


## P/NP Grade Mode Change

1. Log into myGateway – Main Page
2. Go to – “Registration Tools”
3. Click – “Update Grade to Pass/No Pass”

### Registration Tools

#### Tools

- Instructions to Purchase Parking, AS or ID
- Add or Drop Classes or purchase parking, AS, or ID
- Cypress Parking System - Register your car
- Registration Status
- Print Schedule/Bill
- Check for Holds
- Pay Account Balance
- Payments for F1/F2 Visa Students
- Check Waitlist Status
  
- Final Grades
- Update Grade to Pass/No Pass 
- Change Class Variable Units
- Check Registration Appointment
  
- Searchable Class Schedule
- Cypress Open Class List
- Fullerton Open Class List


4. Next Step – use the drop down box to choose Pass/No Pass

### Pass / No Pass

The Pass/No Pass grade option is available for all semester length courses until May 23rd. The Pass/No Pass grade option is available for short term courses through the last date of the course. Receiving a Pass/No Pass demonstrates that a student completed the course but may or may not have passed the course.

- "Pass" is equivalent to the satisfactory grade of "C." In addition, a "P" will award units completed, but will not be computed into the grade point average.
- "No Pass" is a substandard grade, equivalent to the grades of "D" or "F." Effective Spring 2020, "NP" grades will not be computed into the grade point average and will not enter into calculations for progress probation or dismissal.

If your course has already been graded you must contact your instructor to request a change to Pass/No Pass.

Status	Date	crn	subj	crse	Section	Level	Credits	Grade_mode	Title
Registered	Apr 01, 2020	22610	COUN	151 F	HY3	Fullerton College	3	<div style="border: 1px solid gray; padding: 2px;"><span style="background-color: #e0e0e0; padding: 2px;">Eligible to update</span> <b>Pass / No Pass</b> Standard letter ^ Pass / No Pass v</div> 	Career and College Success
Excused Withdrawal - Refund	Apr 03, 2020	22159	PE	102 F	002	Fullerton College	0	Standard Letter	Yoga
Excused Withdrawal - Refund	Apr 03, 2020	23011	PE	158 F	003	Fullerton College	0	Standard Letter	Personalized Fitness
Drop On-Line	Jan 29, 2020	23110	COUN	193 F	001	Fullerton College	0	Standard Letter	Financial Life Skills
Drop On-Line	Jan 29, 2020	23413	ART	110 F	06	Fullerton College	0	Standard Letter	Introduction to Art
Drop On-Line	Mar 27, 2020	24004	MATH	120 F	012	Fullerton College	0	Standard Letter	Basic Math Skills & Statistics

## 5. Click Submit at the bottom of the page

Status	Date	crn	subj	crse	Section	Level	Credits	Grade_mode	Title
Registered	Apr 01, 2020	22610	COUN	151 F	HY3	Fullerton College	3	<span>Eligible to update</span> <b>Pass / No Pass</b> Standard letter ^ Pass / No Pass v	Career and College Success
Excused Withdrawal - Refund	Apr 03, 2020	22159	PE	102 F	002	Fullerton College	0	Standard Letter	Yoga
Excused Withdrawal - Refund	Apr 03, 2020	23011	PE	158 F	003	Fullerton College	0	Standard Letter	Personalized Fitness
Drop On-Line	Jan 29, 2020	23110	COUN	193 F	001	Fullerton College	0	Standard Letter	Financial Life Skills
Drop On-Line	Jan 29, 2020	23413	ART	110 F	06	Fullerton College	0	Standard Letter	Introduction to Art
Drop On-Line	Nov 27, 2019	24004	MATH	120 F	012	Fullerton College	0	Standard Letter	Intro Probability & Statistics
Drop On-Line	Nov 27, 2019	24018	MATH	026 F	006	Fullerton College	0	Pass/No Pass	Support for Introductory Stats
Excused Withdrawal - Refund	Apr 03, 2020	24346	BUS	226 F	OL1	Fullerton College	0	Standard Letter	International Finance

Submit 

## 6. You will see a green “Changed by Student” to confirm that the change was processed

The Pass/No Pass grade option is available for all semester length courses until May 23rd. The Pass/No Pass grade option is available for short term courses through the last date of the course. Receiving a Pass/No Pass demonstrates that a student completed the course but may or may not have passed the course.

- "Pass" is equivalent to the satisfactory grade of "C." In addition, a "P" will award units completed, but will not be computed into the grade point average.
- "No Pass" is a substandard grade, equivalent to the grades of "D" or "F." Effective Spring 2020, "NP" grades will not be computed into the grade point average and will not enter into calculations for progress probation or dismissal.

If your course has already been graded you must contact your instructor to request a change to Pass/No Pass.

### Grade Option Summary

Please review your current grade option settings below, and verify any updates you may have submitted.

Status	Date	crn	subj	crse	Section	Level	Credits	Grade_mode	Title	Grade_status
Registered	Apr 01, 2020	22610	COUN	151 F	HY3	Fullerton College	3	Pass/No Pass <span>Changed by student</span>	Career and College Success	Not yet graded
Excused Withdrawal - Refund	Apr 03, 2020	22159	PE	102 F	002	Fullerton College	0	Standard Letter	Yoga	EW
Excused Withdrawal - Refund	Apr 03, 2020	23011	PE	158 F	003	Fullerton College	0	Standard Letter	Personalized Fitness	EW
Drop On-Line	Jan 29, 2020	23110	COUN	193 F	001	Fullerton College	0	Standard Letter	Financial Life Skills	Not yet graded
Drop On-Line	Jan 29, 2020	23413	ART	110 F	06	Fullerton College	0	Standard Letter	Introduction to Art	Not yet graded

### **Important Note:**

You can not change to Pass/No Pass if a grade has already been submitted for the course. Please contact your faculty member to request the change to Pass/No Pass.