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

Click on each green arrow to expand the desired information.

STEP 2: Click on Class Search

Click on each green arrow to expand the desired information.
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STEP 3: Enter the Search Criteria

STEP 4: Click “Select”
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STEP 5: Select “Convert Letter to CR/NC Grading”

STEP 6: On the next screen, click on Finish Editing. You should see a Success message along with a green checkmark.
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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.
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STEP 2: Click on “Edit a Class”

STEP 3: Select the class you would like to edit from the drop-down menu. Then click proceed to step 2 of 3.
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STEP 4: Select “Convert Letter to CR/NC Grading”

STEP 5: On the next screen, click on Finish Editing. You should see a Success message along with a green checkmark.