# Enrollment: Edit (Change of Grade Scale) "How To" Guide

Before submitting a Change of Grade Scale, visit the <u>Office of The Registrar</u> webpage to review the **Spring 2020 Grading Policy Changes.** 



### Spring 2020 Grading Policy Changes



## To initiate a Change of Grade Scale, 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.

## Proceed to Step 2.

ademics		
<ol> <li>You are not enrolled in classes.</li> </ol>	Search	>
	Plan	>
Enrollment Shopping Cart	Enroll	>
	My Academics	>
	PAWS	>
	Schedule Planner	>
	Are you a Q or an S?	>
	Course Conversion Guide	>

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.

Academics					
Search	Dead	dlines 🛛 😡 URL			
<u>P</u> lan	This	Neek's Schedule			
Enroll	Class Schedule				
PAWS			TuTh 8:00AM		
Schedule Planner	1	COMM 321-02	9:50AM		
Are you a Q or an S?		SEM (42315)	University Hall 062		
Course Conversion Guide			Tu 12:00PM -		
		COMM 499-01	1:50PM		
Enroliment: Edit		ACT (41699)	University Hall 061		
	1	COMM 591E-01	Poom TRA		
Apply / View Graduation	E0	SUP (41905)	ROOM TBA		
Change of Majors/Minors		ENG 107 01	TuTh 10:00AM -		
Class Schedule	30	LEC (41836)	11:50AM		
Course History			University Hall 059		
Enrollment Verification			TuTh 10:00AM -		
Enrollment: Add	3	KINE 114A-02	11:50AM		
Enrollment: Drop		ACT (43330)	100		
Enrollment: Edit			Weekly Schedule		
Enrollment: Permission Request			Enrollment Shopping Cart		
Enrollment: Swap			Line internet on opping out p		
Exam Schedule					
Grades					
Transcript: View Unofficial					
other academic	have no outstar	iding charges at this time.			
Eproll In Direct Deposit					
Enroll in Direct Deposit					

# 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		

1-2-3

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

#### Edit Class Enrollment Options

## 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			

# 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
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 CONDITION	ONING
	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".

ass Pref	erences				
COMM 321 Se Ca	-02 Se ssion Regular A areer Undergrad	eminar Open cademic Session duate		Grading Grade Units A thro Credit Grade	ed ▼ ugh C-/No Credit Option t / No Credit Option ed
Enrollmen	t Information				
• Pre	requisite: COMM	320			
				Previous	Next
Section	Component	Days & Times	Room	Instructor	Start/End Date
			11 1 11 11 000		00/00/0000 00/00/0000

#### 1. Select a class to edit - Enrollment Preferences

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

Edit Class Enrollment	Options			1-2-3
Select Finish Editing select Cancel. Spring 2020   Undergradu	to process your edit request. ate   CSU San Bernardino	To exit without	making chan	nges to this class,
Class Attribute	Original Va	lue		New Value
Grade Option	Graded		Credit / N	o 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 Enrollmer	Options	]—]3
View the results of listed. Spring 2020   Undergrad	our enrollment request. Select fix errors to try and correct the problems uate   CSU San Bernardino	
Success: Class	pdated X Error: Unable to update class	
Class	Message Status	
COMM 321	Success: This class has been updated.	
	My Class Schedule	

Note: The Enrollment: Edit (Change of Grade Scale) will be available for Spring 2020 through June 8, 2020.

### **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 assigned by instructor)	ABC-/No Credit Option (Converted grade)	Credit/No Credit Option (Converted grade)
А	А	CR
A-	A-	CR
В+	B+	CR
В	В	CR
В-	В-	CR
C+	C+	CR
С	С	CR
C-	C-	CR
D+	NC	NC
D	NC	NC
D-	NC	NC
*F	NC	NC

Graded	Grade	Scale	Ontions	for I	Inderg	raduates
Ulaueu	Ulaue	Juaie	Options	101 1	Underg	lauuales

\*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	Credit/No Credit Option
(Grade assigned by instructor)	(Converted grade)
A	CR
A-	CR
B+	CR
В	CR
В-	CR
C+	CR
С	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)
А	CR
A-	CR
В+	CR
В	CR
В-	CR
C+	CR
С	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	ABC-/No Credit Option	Credit/No Credit Option
(Grade assigned by instructor)	(converted grade)	(Converted grade)
A	А	CR
A-	A-	CR
В+	B+	CR
В	В	CR
В-	В-	CR
C+	NC	NC
С	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	Credit/No Credit Option
(Grade assigned by instructor)	(Converted grade)
А	CR
A-	CR
В+	CR
В	CR
В-	CR
C+	NC
С	NC
C-	NC
NC	NC

#### ABC/No Credit Options for Postbaccalaureates

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