

CHANGING CLASS GRADE MODE TO S/U

Due to the unprecedented COVID19 pandemic situation, NMSU students are being offered the option to change their grade mode from traditional letter grading to satisfactory / unsatisfactory (S/U) grade mode until 11:59 p.m. on Wednesday, May 6, 2020.

How is an S/U different from a letter grade?

S indicates a satisfactory demonstration that the student has met the learning outcomes of the course. For undergraduate students, this means C- or better work. Graduate students should consult with their academic department/instructor to determine what an S grade means.

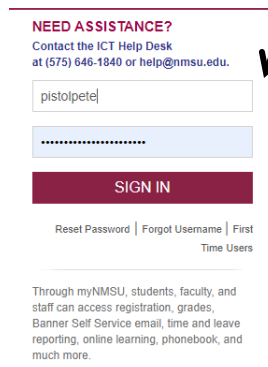
S/U grading is not be calculated as part of a student's GPA.

For courses taken during Spring 2020, an S grade will fulfill prerequisite, degree and financial aid requirements, while a U grade will not.

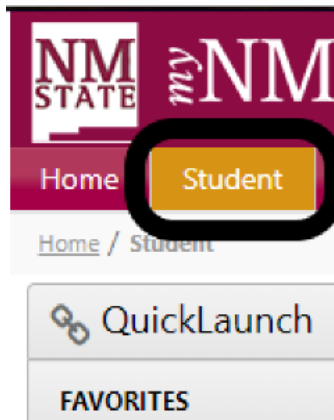
If, after consultation with instructors, academic advisers, and financial aid advisers, students decide an S/U grade is the best option for them, they will be able to change their grade mode in my.nmsu.edu on any course except Thesis and Dissertation sections, which have their own pass/fail grading mechanisms.

STEPS

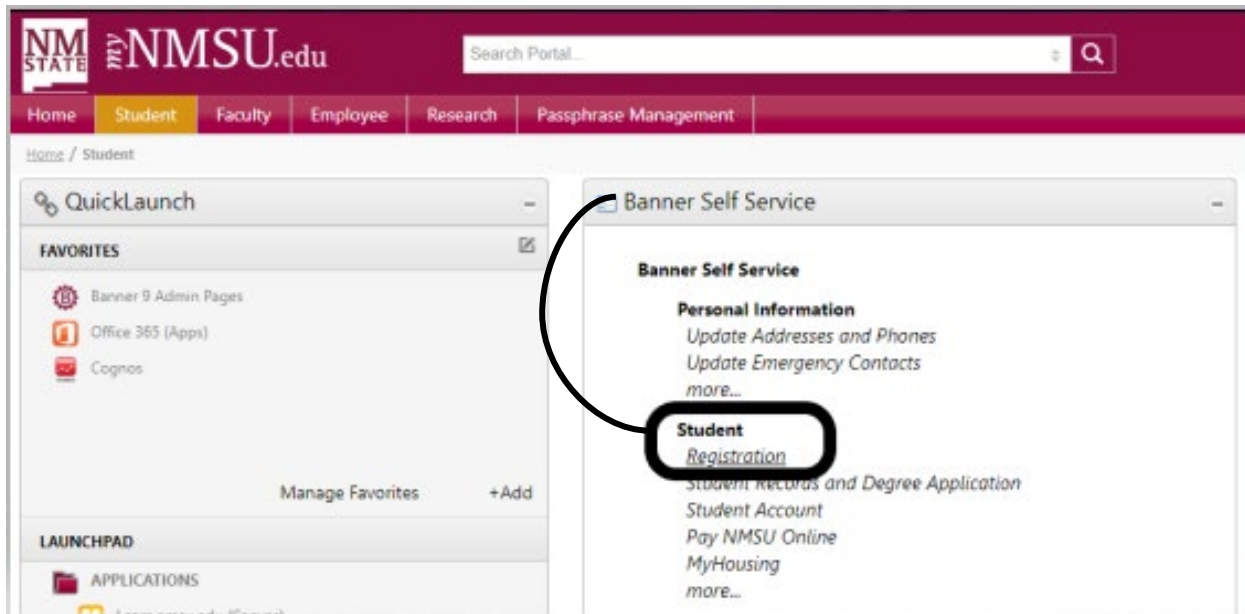
Log into my.nmsu.edu



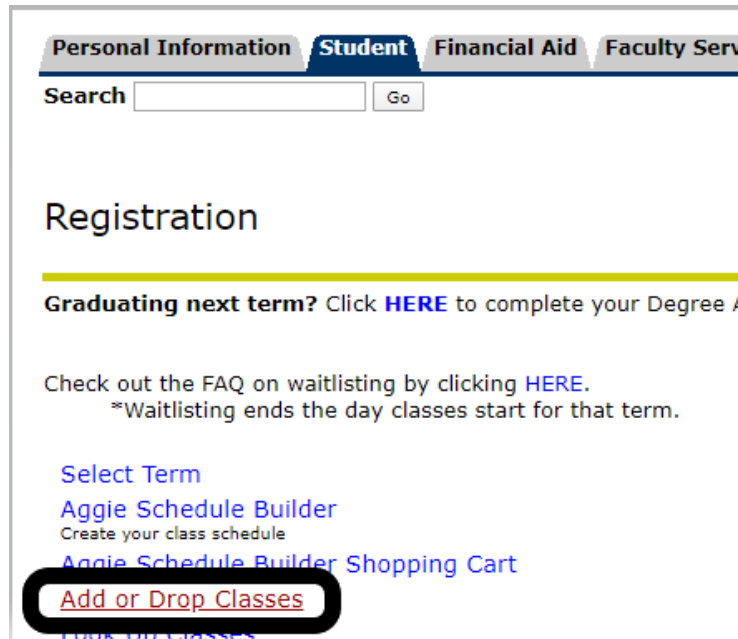
At the Welcome page, click on the “Student” tab at the top left:



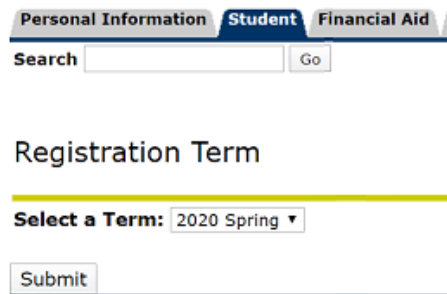
On the “Student” tab, you will see the “Banner Self Service” menu in the middle of the page. Click on “Registration” under the **Student** heading.



From the “Registration” menu, click on “[Add or Drop Classes](#)”



The next screen will ask which “Registration Term” you want to make changes to. Select “2020 Spring” and click on “Submit”.



You will be taken to the “Add or Drop Classes” page where you will see your Current Schedule.

Add or Drop Classes

Select the box in front of the CRN (C identifies a closed class, SR identifies Student Restriction, NR identifies Course Restriction)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Ti
Registered on Jan 01, 2020	None	38204	CSEC	275	D01	Undergraduate	3.000	Traditional Grading In	
Registered on Jan 02, 2020	None	39445	C S	458	M70	Graduate	3.000	Traditional Grading R	

Under “**Action**”, you will see drop down menus next to each class you registered for. For each class you want to change to S/U grade mode, click on the drop down menu and select “Grade Mode Change”.

Current Schedule

Status	Action
Registered on Jan 01, 2020	None
Registered on Jan 02, 2020	None
Drop/Delete on Jan 01, 2020	Grade Mode Change

After you click on “Grade Mode Change”, you must click the “Submit Changes” button at the bottom of your screen. The drop down menu will disappear and the “**Status**” of that class will change to read “Grade Mode Change on {date}”.

Current Schedule

Status	Action	CRN
Grade Mode Change on Mar 27, 2020		38204
Registered on Jan 02, 2020	None	39445

You will now be able to change your grade mode by clicking on the current grade mode, which is “Traditional Grading” in the example below.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cre	Grade Mode
Grade Mode Change on Mar 27, 2020		38204	CSEC	275	D01	Undergraduate	3.000	Traditional Grading
Registered on Jan 02, 2020	None	39445	C S	458	M70	Graduate	3.000	

When you click on the current grade mode (i.e. "Traditional Grading"), you will be taken to the "Change Class Options" screen.

Change Class Options

COVID19 GRADE MODE CHANGE: Students should ONLY select **S/U Grading**

Introductory to Cryptography: Applications and Materials

Course: 38204 CSEC 275 D01
Credit Hours: 3.000
Grade Mode: Traditional Grading ▼
Course Level: Undergraduate

R PROGRAMMING I

Course: 39445 C S 458 M70
Credit Hours: 3.000
Grade Mode: Traditional Grading ▼
Course Level: Graduate

Please notice the warning message at the top of the "Change Class Options" screen. It is imperative that you DO NOT change your grade mode to "Audit", or the class(es) you are taking will NOT count toward your degree or financial aid requirements!

COVID19 GRADE MODE CHANGE: Students should ONLY select **S/U Grading** or **Traditional Grading** to ensure your classes count toward your graduation, and financial aid requirements. **If you select "Audit", the class will NOT count** toward your graduation, and financial aid requirements.

For each class you registered for, you will see a drop down menu next to the words “Grade Mode”. This menu will show you all the grade mode options available for this course. Click on the drop down arrow and select “S/U Grading”. If S/U is not available, contact you academic adviser to discuss your options.

Change Class Options

COVID19 GRADE MODE CHANGE: Students should ONLY select S/U Grading

Introductory to Cryptography: Applications and Materials

Course: 38204 CSEC 275 D01
Credit Hours: 3.000
Grade Mode: Traditional Grading
Course Level: Traditional Grading
Traditional Grading with RR
S/U Grading
Audit

R PROGRAMMING I

Course:
Credit Hours:
Grade Mode: Traditional Grading
Course Level: Graduate

Submit Changes Reset

~ Do not select AUDIT ~

If you do, accidentally, select “Audit” and click “Submit Changes”, immediately email University Student Records Office at record_grade@nmsu.edu.

There is a Grade Mode drop down menu for every class you registered for. If you want to change the Grade Mode for more than one class, you must choose the “S/U Grading” option for each class.

Change Class Options

COVID19 GRADE MODE CHANGE: Students should ONLY select S/U Grading or

Introductory to Cryptography: Applications and Materials

Course: 38204 CSEC 275 D01
Credit Hours: 3.000
Grade Mode: S/U Grading
Course Level: Undergraduate

R PROGRAMMING I

Course: 39445 C S 458 M70
Credit Hours: 3.000
Grade Mode: Traditional Grading
Course Level: Graduate

Submit Changes Reset

You must click “Submit Changes” or your student record will NOT be updated.

After you click “**Submit Changes**”, you will be returned to your “Current Schedule”, where the changes you made will be updated.

Current Schedule									
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	T
Grade Mode Change on Mar 27, 2020		38204	CSEC	275	D01	Undergraduate	3.000	S/U Grading	I
Registered on Jan 02, 2020	<input type="text" value="None"/>	39445	C S	458	M70	Graduate	3.000	Traditional Grading	R

After you are done making your Grade Mode Changes, and have verified they are accurate on your “Current Schedule” page, click “Sign Out” in the upper left corner of the page.