase supplies and materials for use in the labs and activities

STEP 6: On the next screen, click on Finish Editing. You should see a Success message along with a green checkmark.

How to Change the Grading Option for a Course

AFTER YOU'RE ALREADY ENROLLED IN THE COURSE:

STEP 1: To change the Grading Option of a course after you have already enrolled in the course, navigate to the Class Search tool and click on the Class Enrollment menu.



Favorites Main Menu > Student Self Service > Student Center > Enrollment: Add Classes > Class Search

My Page

Workflow

go to ...

Class Search

Class Wish List

Class Enrollment

Academic Info

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Catalog Number

Class Type

Career

Show Open Classes Only

Additional Search Criteria

Clear

Search

Go to top

How to Change the Grading Option for a Course

STEP 2: Click on "Edit a Class"

MY FRESNO STATE

Favorites | Main Menu > Student Self Service > Student Center > Enrollment: Add Classes

My Page | Workflow

go to ...

Class Search | Class Wish List | **Class Enrollment** | Academic Info

My Class Schedule | **Add Classes** | Drop a Class | Swap Classes | **Edit a Class**

Add Classes

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Summer 2019	Undergraduate	California State Univ Fresno
<input type="radio"/> Fall 2019	Undergraduate	California State Univ Fresno

Continue

Go to top

STEP 3: Select the class you would like to edit from the drop-down menu. Then click proceed to step 2 of 3.

MY FRESNO STATE

Favorites | Main Menu > Student Self Service > Student Center > Enrollment: Add Classes > Enrollment: Edit a Class

My Page | Workflow

go to ...

Class Search | Class Wish List | **Class Enrollment** | Academic Info

My Class Schedule | Add Classes | Drop a Class | Swap Classes | **Edit a Class**

Edit Class Enrollment Options

1. Select a class to edit

Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

Fall 2019 | Undergraduate Change Term

Classes you are allowed to edit

Select from your schedule

Proceed to Step 2 of 3

My Fall 2019 Class Schedule

Go to top

How to Change the Grading Option for a Course

STEP 4: Select "Convert Letter to CR/NC Grading"

MY FRESNO STATE

Favorites Main Menu > Student Self Service > Student Center > Class Search

My Page Workflow

go to ...

Class Search Class Wish List Class Enrollment Academic Info

Search for Classes

Add to Shopping Cart - Enrollment Preferences

Fall 2019 | Undergraduate

NOTICE: Immediate Access Class

ART 1 - Art Forms [Textbook Information](#)

Class Preferences

ART 1-01 Lecture ● Open

Session Regular Academic Session


Career Undergraduate

Enrollment Information

- Breadth - Arts
- Immediate Access Available with this Class

Wait List Wait list if class is full

Permission Nbr

Grading 

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Requirement Designation D5A - Div 5 & C1 (Arts)

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date

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