Change of Grade Scale Guide

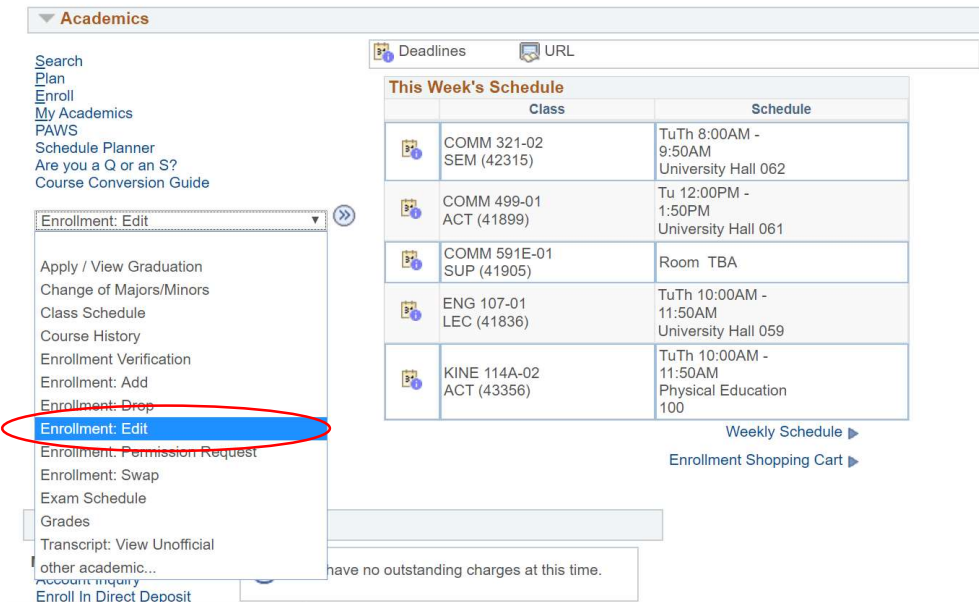# Using <u>Enrollment: Edit</u>

From your myCoyote Student Center, navigate to "Enrollment: Edit".

The Enrollment: Edit request can be accessed from either the mobile version Student Center (Step 1A) or from the "View Full Site" Student Center (Step 1B).

Step 1A: **At the Student Center page, select the "Menu" Icon. Then proceed to Step 2.**

Step 1B: **From the "View Full Site" Student Center (View Full Site), select the "Enrollment: Edit" link from the "Other Academic…" drop-down menu. Then select the "Go" icon. Proceed to Step 3.**

Step 2: **A drop-down menu will appear, select the "Enrollment: Edit" link.**

Academics		✖
Apply / View Graduation	Change of Majors/Minors	
Class Schedule	Course History	
Enrollment Verification	Enrollment: Add	
Enrollment: Drop	Enrollment: Edit	
Enrollment: Permission Request	Enrollment: Swap	
Exam Schedule	Grades	
Transcript: View Unofficial		

Step 3: **Select a term. Then select "Continue".**

Edit Class Enrollment Options   1 — 2 — 3

Select Term

Select a term then select Continue.

	Term	Career	Institution
○	Summer 2016	Undergraduate	CSU San Bernardino
○	Fall 2016	Undergraduate	CSU San Bernardino
○	Winter 2017	Undergraduate	CSU San Bernardino
○	Spring 2017	Undergraduate	CSU San Bernardino
○	Summer 2017	Undergraduate	CSU San Bernardino
○	Fall 2017	Undergraduate	CSU San Bernardino
○	Winter 2018	Undergraduate	CSU San Bernardino
○	Spring 2018	Undergraduate	CSU San Bernardino
○	Summer 2018	Undergraduate	CSU San Bernardino
○	Fall 2018	Undergraduate	CSU San Bernardino
○	Winter 2019	Undergraduate	CSU San Bernardino
○	Spring 2019	Undergraduate	CSU San Bernardino
○	Summer 2019	Undergraduate	CSU San Bernardino
○	Fall 2019	Undergraduate	CSU San Bernardino
○	Winter 2020	Undergraduate	CSU San Bernardino
◉	Spring 2020	Undergraduate	CSU San Bernardino

Continue

Step 4: **Select an eligible course to change the Grade Scale. Then select "Proceed to Step 2 of 3".**

Note: Courses with a Grading Basis of Credit/No Credit are not eligible to Change Grading Scale.

Edit Class Enrollment Options _____ `1`—`2`—`3`

1. Select a class to edit

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

Spring 2020 | Undergraduate | CSU San Bernardino   Change Term

Classes you are allowed to edit

Select from your schedule KINE 114A: BODY CONDITIONING   ▼

Proceed to Step 2 of 3

▶ **My Spring 2020 Class Schedule**

Step 5: **Select the intended Grade Scale. Please reference the Grade Scale options on pages 6 & 7 of this guide. Then select "Next".**

1. Select a class to edit - Enrollment Preferences

Spring 2020 | Undergraduate | CSU San Bernardino
COMM 321 - MEDIA & CULTURE

Class Preferences

COMM 321-02   Seminar   ⬤ Open   Grading Graded   ▼
                                                        Units   A through C-/No Credit Option
    Session Regular Academic Session   Credit / No Credit Option
    Career   Undergraduate   Graded

Enrollment Information

• Prerequisite: COMM 320

                                                Previous   Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Seminar	TuTh 8:00AM - 9:50AM	University Hall 062	Ariana Cano	03/28/2020 - 06/08/2020

Step 6: **Confirm the change under New Value. Then select "Finish Editing".**

Edit Class Enrollment Options [1]—[2]—[3]

Select Finish Editing to process your edit request. To exit without making changes to this class, select Cancel.

Spring 2020 | Undergraduate | CSU San Bernardino

Class Attribute	Original Value	New Value
Grade Option	Graded	Credit / No Credit Option (GRD)

Cancel   Finish Editing

Step 7: **Review the status of your request. To confirm the change, view your class schedule by selecting "My Class Schedule".**

Edit Class Enrollment Options [1]—[2]—[3]

View the results of your enrollment request. Select fix errors to try and correct the problems listed.

Spring 2020 | Undergraduate | CSU San Bernardino

✔ Success: Class updated   ✖ Error: Unable to update class

Class	Message	Status
COMM 321	**Success:** This class has been updated.	✔

My Class Schedule

Grade Scale Options (Undergraduate)

Please review the Grade Scale Option that corresponds with the class for which you wish to make a Grade Scale change.

Graded Grade Scale Options for Undergraduates

Graded (Grade assigned by instructor)	ABC-/No Credit Option (Converted grade)	Credit/No Credit Option (Converted grade)
A	A	CR
A-	A-	CR
B+	B+	CR
B	B	CR
B-	B-	CR
C+	C+	CR
C	C	CR
C-	C-	CR
D+	NC	NC
D	NC	NC
D-	NC	NC
*F	NC	NC

*Grades of "F" for the Graded Grade Scale will automatically be converted to "NC" for undergraduates. A Change in Grade Scale request is not required.

ABC-/No Credit Grade Scale Options for Undergraduates

ABC-/No Credit Option (Grade assigned by instructor)	Credit/No Credit Option (Converted grade)
A	CR
A-	CR
B+	CR
B	CR
B-	CR
C+	CR
C	CR
C-	CR
NC	NC

ABC/No Credit Grade Scale Options for Undergraduates

ABC/No Credit Option (Grade assigned by instructor)	Credit/No Credit Option (Converted grade)
A	CR
A-	CR
B+	CR
B	CR
B-	CR
C+	CR
C	CR
NC	NC

Grade Scale Options (Postbaccalaureate)

Please review the Grade Scale Option that corresponds with the class for which you wish to make a Grade Scale change.

Graded Grade Scale Options for Postbaccalaureates

Graded (Grade assigned by instructor)	ABC-/No Credit Option (Converted grade)	Credit/No Credit Option (Converted grade)
A	A	CR
A-	A-	CR
B+	B+	CR
B	B	CR
B-	B-	CR
C+	NC	NC
C	NC	NC
C-	NC	NC
*D+	NC	NC
*D	NC	NC
*D-	NC	NC
*F	NC	NC

*Grades of "D+, D, D- and F" for the Graded Grade Scale will automatically be converted to "NC". A Change in Grade Scale request is not required.

ABC-/No Credit Grade Scale Options for Postbaccalaureates

ABC-/No Credit Option (Grade assigned by instructor)	Credit/No Credit Option (Converted grade)
A	CR
A-	CR
B+	CR
B	CR
B-	CR
C+	NC
C	NC
C-	NC
NC	NC

ABC/No Credit Options for Postbaccalaureates

ABC/No Credit Option (Grade assigned by instructor)	Credit/No Credit Option (Converted grade)
A	CR
A-	CR
B+	CR
B	CR
B-	CR
C+	NC
C	NC
NC	NC