Student Self-Service: Changing a Class Grading Option (letter grade or pass/no pass)

1. Log in to your Student Center on my.chapman.edu. In the Academics dropdown menu, select Enrollment: Edit.

2. Select the course you want to edit. Only courses that are allowed to be edited will display in the drop down menu. Then click Proceed to step 2 of 3 to continue.
3. To change the grade option from letter grade to pass/no pass or vice versa, use the Grading box. Then click Next to continue.

4. Your requested changes will display. You must click Finish Editing for the changes to be processed.
5. A confirmation will display letting you know if it was successful or if an error occurred. If you encounter an error, contact registrar@chapman.edu from your Chapman email.

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

Spring 2020 | Undergraduate | Chapman University

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKTG 406</td>
<td>Success: This class has been updated.</td>
<td>✔</td>
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</table>

My Class Schedule