How to Update a Course from “Graded” to “Pass/No Pass”
Log-in to your My.IllinoisState.edu Student Portal. Click on “Student Service Center”.

The new My.IllinoisState

All the features you love with a new look. This is just the start of the new My.IllinoisState. We want to hear what you think so we can continue to improve functionality.

Give Feedback
Click on “Course Registration”.
1. Click on “Update Classes”.
2. Choose the class(es) to update.

Choose classes to update

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days and Times</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - Section 006</td>
<td>BUS 100 Enterprise</td>
<td>Tuesday Thursday 8:00AM to 9:15AM</td>
<td>3.00</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Lecture - Section 039</td>
<td>ENG 101 Comp As Critical Inq</td>
<td>Monday Wednesday Friday 1:00PM to 1:50PM</td>
<td>3.00</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Lecture - Section 004</td>
<td>HIS 136 Hist U S Since 1865</td>
<td>Monday Wednesday Friday 10:00AM to 10:50AM</td>
<td>3.00</td>
<td>Enrolled</td>
</tr>
<tr>
<td>Lecture - Section 005</td>
<td>MAT 145 Calculus I</td>
<td>Monday Wednesday Thursday Friday 11:00AM to 11:50AM</td>
<td>4.00</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>
Step 1: Review Class Preferences

1. Adjust grading basis using the drop-down menu if permitted per catalog.
2. Click “Accept”.

Spring 2020 Pass/No Pass Option:

Due to Covid-19, Illinois State University has adjusted the policy for adding the Pass/No Pass option for the Spring 2020 semester.

After the Spring 2020 semester, the Pass/No Pass policy will revert back to the catalog policy listed on the Office of the University Registrars website.

What Do Passing/Not Passing (P/NP) Grades Mean?
The grading scale for a course would switch from A-F to a Pass/No Pass.

- An Undergraduate Student will receive a P (Pass) if they earn a grade of C or better in the course and a NP (No Pass) if they earn a grade of D or F.

- A Graduate Student will receive a P (Pass) if they earn a grade of B or better in the course and a NP (No Pass) if they earn a grade of C, D, or F.

Still uncertain about changing your course from Graded to Pass/No Pass?

- Please reference the Office of the University Registrar’s – Frequently Asked Questions (FAQ) page providing more information related to the Pass/No Pass Option for students.
Step 2: Review and Submit

1. Click “Submit”.

2. Select “Yes” and confirm when prompted with a pop-up message.

(Note: At any point during the 3-steps, users may use “Previous” to move to the prior step or “Exit” to return to Class Search.)
**Confirmation or Error Screen:**
An Error or Confirmation screen will appear following each enrollment action: Enrolling, Dropping, Updating, and Swapping.

**Error Message**
Selected class has been updated.

**Confirmation Message**
Selected class has been updated.

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**Important Deadline: Spring 2020 Pass/No Pass Option:**
The deadline to put a course(s) on the P/NP grading option will be **Monday, May 4th at 8:00 a.m.**

Once spring 2020 grades post, students will be allowed to change the decision from a letter grade to a Pass/No Pass or from Pass/No Pass to a letter grade from **Thursday, May 14th through Monday, May 18th by 8:00a.m.** with final decisions to the Office of the University Registrar.

Please reference the **Office of the University Registrar’s – Frequently Asked Questions (FAQ)** page providing more information related to the Pass/No Pass Option for students.