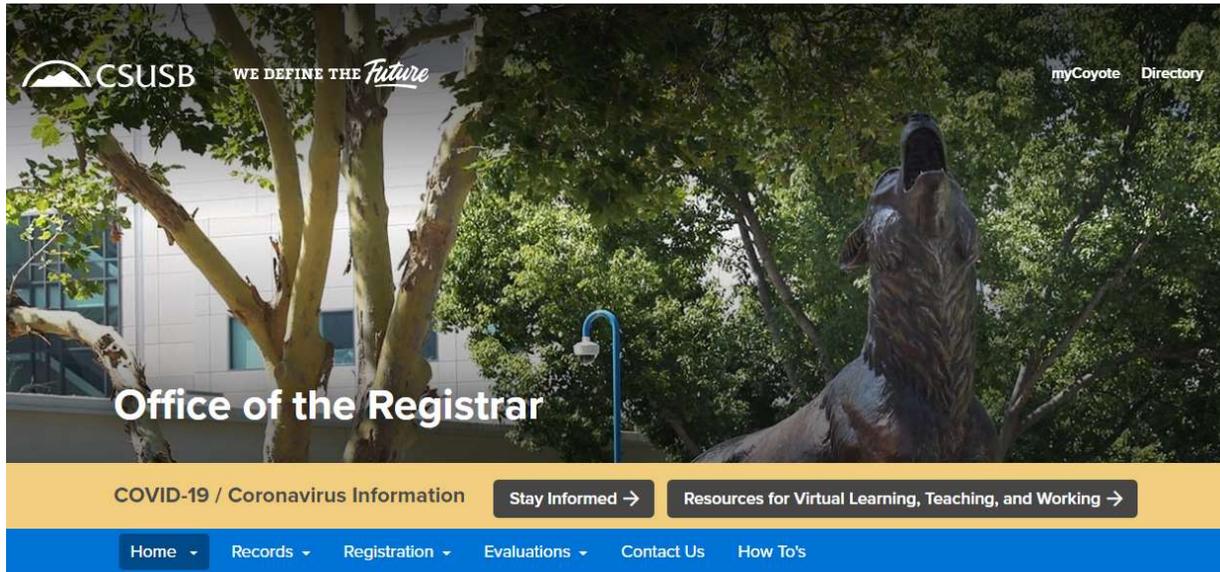# Enrollment: Edit (Change of Grade Scale) "How To" Guide

Before submitting a Change of Grade Scale, visit the Office of The Registrar webpage to review the **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).
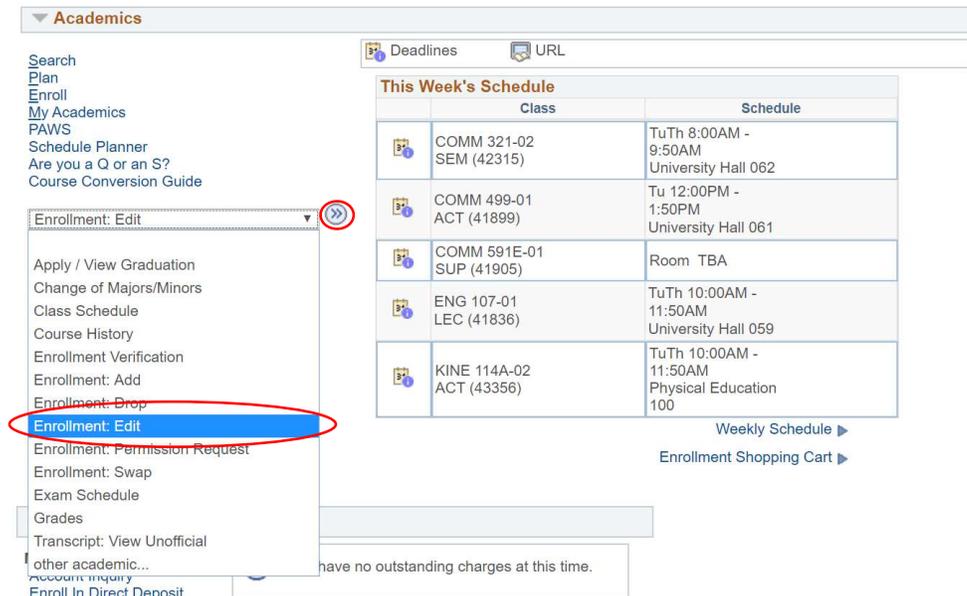
Step 1A: At the Student Center page, select the "Menu" Icon.

Proceed to Step 2.

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

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 ▼]

Session   Regular Academic Session   Units   A through C-/No Credit Option

Career   Undergraduate   **Credit / No Credit Option**

Enrollment Information   Graded

• 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

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

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

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 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