

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

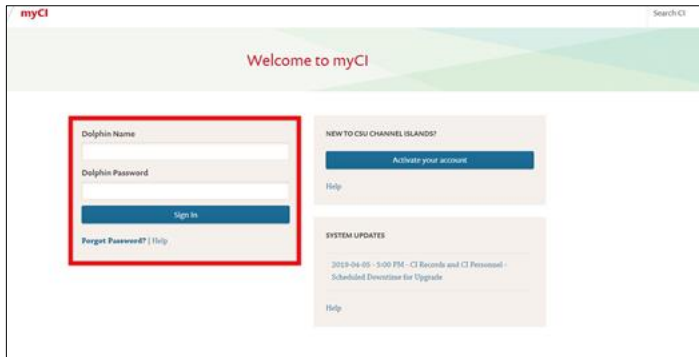
This process will allow you to change your grading option from a letter grade to the credit/no credit option for Spring 2020. Please consult with your program or academic advisor for guidance.

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:

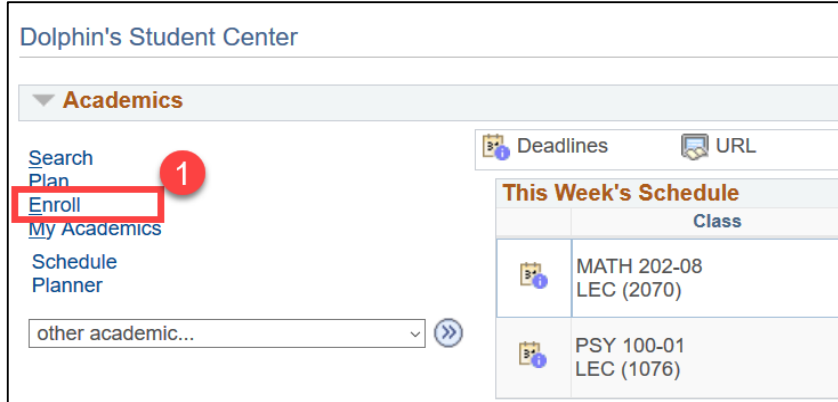
1. Enter your Dolphin Name (Example: Ekho.Dolphin202)
2. Enter your Dolphin Password
3. Click on "Sign in" to log in.

Both Name and Password are case sensitive.



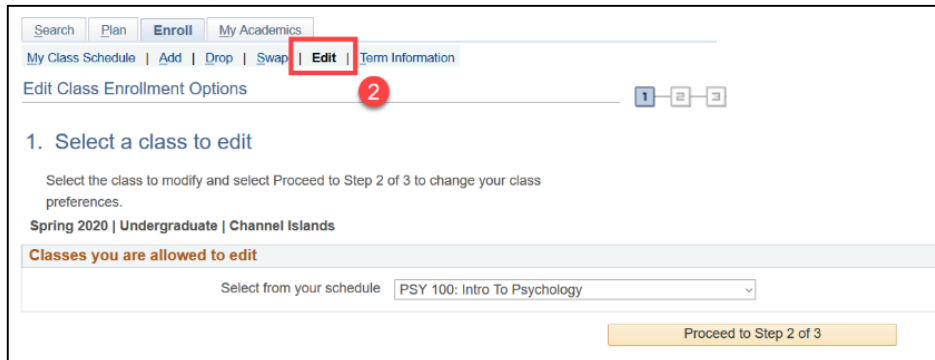
Once you are logged into myCI, click on **CI Records**.

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



This Week's Schedule	
Class	
MATH 202-08 LEC (2070)	
PSY 100-01 LEC (1076)	

On the **Enroll** tab, select **Edit**



1. Select a class to edit

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

Select from your schedule: PSY 100: Intro To Psychology

Proceed to Step 2 of 3

Select a class to edit from the dropdown.

1. Select a class to edit

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

Select from your schedule

- PSY 100: Intro To Psychology
- MATH 202: Biostatistics**
- PSY 100: Intro To Psychology

Step 2 of 3

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

1. Select a class to edit

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

Select from your schedule: MATH 202: Biostatistics

Proceed to Step 2 of 3

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

Class Preferences

MATH 202-08 Lecture ● Open Permission Nbr:

Session: Regular Academic Session Grading: Graded

Career: Undergraduate Units: Graded

Enrollment Information

- B4: Math - Quantitative Reason

Click **Next**.

Confirm your grading option and click **Finish Editing**.

Edit Class Enrollment Options

Select Finish Editing to process your edit request. To exit without making changes to this class, select Cancel.

Spring 2020 | Undergraduate | Channel Islands

Class Attribute	Original Value	New Value
Grade Option	Letter Grade	Spring 2020 Credit/No Credit

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.

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

Spring 2020 | Undergraduate | Channel Islands

✔ Success: Class updated ✘ Error: Unable to update class

Class	Message	Status
MATH 202	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.	✔

[My Class Schedule](#)

8