

Important, please read before following steps on next page:

*Check the Pass/No Pass deadline for your class. https://www.glendale.edu/students/admissionsrecords/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 before changing a class to Pass/ No pass, please email : ARDOCS@glendale.edu

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

GLENDALE Student Homepage Student Center Academic Planning Enrollment Student Finances & Resources Other Services To Do List & Holds ය ය^ය IU Noncredit Orientation My Profile Orientation ° S2p Start Orientation Start Noncredit Orientation

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

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

	Search Plan Enroll My Academics
Browse Course Catalog	Search for Classes Browse Course Catalog
	Search for Classes
Enrollment Dates	Enter Secret Criteria
	Enter Search Ontena
My Class Schedule	Search for Classes
	Institution Glendale Community College
My Weekly Schedule	Term Winter 2024
	** Please select at least two criteria from the search options below. For online
Enrollment: Add Classes	or hybrid classes search by Mode of Instruction. For Zero or Low Cost Textbook
	search by Course Attribute.本本
Enrollment: Drop Classes	♥Class Search
· ·	Subject
Enrollment: Edit a Class	Course Number is exactly
	Course Career Credit
View My Grades	Mode of Instruction V
II View My Grades	Course Attribute
	Course Attribute Value
	Show Open Classes Only
	Class Nhr 2
	Days of Week include only these days
	Mon Tues Wed Thurs Fri Sat Sun
	Meeting Start Time greater than or equal to
	Meeting End Time less than or equal to
	Minimum Units greater than or equal to
	Maximum Units less than or equal to
	Instructor Last Name begins with
	Location
	Session
	Open Entry/Exit Classes Only

Step 3: Select term and click "Continue"

	Search	Search Plan Enroll My Academics						
Browse Course Catalog	My Class	My Class Schedule Add Drop Edit Term Information						
Enrollment Dates	Edit Cla	ass Enrollmer	nt Options		. 1-2-3			
My Class Schedule	Select a	t Term a term then se	elect Continue.					
	Terr	n	Career	Institution				
My Weekly Schedule	O Win	ter 2024	Credit	Glendale Community College				
	O Win	ter 2024	Noncredit	Glendale Community College				
Enrollment: Add Classes	Spri	ing 2024	Credit	Glendale Community College				
Enrollment: Drop Classes				Continue				
Enrollment: Edit a Class								
View My Grades								

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 CS/IS 112: Intro Programming/Ja	ava 🗸
	Proceed to Step 2 of 3
My Spring 2024 Class Schedule	
■Go to top	

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

Edit Class E	nrollment Op	tions			1-2			
1. Select	a class to	edit - Re	lated Class Sect	ion				
Spring 2024 C	redit Glendale	Community C	College					
CS/IS 112 - Intr	ro Programming	/Java						
Lecture select	ted Section 90 TBA ONL	INE						
				Open	Clo	sed	🛆 Wait List	
You will auto	matically be e	nrolled in t	he following related c	lass:				
Description	Section		Schedule	Room		Instr	uctor	Status
Laboratory	91	TBA		ONLINE		S. Addington		
				Cancel		Previous		Next

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



1. Select a class to edit - Enrollment Preferences

Spring 2024 CS/IS 112	4 Credit Glend - Intro Programn	lale Communi ning/Java	ty College						
Class Pre	ferences								
CS/IS 112	-90	Lecture	Closed		Pe	rmission Nbr			
CS/IS 112	-91	Laboratory	Closed			Grading	Pass/Not Pas	SS	\sim
S	ession Regular	Academic Se	ssion			Units	3.00		
C	areer Credit								
Enrollme	nt Information							_	
 Ree eq Tra Tra 	ecommended pre uivalent. ansfer Credit: U(ansfer Credit: U(eparation: CS/ C,CSU SC	'IS 101 or						Ļ
				l	Cancel	Pre	vious	Next	
Section	Component	Day	s & Times	Room	Inst	ructor		Start/End Date	
90	Lecture	TBA		ONLINE	Samuel Addir	ngton	02/20/2024	- 06/12/2024	
91	Laboratory	TBA		ONLINE	Samuel Addir	ngton	02/20/2024	- 06/12/2024	
NOTES									
	Cl	ass Notes [5 Ni ar	.0 hrs online p OTE: ONLINE 1 online course	er week] CLASS - For info e visit: www.gleno	ormation on what is re dale.edu/online.	quired of you v	vhen taking		

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	Origin	al Value		New Value
Grade Option	Credit Grading Basis	3	Pass/N	lo 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 1 в 2

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

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Printer Friendly Page

🖌 Succ	ess:	Clas	s updated	🔀 Error: Unable to	update class				
Class				Message		Status			
CS/IS 112				Success: This class has been upda	Success: This class has been updated.				
				Make a Payment	My Class Schee	dule			
Class Schedule Filter Options Show Show Show Show Show Show Show Show	Enrolled Classes Dropped Classes Waitlisted Classe Filter	; ; ;5		the "My Class Schedule" pag Find the class and you shoul	ge. d				
atus Units G	rading	Grade	Deadlines						
rolled 3.00 P	BSS/NO BSS		B	grading.					
ss Section Component Days & Times	Room	Instructor	Start/End Date	5 5					
35 90 Lecture TBA	ONLINE	Samuel Addington	02/20/2024 - 06/12/2024						
J6 91 Laboratory TBA	ONLINE	Samuel Addington	02/20/2024 - 06/12/2024						
IS 193 - Intro to Cybersecurity:									
us Units G	rading	Grade	Deadlines						
olled 3.00 G	redit rading asis		56						
ss Section Component Days & Times	Room	Instructor	Start/End Date						
36 90 Lecture TBA	ONLINE	Sepand Hormozdiary	02/20/2024 - 06/12/2024						
237 91 Laboratory TBA	ONLINE	Sepand Hormozdiary	02/20/2024 - 06/12/2024						