

CHANGE GRADING OPTIONS

If you have registered for a course which allows you to select either the standard letter grading option P/NP, on your current schedule in WebSTAR on the *Add/Drop Classes* screen “Standard Letter” will be underlined in the Grade Mode column. If you wish to change to P/NP grading, click on the underlined word. You will be taken to the *Change Class Options* screen. A drop-down box will appear in the Grade Mode box under the course. Click on the arrow in the drop-down box and select Pass/No Pass. You may also get to this screen by selecting *Student Services & Financial Aid, Registration, Change Class Options*

All changes in grading options for full-term courses must be done no later than **Saturday, September 3**. The deadline for short-term courses is the same deadline as to register for the class. Contact the Admissions and Records Office for a specific course deadline.

CHANGE VARIABLE UNITS

Some courses may be taken for an optional number of units, with a specific number of hours of participation required to earn the number of units for which you are registered. An example is WE 210, General Work Experience. If you have registered for a variable unit course, on your current schedule on the *Add/Drop Classes* screen the number of units under the *Cred* column will be underlined. If you wish to change the number of units, click on the underlined units. You will be taken to the *Change Class Options* screen. A box will appear around the units under the course. Input the number of units you wish to change to in the box. You may also get to this screen by selecting *Student Services & Financial Aid, Registration, Change Class Options*.

If you are uncertain how many units you wish when you register, you should select the smallest number of units. If you register for more units than you are able to complete required hours, you will receive a grade of NP. After meeting with the instructor, you may change the number of units. **The deadline to change is the same deadline as to register for the class.**