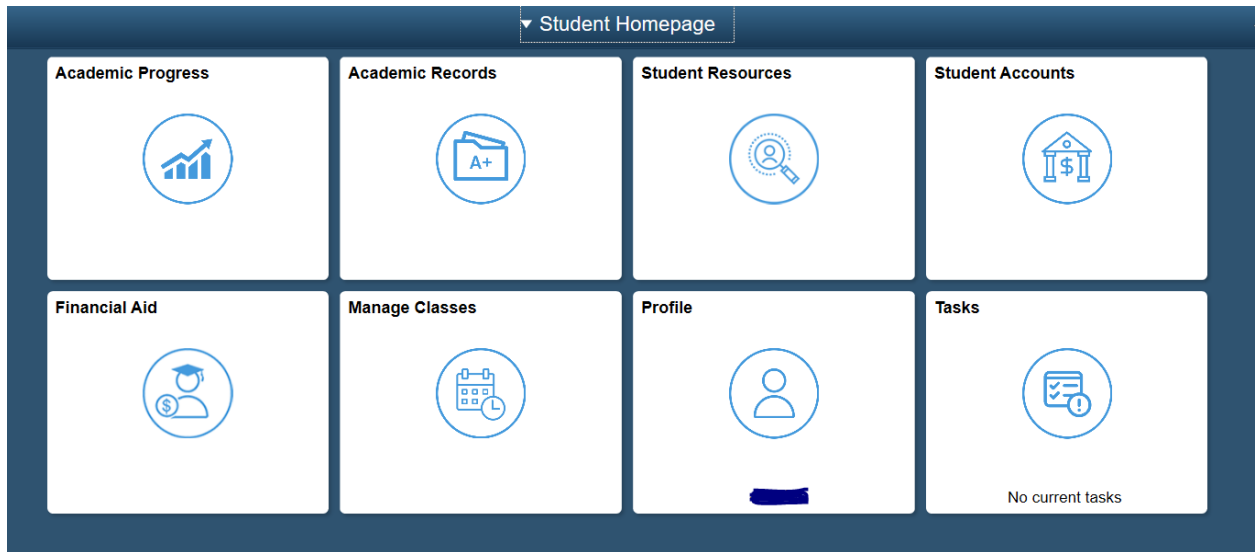
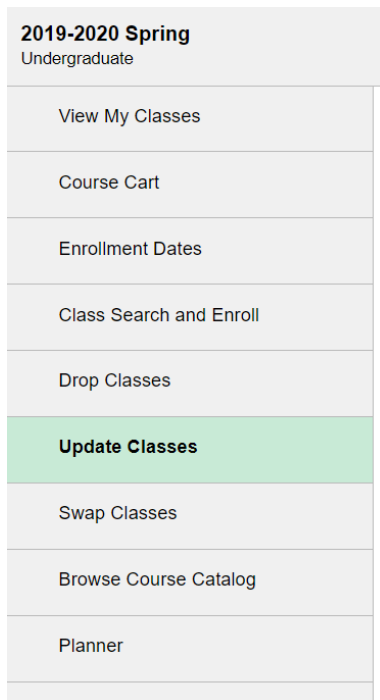


To change the grading basis for a class, follow these six steps. Please note that you must change the grading basis for each class separately.

**1. From the STUDENT HOMEPAGE, click on the “Manage Classes” Tile.**



**2. From Manage Classes select “Update Classes”.**



### 3. From “Update Classes” select the Term.

View My Classes	2019-2020 Spring Undergraduate
Course Cart	2019-2020 Summer Undergraduate
Enrollment Dates	
Class Search and Enroll	
Drop Classes	
<b>Update Classes</b>	
Swap Classes	
Browse Course Catalog	
Planner	

### 4. Select the course for which you would like to change the grading basis, and then click on the > to proceed.

2019-2020 Spring Undergraduate																															
View My Classes	<p><b>Choose classes to update</b></p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days and Times</th> <th>Units</th> <th>Status</th> <th></th> </tr> </thead> <tbody> <tr> <td><a href="#">Component LEC - Section 302 - Class Nbr 34158</a></td> <td>ECO 106 PRINCIPLES MACROECONOMICS</td> <td>Monday Wednesday 11:20AM to 12:50PM</td> <td>4.00</td> <td>Enrolled</td> <td>&gt;</td> </tr> <tr> <td><a href="#">Component LEC - Section 301 - Class Nbr 35048</a></td> <td>HON 100 RHETORIC AND CRITICAL INQUIRY</td> <td>Monday Wednesday 9:40AM to 11:10AM</td> <td>4.00</td> <td>Enrolled</td> <td>&gt;</td> </tr> <tr> <td><a href="#">Component LEC - Section 602 - Class Nbr 33573</a></td> <td>MAT 135 BUSINESS CALCULUS I</td> <td>Tuesday Thursday 10:10AM to 11:40AM</td> <td>4.00</td> <td>Enrolled</td> <td>&gt;</td> </tr> <tr> <td><a href="#">Component LEC - Section 303 - Class Nbr 34715</a></td> <td>SPN 103 BASIC SPANISH III</td> <td>Tuesday Thursday 8:00AM to 9:30AM</td> <td>4.00</td> <td>Enrolled</td> <td>&gt;</td> </tr> </tbody> </table>	Class	Description	Days and Times	Units	Status		<a href="#">Component LEC - Section 302 - Class Nbr 34158</a>	ECO 106 PRINCIPLES MACROECONOMICS	Monday Wednesday 11:20AM to 12:50PM	4.00	Enrolled	>	<a href="#">Component LEC - Section 301 - Class Nbr 35048</a>	HON 100 RHETORIC AND CRITICAL INQUIRY	Monday Wednesday 9:40AM to 11:10AM	4.00	Enrolled	>	<a href="#">Component LEC - Section 602 - Class Nbr 33573</a>	MAT 135 BUSINESS CALCULUS I	Tuesday Thursday 10:10AM to 11:40AM	4.00	Enrolled	>	<a href="#">Component LEC - Section 303 - Class Nbr 34715</a>	SPN 103 BASIC SPANISH III	Tuesday Thursday 8:00AM to 9:30AM	4.00	Enrolled	>
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5. Click on the  drop down bar to change the Grading Basis from ABC/NC to PASS/D/Fail and “Accept”.

2019-2020 Spring  
Undergraduate  
DePaul University

**1** Class Preferences  
In Progress

**2** Review and Submit  
Not Started

**Step 1 of 2: Class Preferences** Accept

**MAT 135 BUSINESS CALCULUS I**  
Component LEC - Section 602 - Class Nbr 33573 - Op  
Grading Basis

ABC/NC Grading

Units  
4.00

Requirement Designation - Scientific Inquiry: Non-lab

2019-2020 Summer  
Undergraduate  
DePaul University

**1** Class Preferences  
In Progress

**2** Review and Submit  
Not Started

**Step 1 of 2: Class Preferences** Accept

**ACC 101 INTRODUCTION TO ACCOUNTING I**  
Component LEC - Section 240 - Class Nbr 40907 - Op  
Grading Basis

Pass/D/Fail

Units  
4.00

## 6. Verify the changes, click “Submit” & “Yes”.

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2019-2020 Spring  
Undergraduate  
DePaul University

1 Class Preferences  
Complete

2 Review and Submit  
Visited

Step 2 of 2: Review and Submit

MAT 135 BUSINESS CALCULUS I  
Class Preferences

Permission Number	None
Grading Basis	Pass/Not Pass
Units	4.00
Take Requirement Designation - Scientific Inquiry: Non-lab	Yes

Submit

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2019-2020 Spring  
Undergraduate  
DePaul University

1 Class Preferences  
Complete

2 Review and Submit  
Visited

Step 2 of 2: Review and Submit

MAT 135 BUSINESS CALCULUS I  
Class Preferences

Permission Number	None
Grading Basis	Pass/Not Pass
Units	4.00
Take Requirement Designation - Scientific Inquiry: Non-lab	Yes

Submit

Are you sure you want to submit?

✔ MAT 135 - BUSINESS CALCULUS I  
Selected class has been updated.

You may also verify the grading basis update under “View My Classes”