How To Change Your Grade Option from Letter Grade to Credit/No Credit option

This process will allow you to change your grading option from a letter grade to the credit/no credit option for Spring 2020. Please consult with your program or academic advisor for guidance.

Open your browser and go to myCI Webpage or connect through the CSUCI Website and click on the myCI icon.

On the sign-in page:
1. Enter your Dolphin Name (Example: Ekho.Dolphin202)
2. Enter your Dolphin Password
3. Click on "Sign in" to log in.

Both Name and Password are case sensitive.

Once you are logged into myCI, click on CI Records.

In your Student Center, navigate to the Academics section and select Enroll.

On the Enroll tab, select Edit

1. Select a class to edit
2. Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

Spring 2020 | Undergraduate | Channel Islands
Classes you are allowed to edit

Proceed to Step 2 of 3
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Select a class to edit from the dropdown.

Click on Proceed to Step 2 of 3 to proceed to the Class Preference step.

In Class Preference, select the Graded or Credit/No Credit grading option from the Dropdown.

Click Next.

Confirm your grading option and click Finish Editing.
Your enrollment update results will appear for the class selected.

- A **Green Checkmark** means the class was successfully updated.

- A **Red X** means the class was unable to be updated.

![Enrollment Update Results](image)

**Message:** When graded, the addition of this course may exceed the total units allowed for repeated courses. Verify that the class will apply toward your course of study.