How to change a Grading Option

1. Log into your Student Center

2. Click on the “ENROLL” link

3. Select the term you will be updating the grading option and click Continue
4. Select the “EDIT” link towards the top of the page

![Image showing the location of the EDIT link in the top corner of the page.]

5. Using the dropdown, select the course to be updated and click “Proceed to Step 2 of 3”

![Image showing the dropdown menu and the option to select a class to edit.]

6. In the middle of the page, use the drop down next to “Grading” to select the grading option you would like. Once you select your option, click “NEXT”

![Image showing the dropdown menu for grading options and the option to proceed to the next step.]
7. Verify the information is correct and click “Finish Editing”

8. If a green check mark appears, the grading option has been updated. If a red “X” appears, check the message. If you can correct the error, do so. If you cannot correct the error, email the Registrar’s office at registrar@csustan.edu
View the results of your enrollment request. Select fix errors to try and correct the problems listed.

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<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 3510</td>
<td><strong>Success:</strong> This class has been updated.</td>
<td>![Green Check Mark]</td>
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</table>