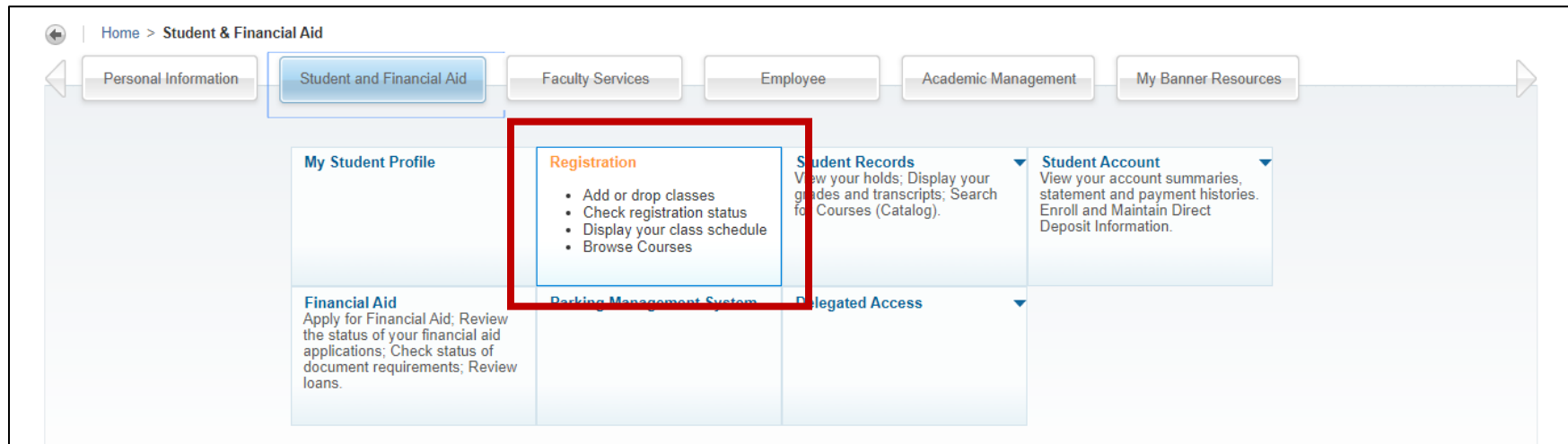


Adjusting Your Course Grade Mode in Banner Self-Service

In response to the global pandemic, the University of Mary Washington has established a new “Credit/Pass/No Credit” grade mode to grant students greater flexibility in completing their course work for the Spring 2020 term. For more details, please refer to email notifications from the University Registrar and Director of Academic Services.

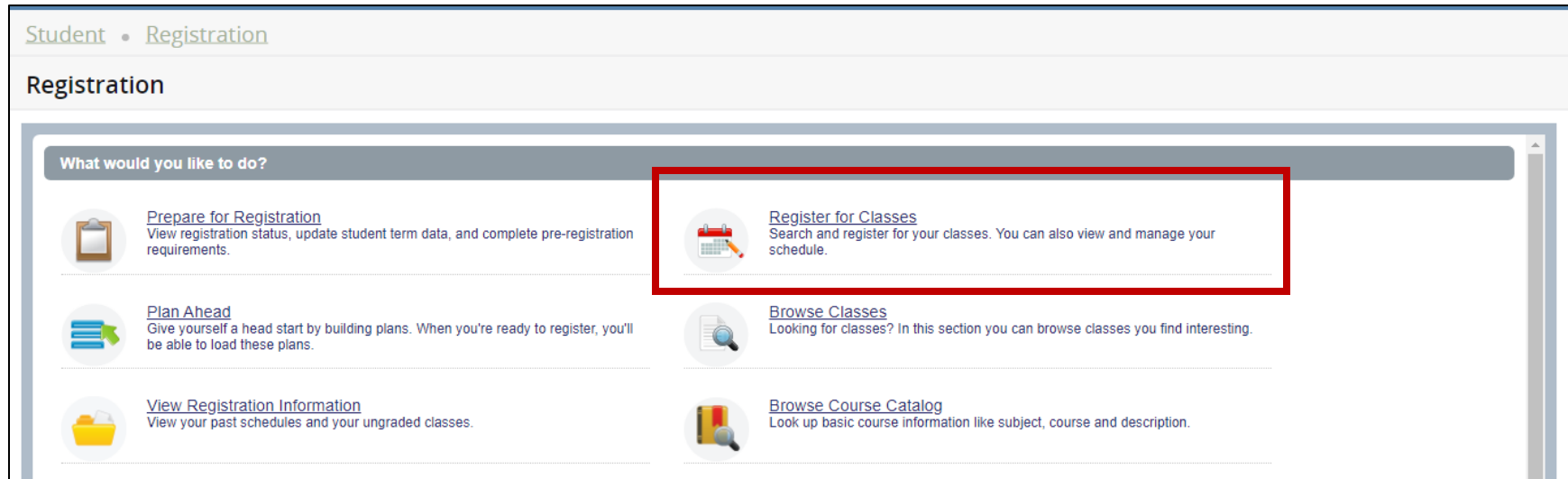
This document provides step-by-step instructions on how students may update their course grade mode. Please be aware that not all departments will accept grades from this grade mode. Before adjusting your grade mode please consult your major advisor or Department Chair or reference the FAQ Guide.

From Banner Self-Service, Student and Financial Aid page, select “Registration”:



Adjusting Your Course Grade Mode in Banner Self-Service

In the Registration app, select the link “Register for Classes”:



The screenshot shows the Banner Registration app interface. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#). Below this is the main heading "Registration". A section titled "What would you like to do?" contains six interactive cards. The card for "Register for Classes" is highlighted with a red rectangular box. The other cards are: "Prepare for Registration" (with a clipboard icon), "Plan Ahead" (with a calendar icon), "View Registration Information" (with a folder icon), "Browse Classes" (with a magnifying glass icon), and "Browse Course Catalog" (with a book icon).

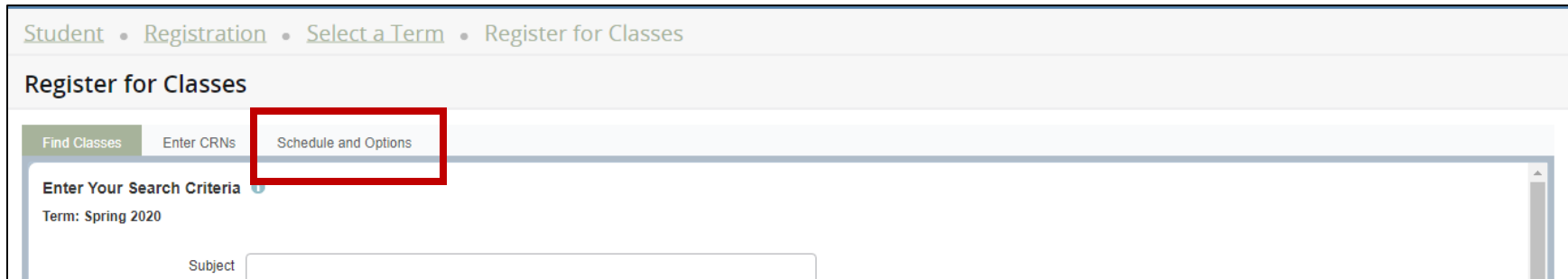
Next, select the Spring 2020 term, and Continue:



The screenshot shows the "Select a Term" screen in the Banner Registration app. At the top, there is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). Below this is the main heading "Select a Term". A section titled "How would you like to search?" has two radio button options: "Term" (which is selected) and "Date Range". Below the options is a search box labeled "Terms Open for Registration" with a search icon. A dropdown menu is open, showing three options: "Fall 2020", "Summer 2020", and "Spring 2020". The "Spring 2020" option is highlighted with a red rectangular box.

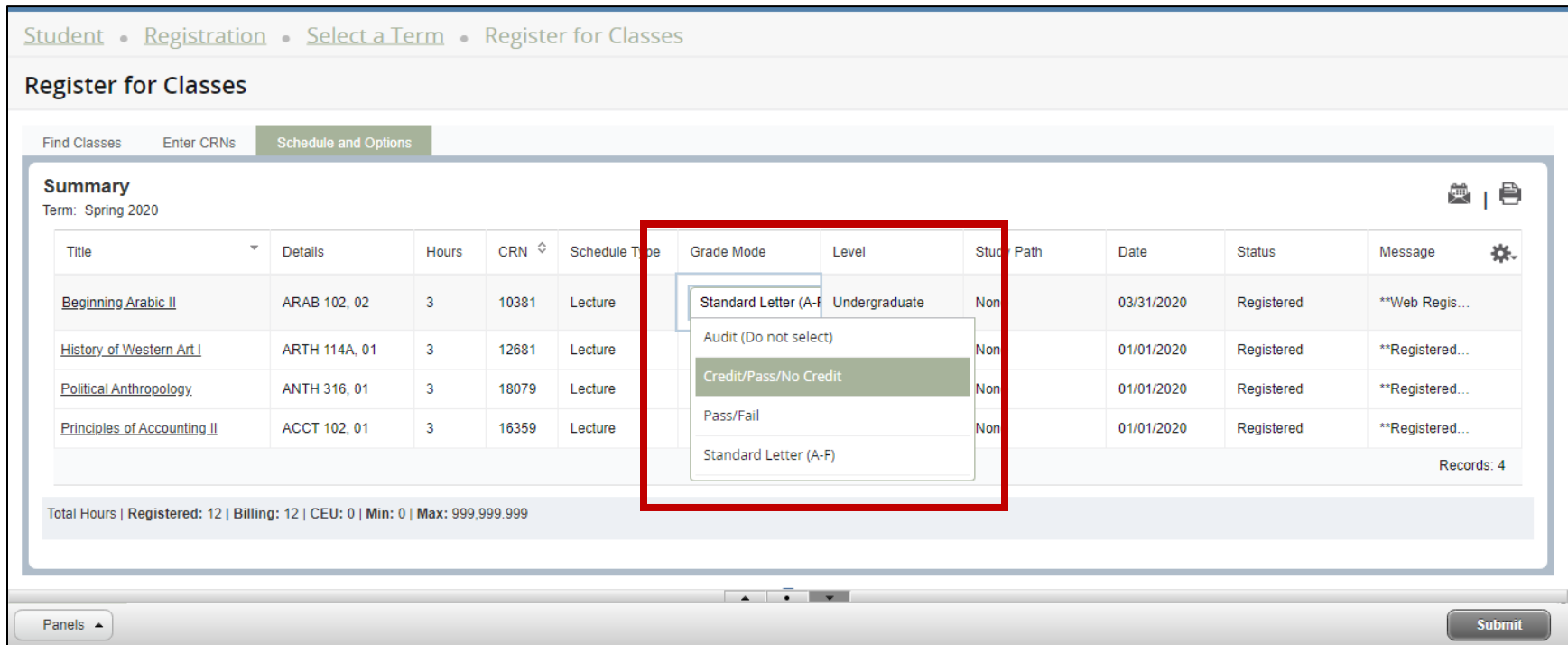
Adjusting Your Course Grade Mode in Banner Self-Service

In the Spring 2020 registration window, select the tab “Schedule and Options”:



The screenshot shows the Banner Self-Service registration window. The breadcrumb navigation at the top reads: Student • Registration • Select a Term • Register for Classes. Below this is the heading "Register for Classes". There are three tabs: "Find Classes", "Enter CRNs", and "Schedule and Options". The "Schedule and Options" tab is highlighted with a red box. Below the tabs is a section titled "Enter Your Search Criteria" with a dropdown arrow. Underneath, it says "Term: Spring 2020" and has a text input field for "Subject".

Navigate to the course grade mode column, and double-click the grade mode to see a drop-down menu where you may adjust your grade mode:



The screenshot shows the Banner Self-Service registration window with the "Schedule and Options" tab selected. Below the tabs is a section titled "Summary" with a dropdown arrow and "Term: Spring 2020". There are icons for a calendar and a printer. Below the summary is a table with the following columns: Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. The table contains four rows of course information. The "Grade Mode" column for the first row is highlighted with a red box, and a dropdown menu is open, showing the following options: Standard Letter (A-F), Audit (Do not select), Credit/Pass/No Credit, Pass/Fail, and Standard Letter (A-F). The "Credit/Pass/No Credit" option is highlighted in green. At the bottom right of the table, it says "Records: 4". Below the table is a summary bar: "Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 999,999.999". At the bottom left is a "Panels" button with a dropdown arrow, and at the bottom right is a "Submit" button.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Beginning Arabic II	ARAB 102, 02	3	10381	Lecture	Standard Letter (A-F)	Undergraduate	Non	03/31/2020	Registered	**Web Regis...
History of Western Art I	ARTH 114A, 01	3	12681	Lecture	Audit (Do not select)		Non	01/01/2020	Registered	**Registered...
Political Anthropology	ANTH 316, 01	3	18079	Lecture	Credit/Pass/No Credit		Non	01/01/2020	Registered	**Registered...
Principles of Accounting II	ACCT 102, 01	3	16359	Lecture	Pass/Fail		Non	01/01/2020	Registered	**Registered...

Adjusting Your Course Grade Mode in Banner Self-Service

Please note, courses may list grade modes that are not applicable, and should not be selected. Only one of the following grade modes should be selected:

- Standard Letter (A-F)
- Pass/Fail
- Credit/Pass/No Credit – *this is the newly created grade mode option*

These grade modes should **not** be selected:

- Audit
- Credit by Examination
- Academic Bankruptcy
- Co-enrollment

Once you have made the grade mode adjustments, be sure to hit the Submit button, and wait for the “Save Successful” notification:

The screenshot displays the Banner Self-Service interface for registering for classes. At the top, a navigation breadcrumb shows 'Student • Registration • Select a Term • Register for Classes'. A green notification box in the top right corner, highlighted with a red border, contains a checkmark icon and the text 'Save Successful'. Below this, the page title is 'Register for Classes'. There are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options', with 'Schedule and Options' being the active tab. The main content area is titled 'Summary' and shows a table of registered classes for the Spring 2020 term. The table has columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Study Path, Date, Status, and Message. Three classes are listed: 'Beginning Arabic II' (ARAB 102, 02), 'History of Western Art I' (ARTH 114A, 01), and 'Political Anthropology' (ANTH 316, 01). The 'Grade Mode' column for the first two classes is 'Credit/Pass/No...' and for the third is 'Pass/Fail'. Below the summary table, there are tabs for 'Schedule' and 'Schedule Details', with 'Schedule' being active. This section shows a 'Class Schedule for Spring 2020' grid with columns for days of the week (Sunday through Saturday) and rows for time slots (6am, 7am, 8am). A 'Panels' dropdown is visible on the left. In the bottom right corner, a 'Submit' button is highlighted with a red border.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Beginning Arabic II	ARAB 102, 02	3	10381	Lecture	Credit/Pass/No...	Undergraduate	None	03/31/2020	Registered	**Web Regis...
History of Western Art I	ARTH 114A, 01	3	12681	Lecture	Credit/Pass/No...	Undergraduate	None	01/01/2020	Registered	**Registered...
Political Anthropology	ANTH 316, 01	3	18079	Lecture	Pass/Fail	Undergraduate	None	01/01/2020	Registered	**Registered...

Adjusting Your Course Grade Mode in Banner Self-Service

The deadline to make adjustments to grade modes for the Spring 2020 term is April 24 at 5PM. You may adjust the grade mode for your course(s) as much as needed prior to the deadline.