HOW TO
CHANGE THE GRADING BASIS

1. Log into MyU.
2. Select the My Academics tab, then the Registration sub-tab.
3. Click on Register button.
4. Select the edit tab.
5. In the “Classes you are allowed to edit” section, choose the class you would like to change, then click “Proceed to Step 2 of 3.”

6. If you are allowed to change the grading basis, a drop-down menu will appear for you to select the grading option you would like.

7. Click Next.
8. Review your selection. If correct, click Finish Editing.

9. View the results of your request; a green checkmark indicates the change was successful.

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