



Select Pass/No Pass: How to Change the Grading Basis for a Class to Pass/No Pass through MyGCC

Important, please read before following steps on next page:

*Check the Pass/No Pass deadline for your class. <https://www.glendale.edu/students/admissions-records/session-dates-deadlines>

**Students are strongly advised to meet with a counselor for help with determining how Pass/No Pass may affect their future academic plans. Contact information: www.glendale.edu/students/counseling*

**Changing from a graded course to the P/NP option may have a negative effect on your financial aid eligibility for future terms. Students are strongly encouraged to speak with a Financial Aid advisor before choosing this option. Contact information: www.glendale.edu/financial-aid-fees/financial-aid*

*Courses with the Pass/No Pass grade option will be indicated on the student's permanent record as "P" with units earned and no grade points or "NP" with no units earned and no grade points.

*A Pass/No Pass grade will be counted in the calculations for, academic probation and dismissal, and as an enrollment attempt. The student is required to take all tests, complete all assignments, and shall be subject to withdrawal and attendance regulations.

*Each college/university has its own policy on courses taken for Pass/No Pass related to admissions, transfer credit, prerequisites, graduation, and other academic requirements. It is the student's responsibility to verify the Pass/No Pass policies of individual transfer institutions or graduate/professional schools.

***It is the student's responsibility to understand that after the last day of instruction for the selected class, you will no longer be able to switch the grading basis of the class. Students will not be permitted to petition later to change a received letter grade of A - F, or change a Pass/No Pass symbol to a letter grade.**

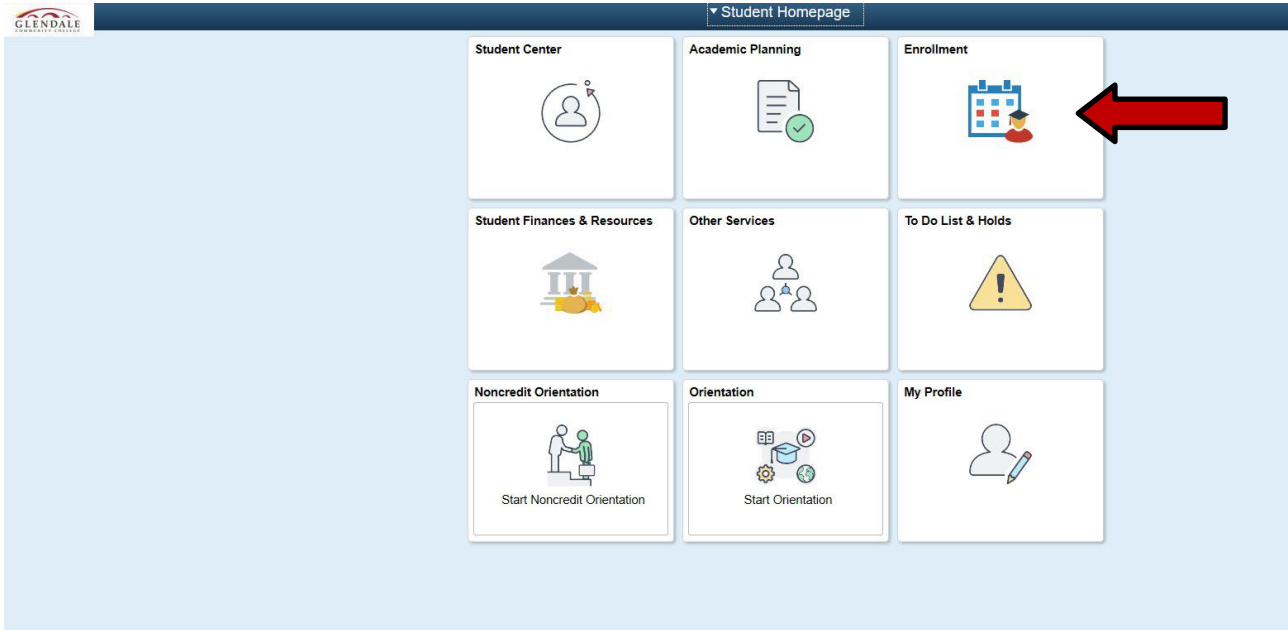
***If you have any questions or receive any errors please email:**

Seboo Aghajani – aghajani@glendale.edu or 818-240-1000 ext. 5301

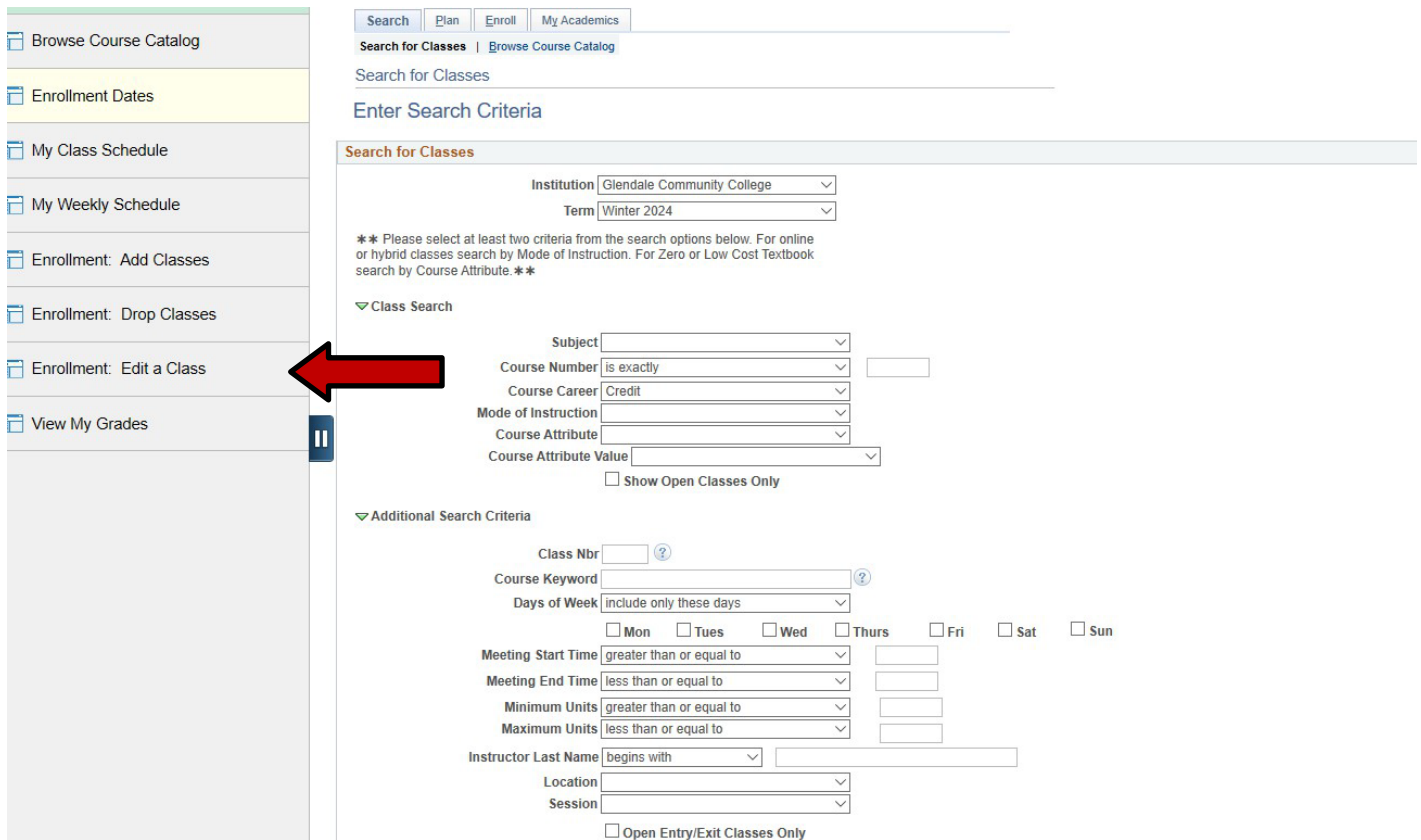
See page 2 for instructions on how to select Pass/No pass for a class in your schedule.

Select Pass/No Pass: How to change the grading basis for a class to Pass/No Pass

Step:1 Log into MyGCC and click the "Enrollment" title



Step 2: Click "Enrollment: Edit a Class" on the left side of the screen



Step 3: Select term and click "Continue"

Search | Plan | **Enroll** | My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Edit](#) | [Term Information](#)

Edit Class Enrollment Options 1 2 3

Select Term

Select a term then select Continue.

Term	Career	Institution
<input type="radio"/> Winter 2024	Credit	Glendale Community College
<input type="radio"/> Winter 2024	Noncredit	Glendale Community College
<input checked="" type="radio"/> Spring 2024	Credit	Glendale Community College

Continue

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Step 4: Select the class you wish to change to pass/no pass from the drop down box then click "proceed to step 2 of 3"

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Edit](#) | [Term Information](#)

Edit Class Enrollment Options 1 2 3

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 2024 | Credit | Glendale Community College Change Term

Classes you are allowed to edit

Select from your schedule

Proceed to Step 2 of 3

▶ **My Spring 2024 Class Schedule**

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Step 5: Verify that the correct class was selected . Click “next”.

Edit Class Enrollment Options

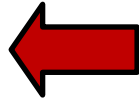


1. Select a class to edit - Related Class Section

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CS/IS 112 - Intro Programming/Java

Lecture selected Section 90
TBA ONLINE



Open Closed Wait List

You will automatically be enrolled in the following related class:

Description	Section	Schedule	Room	Instructor	Status
Laboratory	91	TBA	ONLINE	S. Addington	<input type="checkbox"/>



Step 6: Select “Pass/No pass” on the grading drop down box. Click “next”

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Edit](#) | [Term Information](#)

Edit Class Enrollment Options



1. Select a class to edit - Enrollment Preferences

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CS/IS 112 - Intro Programming/Java

Class Preferences

CS/IS 112-90 Lecture Closed
CS/IS 112-91 Laboratory Closed

Session Regular Academic Session
Career Credit

Permission Nbr



Grading

Units 3.00

Enrollment Information

- Recommended preparation: CS/IS 101 or equivalent.
- Transfer Credit: UC,CSU
- Transfer Credit: USC



Section	Component	Days & Times	Room	Instructor	Start/End Date
90	Lecture	TBA	ONLINE	Samuel Addington	02/20/2024 - 06/12/2024
91	Laboratory	TBA	ONLINE	Samuel Addington	02/20/2024 - 06/12/2024

NOTES

Class Notes [5.0 hrs online per week]
NOTE: ONLINE CLASS - For information on what is required of you when taking an online course visit: www.glendale.edu/online.

Step 7: 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.

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Class Attribute	Original Value	New Value
Grade Option	Credit Grading Basis	Pass/No Pass

[Cancel](#) [Finish Editing](#)



A green check mark means you have successfully changed your class to Pass/No pass. If you have any further questions email: ARDOCS@glendale.edu

Edit Class Enrollment Options



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

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Success: Class updated Error: Unable to update class

Class	Message	Status
CS/IS 112	Success: This class has been updated.	

[Make a Payment](#) [My Class Schedule](#)

My Class Schedule

Select Display Option List View Weekly Calendar View

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Class Schedule Filter Options

- Show Enrolled Classes
- Show Dropped Classes
- Show Waitlisted Classes

[Filter](#)

CSIS 112 - Intro Programming/Java

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Pass/No Pass		

Class Section

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1185	90	Lecture	TBA	ONLINE	Samuel Addington	02/20/2024 - 06/12/2024
1186	91	Laboratory	TBA	ONLINE	Samuel Addington	02/20/2024 - 06/12/2024

CSIS 193 - Intro to Cybersecurity:

Status	Units	Grading	Grade	Deadlines
Enrolled	3.00	Credit Grading Basis		

Class Section

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
1236	90	Lecture	TBA	ONLINE	Sepand Homozdary	02/20/2024 - 06/12/2024
1237	91	Laboratory	TBA	ONLINE	Sepand Homozdary	02/20/2024 - 06/12/2024

[Printer Friendly Page](#)

You can view your changes on the "My Class Schedule" page. Find the class and you should see "Pass/No Pass" under grading.