

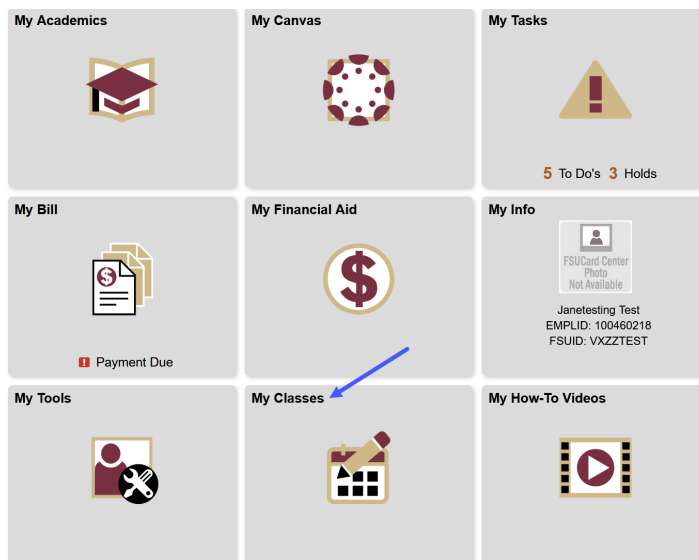
Changing Letter Grades to Satisfactory/Not Satisfactory Grades

With the mid-semester move to online classes, we recognize some students are experiencing challenges or disruptions that could influence grade outcomes. Consequently, for spring semester 2020, if you are enrolled in an undergraduate class, you may change your **undergraduate-level** class grades from **Graded** (letter grades) to **Satisfactory/Not Satisfactory** grades.

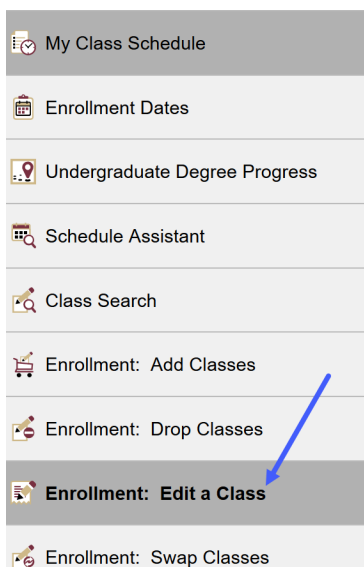
IMPORTANT: Courses that are already coded S/U will **not** appear in the list of classes whose grading type you may change. Additionally, some colleges and departments will have designated specific classes as remaining letter-grade only. If you are unable to change a letter-graded undergraduate class, this is why.

Between 9:00 a.m. EST Monday, March 30, 2020, and 11:59 p.m. EST Friday, April 12, 2020, you can log in to your Student Central to change your grade type for selected classes. If you attempt to make this change after April 12, when you click/tap **Finish Editing** (step 6), the update will fail.

1. From Student Central, click/tap the **My Classes** tile.



2. From the left-side navigation menu click/tap **Enrollment: Edit a Class**.



3. Under **Select Term**, select **2020 Spring** and then click/tap **Continue**.

Edit Class Enrollment Options



Select Term

Select a term then select Continue.

	Term	Career	Institution
<input checked="" type="radio"/>	2020 Spring	Undergraduate	Florida State University
<input type="radio"/>	2020 Summer	Undergraduate	Florida State University
<input type="radio"/>	2020 Fall	Undergraduate	Florida State University



4. Your classes appear in the **Select from your schedule** drop down box. Chose a class to edit, and then click/tap **Proceed to Step Two of Three**.

3

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.

2020 Spring | Undergraduate | Florida State University

Change Term

Classes you are allowed to edit

Select from your schedule

- ESC 1000: INTRODUCTORY EARTH SCIENCE
- ECO 2013: PRIN OF MACROECON
- ESC 1000: INTRODUCTORY EARTH SCIENCE
- STA 2023: FUND BUS STATISTICS

My 2020 Spring Class Schedule

Proceed to Step 2 of 3

5. From the **Grading** drop down click/tap the arrow to switch your grading type from **Graded** to **Satisfactory/Not Satisfactory**, then click/tap **Next**.

Edit Class Enrollment Options

1. **Select a class to edit - Enrollment Preferences**

2020 Spring | Undergraduate | Florida State University
ESC 1000 - INTRODUCTORY EARTH SCIENCE

Class Preferences

ESC 1000-0002 Lecture ● Open

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Fund Cat: State Fundable
- Physical Location: Tallahassee, FL-MAIN

Permission Nbr

Grading (dropdown menu showing Graded and Satisfactory/Not Satisfactory)

Units

Requirement Designation Liberal Studies: Natural Sciences

Section	Component	Days & Times	Room	Instructor	Start/End Date
0002	Lecture	TuTh 2:00PM - 3:15PM	TBA	William Parker	01/06/2020 - 05/01/2020

6. The **New Value** column will reflect **Satisfactory/Not Satisfactory**. Click/tap **Finish Editing**.


Edit Class Enrollment Options

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

2020 Spring | Undergraduate | Florida State University


Class Attribute	Original Value	New Value
Grade Option	Letter Graded	Satisfactory / Not Satisfactory


7. The following confirmation appears, noting the successful switch:

 [Edit Class Enrollment Options](#) 1 2 3


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

2020 Spring | Undergraduate | Florida State University

 **Success:** Class updated


 **Error:** Unable to update class

2020 Spring Enrollment Shopping Cart












Class	Message	Status
ESC 1000	Success: This class has been updated.	

Make a Payment

My Class Schedule



8. If you want to change additional classes from **Graded** to **Satisfactory/Not Satisfactory**, click/tap the **Enrollment: Edit a Class** link and repeat the process.

-  My Class Schedule
-  Enrollment Dates
-  Undergraduate Degree Progress
-  Schedule Assistant
-  Class Search
-  Enrollment: Add Classes
-  Enrollment: Drop Classes
-  **Enrollment: Edit a Class**
-  Enrollment: Swap Classes
-  My Planner
-  Browse Course Catalog

