



# 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.

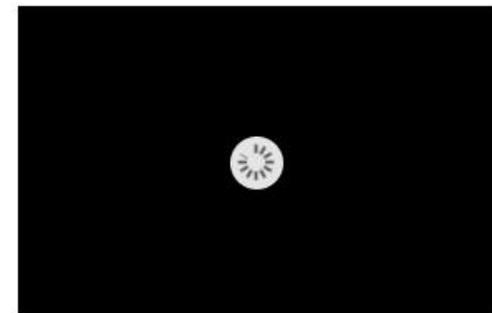
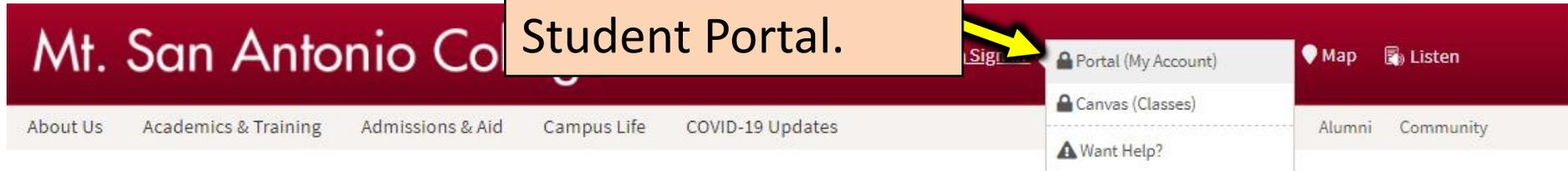
**Step 6:** **Select** “**Standard Letter Grade.**” Only certain classes are applicable for Pass or No Pass (P/NP). *If “Standard Letter Grade” in the Grade Option column is highlighted, then it is available to change.*

**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.

Mt. San Antonio College

Mountie Mail My Sites

Home Student Student Success Canvas Library Non-Credit

IMPORTANT

## 2. Select Student.

### Student Services Serving You!

Dear Mounties,

We understand that there is a lot going on right now and that you have a lot of questions. We want to provide you with as much information as we can. Please read through this carefully. It answers questions our credit students frequently ask. Feel free to contact Student Services offices if you have further questions. We care about you and your education. **our passion.**

[Student Services Online](#)

#### News & Announcements

Announcements All

Subject	Hide
<a href="#">Join the Bridge Program!</a>	Hide
<a href="#">APPLY to the Mt. SAC Scholarship Program TODAY -- Deadline: 4/26/21</a>	Hide

#### Emergency Notifications

This is the RSS feed that will deliver emergency notifications

Preferred First Name

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

Transcripts (Received from Other Institutions)

View my MAP

### Student Self-Service

#### Registration

- 1. Apply for Admission
- 2. Review Existing Application
- 3. Select Term
- 4. Register (Add or Drop) Classes
- 5. Change Class Grading Option
- 6. Week at a Glance
- 7. Registration Fee Assessment
- 8. Registration Appointment/Hold
- 9. Active Registration
- 10. Registration History
- 11. Print Your Schedule/Receipt
- 12. Search for Classes or [Extended Class Search]
- 13. View Your Waitlist

#### Student Records

- 14a. View Assessment Questionnaire (AQ) Results
- 14b. View Placement Test Results
- 15. View Holds
- 16. Final Grades
- 17. Grade Detail
- 18. View Unofficial Transcript
- 19. Request Official Transcript
- 20. View Status of
- 21. View College C
- 22. View Student In
- 23. Request Enroll

#### Student Account

- 24. Account Summ

### Student Services

- ▶ ACCESS
- ▶ A.C.E.S. Program
- ▶ Admissions and Records
- ▶ Arise
- ▶ Assessment Center
- ▶ Aspire
- ▶ Bridge Program
- ▶ CalWORKS
- ▶ Career Services
- ▶ Cashier's Office
- ▶ Counseling

4. Select 'Change Class Grading Option'

5. Select the applicable Term and click Submit.

Registration Term

Select a Term: Winter 2021

Submit

# Steps for Pass or No Pass (P/NP)

Personal Information **Student** Financial Aid

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Add or Drop Classes

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](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 Add Classes section.

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

#### 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 "Standard Letter Grade" below.

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

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Option	Title
**Web Registered** on Nov 10, 2020	<input type="text" value="None"/>	30658	READ	90	0	Credit	3.000	<a href="#">Standard Letter Grade</a>	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

\*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)

Personal Information **Student** Financial Aid

Search

Change Class Options

You may change the grading option for a class which has multiple grading options.

### Reading College Texts

Course: 30658 READ 90 0  
Credit Hours: 3.000  
Grade Option:   
Course Level:

### HS Health

⚠ Not an optional grading course

Course: 31190 BSHS HLTH 0  
Credit Hours: 0.000  
Grade Option: Standard Letter Grade  
Course Level: Non Credit

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

**8. Submit Changes.**

**9. Once submitted, a confirmation will appear.**

✓ Grade mode change successfully submitted!

# Steps for Pass or No Pass (P/NP)

Personal Information **Student** Financial Aid

Search

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Add or Drop Classes

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 ( <http://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf> ) prohibits int excessive, repeated unsuccessful registration attempts may result in the plac

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Spring/Fall	18	12
Winter/Summer	7	4



If you want to change your grade option, select the link labeled "Standard Letter Grade" or "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	<input type="button" value="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

Billing Hours: 3.000

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.

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

