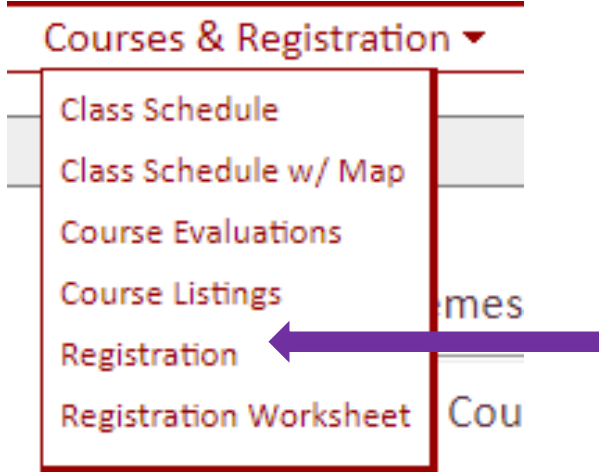


How to Change your Grade Option in WebSTAC

Log into WebSTAC

Under **Courses & Registration**
Select **Registration**



Make sure your course **Semester** is listed as **SP2020**.

Then hover your mouse over the class you wish to change the grade option. This will give you additional options in blue that will appear.

Select **Change Options**

The screenshot shows the WebSTAC Registration page. At the top, there's a navigation bar with 'Courses & Registration' and 'Student Information'. Below that is a 'Registration' section with a message: 'Registration activities are open daily from 7:30am to 9:00pm central time. The current time is 2:50 PM.' The page includes a 'Semester' dropdown set to 'SP2020' and a 'Session' dropdown set to 'Any Session'. The student is identified as 'Ima SW Student (363949)'. There is an 'Add Course' form with fields for Department Code, Name, Course#, Section, and Lab/Disc, and a green 'Add Course' button. Below this is a 'Registration Worksheet' section with tabs for 'RWS First Choices' and 'RWS Second Choices', and a checkbox for 'Hide Courses in which I'm enrolled/waitlisted'. The 'My Schedule' section shows a table of enrolled courses. The first row is for course 'S81 SKILL 5177 01', 'Skill Lab: Strategic Planning and Execution', with 1.0 units, section C, and times 9:00A-5:00P. Below the course name, it says 'Brown-ND Start: 3/28/2020 End: 3/29/2020'. At the bottom of the row, there are several action links: 'Drop Course', 'Change Section', 'Change Options', 'Book List', and 'View Syllabus'. A purple arrow points to the 'Change Options' link. At the very bottom, it shows 'Enrolled Units: 1.0' and 'Waitlist Units: 0.0'.

Course ID	Title	Units Opt	Day / Time
Enrolled S81 SKILL 5177 01	Skill Lab: Strategic Planning and Execution	1.0	C -----SS 9:00A-5:00P

Actions: [Drop Course](#) [Change Section](#) [Change Options](#) [Book List](#) [View Syllabus](#)

This will bring up an additional screen.

WebSTAC

Information ▾

Registration - SP2020 Change Options

S81 SKILL 5177 01 - Skill Lab: Strategic Planning and Execution

Grade Option	Units	Status
Credit ▾	1.0	Enrolled

Click on the ▾ arrow to change the **Grade Option** from credit to **Pass/Fail**.
Once you have made this change, select **Change Options**

WebSTAC

Information ▾

Registration - SP2020 Change Options

S81 SKILL 5177 01 - Skill Lab: Strategic Planning and Execution

Grade Option	Units	Status
Credit ▾ Credit Pass/Fail	1.0	Enrolled

This will take you back to the Registration screen.

Here you will be able to see this this course is now enrolled as **Pass/Fail** under “Opt” or Grade Options.

WebSTAC

Registration ▾ Student Information ▾

Registration

Registration activities are open daily from 7:30am to 9:00pm central time. The current time is 3:05 PM.

Semester ? Session: Student: **Ima SW Student (363949)**

Add Course ? Department Code Name Course# Section Lab/Disc Full Course? Grade Option:

Example: L32 101B 01 A

Registration Worksheet ? Hide Courses in which I'm enrolled/waitlisted.

Course ID	Title	Units	Seats	Waits	Day / Time
Actions:					

My Schedule ?

Course ID	Title	Units	Opt	Day / Time	
				P	
Actions:					
Actions:					

Enrolled Units: **3.0** Waitlist Units: **0.0**