Winter 2021 Pass/No Pass (P/NP) Guidance
Steps for Pass or No Pass (P/NP)

**Step 1:** Sign in to your **Student Portal** and locate current **Student Self-Service** and **Select Change Grading Option**.

**Step 2-5:** **Identify** and **Select** which **Term** and **Class** you would like to apply the Pass or No Pass (P/NP) to.

**Step 6:** **Select “Standard Letter Grade.”** Only certain classes are applicable for Pass or No Pass (P/NP). If **“Standard Letter Grade” in the Grade Option column is highlighted, then it is available to change.**

**Step 7-8:** **Confirm** Pass or No Pass (P/NP) by selecting the dropdown option.

**Step 9:** **Submit** Changes. Confirmation is given at end and page is refreshed to have this update.
Steps for Pass or No Pass (P/NP)

1. Login to your Student Portal.
2. Select Student.

*Your Student Portal will display.
3. You may need to scroll down to be able to view ‘Student Self-Service’

4. Select ‘Change Class Grading Option’

5. Select the applicable Term and click Submit.
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6. Select class* you are requesting for Pass or No Pass (P/NP) under Grade Option.

*If the Grade Option listed for the specific CRN is hyperlinked, then that course has the optional Pass/No Pass (P/NP) grade mode. If it is not hyperlinked, then the Grade Option listed is the only option available for that course.
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7. **Confirm** Pass or No Pass (P/ NP) for selected class.

8. **Submit** Changes.

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The status will now update with Pass or No Pass (P/NP) for the selected class under Grade Option.