MT. SAC
Mt. San Antonio College

Winter 2021 Pass/No Pass (P/NP) Guidance

Steps for Pass or No Pass (P/NP)

Step 1: **Sign in** to your **Student Portal** and locate current *Student Self-Service* and **Select** *Change Grading Option*.

Step 2-5: **Identify** and **Select** which *Term* and *Class* you would like to apply the Pass or No Pass (P/NP) to.

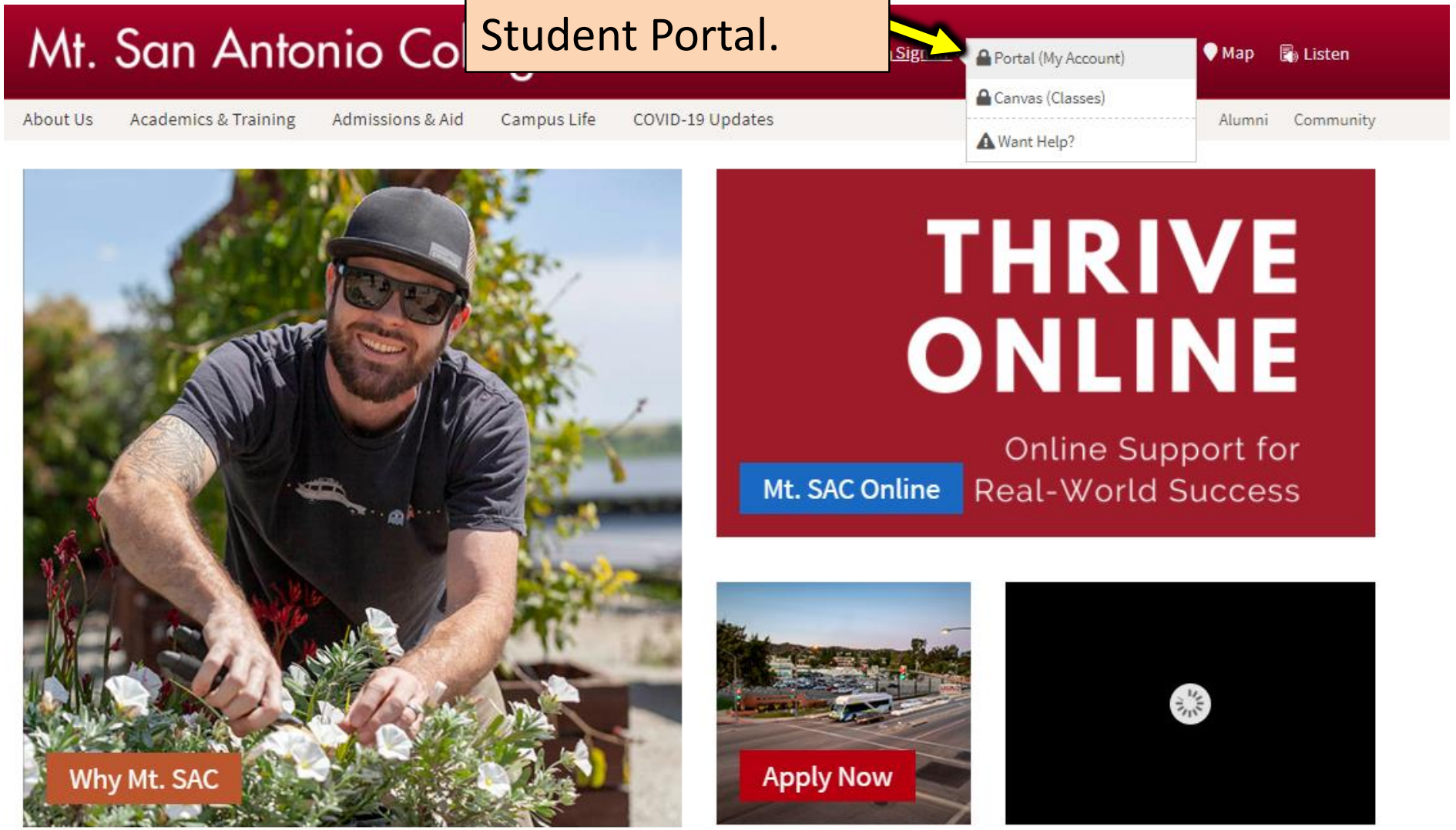
Step 6: **Select** "Standard Letter Grade." Only certain classes are applicable for Pass or No Pass (P/NP). *If "Standard Letter Grade" in the Grade Option column is highlighted, then it is available to change.*

Step 7-8: **Confirm** Pass or No Pass (P/NP) by selecting the dropdown option.

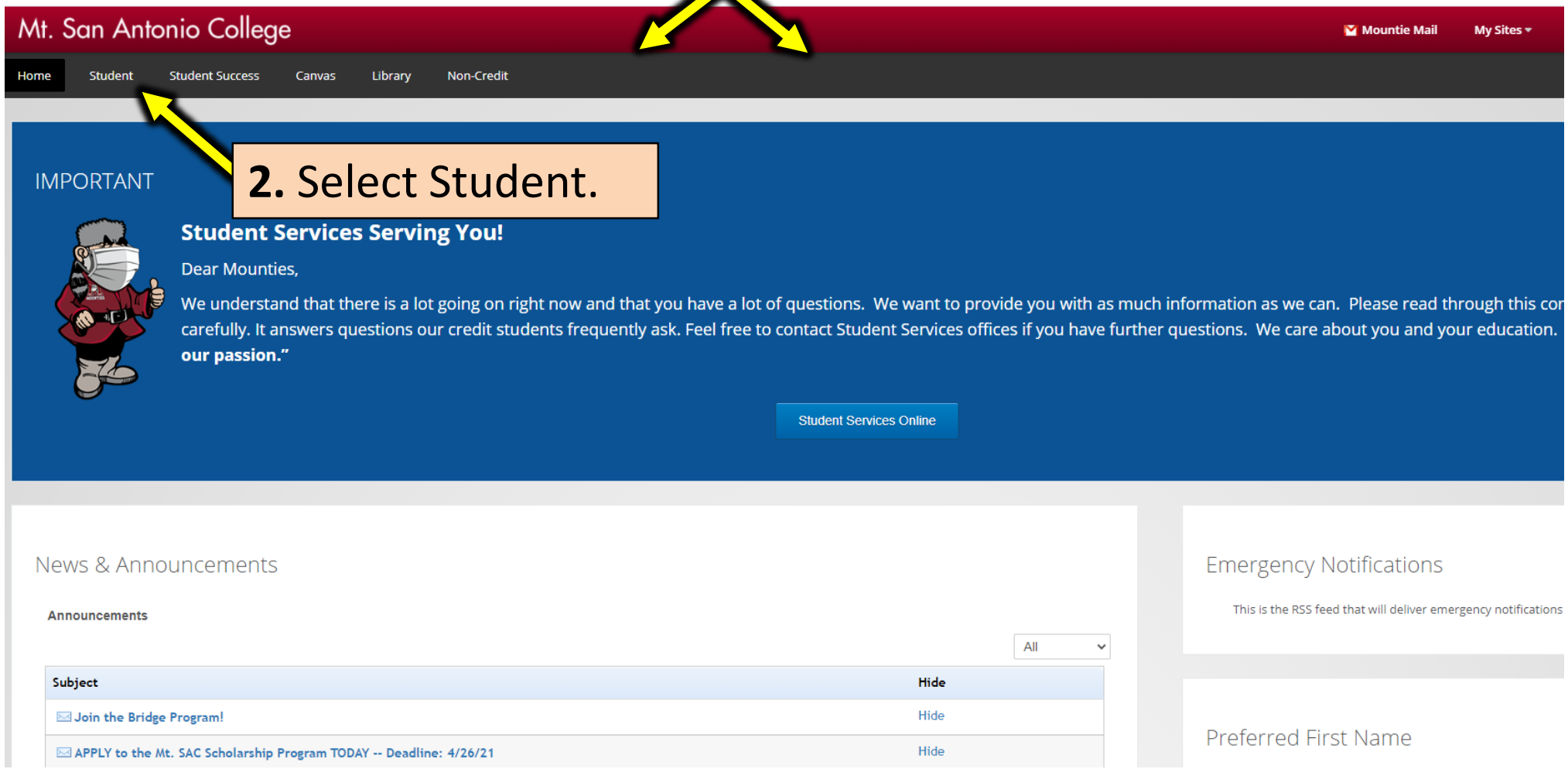
Step 9: **Submit** Changes. Confirmation is given at end and page is refreshed to have this update.

Steps for Pass or No Pass (P/NP)

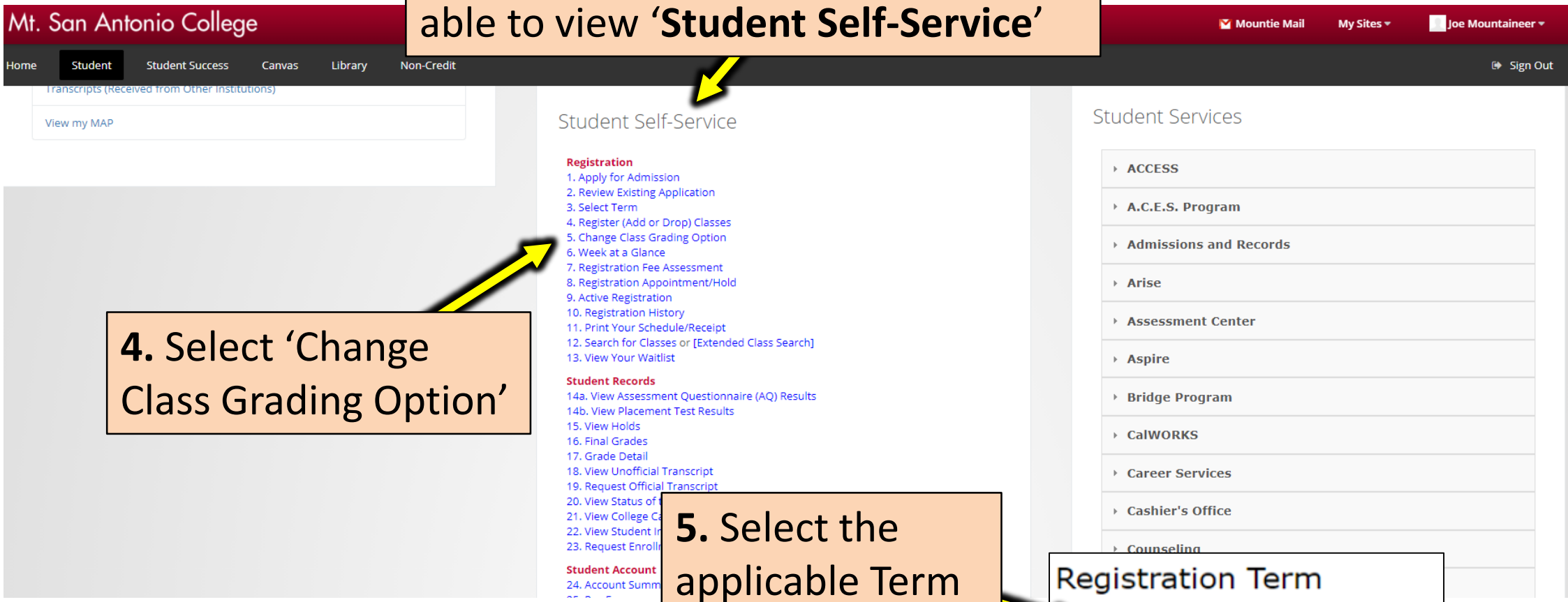
1. Login to your Student Portal.



*Your Student Portal will display.



3. You may need to scroll down to be able to view '**Student Self-Service**'



4. Select 'Change Class Grading Option'

5. Select the applicable Term and click Submit.

Steps for Pass or No Pass (P/NP)

Personal Information | Student | Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

[redacted]

Winter 2021
Jan 12, 2021 06:15 pm

Click here to Register to Vote

Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search page (https://prodssb.mtsac.edu/prod/pw_sigsched.p_Search). Mt. SAC's IT Acceptable Use policy (http://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf) prohibits intentionally or negligently performing an act that places an excessive load on a computer or network to the extent that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registration attempts may result in the placement of a temporary hold on your account.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Ac

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. e of at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum. Students wishin

MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

If you want to change your grade option, select the link labeled "Standard Letter Grade" or " **below.**

Current Schedule

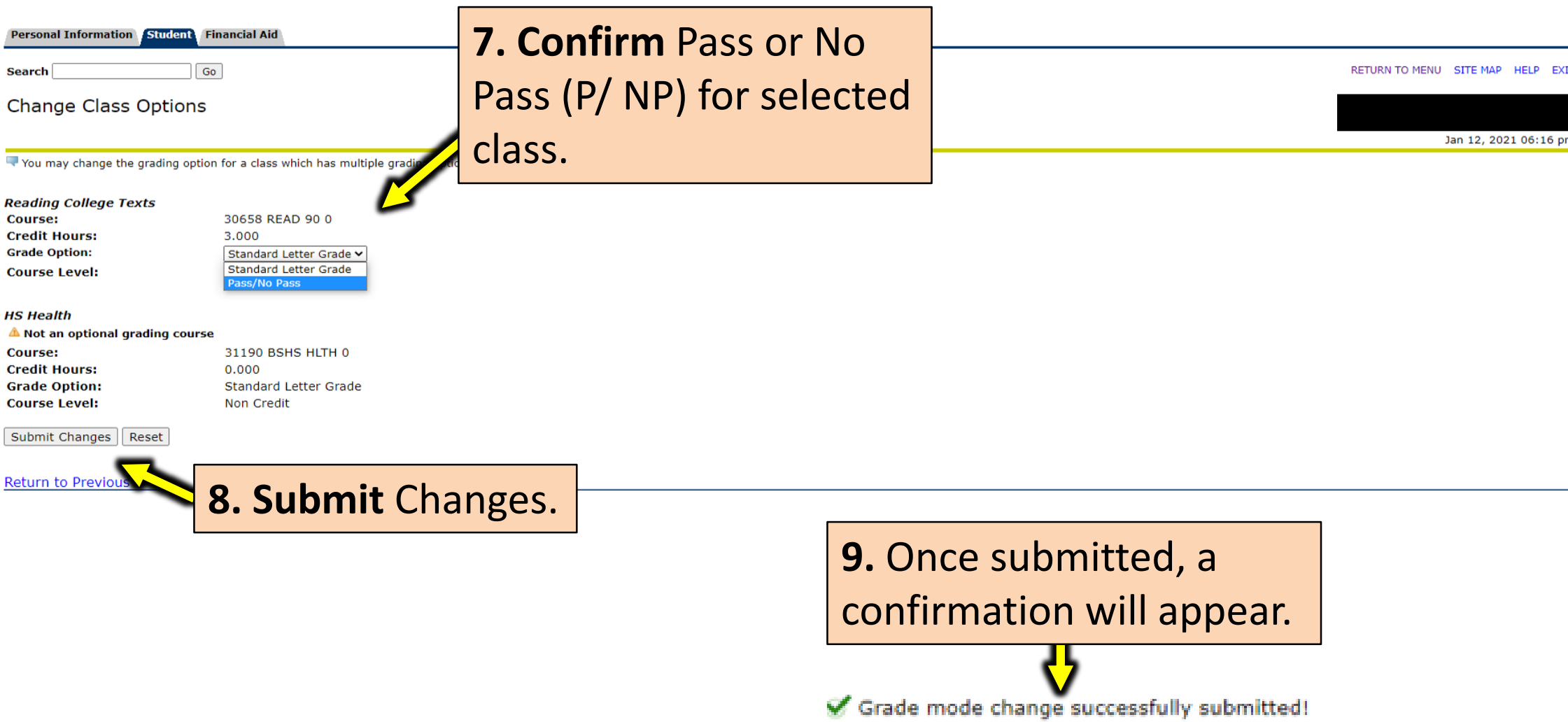
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Option	Title
Web Registered on Nov 10, 2020	None	30658	READ	90	0	Credit	3.000	Standard Letter Grade	Reading College Texts
Registered on Dec 08, 2020		31190	BSHS HLTH		0	Non Credit	0.000	Standard Letter Grade	HS Health

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 7.000

6. Select class* you are requesting for Pass or No Pass (P/NP) under **Grade Option**.

*If the **Grade Option** listed for the specific CRN is **hyperlinked**, then that course has the optional Pass/No Pass (P/NP) grade mode. If it is not **hyperlinked**, then the Grade Option listed is the only option available for that course.

Steps for Pass or No Pass (P/NP)



7. Confirm Pass or No Pass (P/ NP) for selected class.

8. Submit Changes.

9. Once submitted, a confirmation will appear.

Steps for Pass or No Pass (P/NP)

Personal Information | Student | Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Add or Drop Classes

[redacted]

Jan 12, 2021 06:17 pm

Click here to Register to Vote

Before attempting to register for a class, check to make sure the class is open (**edu/prod/pw_sigsched.p_Search). Mt. SAC's IT Acceptable Use policy (http://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf) prohibits int** **or network to the extent that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registration attempts may result in the placer**

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Without petitioning, students may enroll in up to 18 units each semester and up to 7 uni nits in a given semester with a grade point average of at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in ur contact the Counseling Office (X-4380).

MAXIMUM NUMBER OF UNITS ENROLLED

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Winter/Summer	7	4

The status will now update with Pass or No Pass (P/NP) for the selected class under **Grade Option**.

If you want to change your grade option, select the link labeled "Standard Letter Grade" o Pass/NonPass" under "Grade Option" column in the Current Schedule section below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Option	Title
Web Registered on Nov 10, 2020	None	30658	READ	90	0	Credit	3.000	Pass/No Pass	Reading College Texts
Registered on Dec 08, 2020		31190	BSHS HLTH		0	Non Credit	0.000	Standard Letter Grade	HS Health

Total Credit Hours: 3.000
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Minimum Hours: 0.000
Maximum Hours: 7.000
Date: Jan 12, 2021 06:17 pm

Students selecting the 'Excused Withdrawal' may receive refund of any paid enrollment related fees (if applicable). Additionally, the 'Excused Withdrawal' will not count toward course repeat rules, GPA or toward a student's probation status.