1. Review the term deadlines for the grading basis deadlines at: 
   [http://extension.berkeley.edu/static/studentservices/concurrent/#schedule](http://extension.berkeley.edu/static/studentservices/concurrent/#schedule)

2. Before the term Grade Option Deadline 2, you can change your grade option from Letter Grade to Pass/Not Pass or from Pass/Not Pass to Letter Grade:
   - **LETTER GRADES**
     - A—Excellent
     - B—Good
     - C—Fair
     - D— Barely passing
     - F— Failure
     - A plus or minus may be recorded.
   - **PASSED/NOT PASSED GRADES**
     - P—Passed (equivalent to a C-minus or higher)
     - NP—Not passed (lower than C-minus)

3. If you need to transfer your course back to your home institution, before you decide we recommend that you consult with your advisor at your home institution as to whether a Pass/Not Pass grade will be acceptable to transfer.

4. To CHANGE YOUR GRADE OPTION, please find the UC Berkeley Extension website online at: 
5. Log in to your “student” account at the top of the screen:
   - If you forgot your “user name” or your “password” use the “Forgot User Name” or “Forgot Password” features on our website.
   - **Do not create a duplicate student account as this may cause technical problems.**

6. After you log in, on the home screen, you will see “My Current Courses” and “View Online Resources”.
   - Under “View Online Resources”, you will see in the drop down menu “Concurrent Enrollment System”.
   - Click the “Go” button.
7. Another tab will open in your browser. Navigate over to the “Welcome Screen” for the “Concurrent Enrollment System”.

8. Follow instructions on the “Welcome Screen” to update classes. The instructions are included below for your convenience.

9. To update the grade option of a class:
   • Select "Application/Enrollment" from the menu above.
   • Select "Update Class".
10. Select the CCN for the grade option you wish to change.

11. Next to "Grading", select your preferred grade option from the drop down menu (Letter Grade or Pass/Not Pass).

12. Select "Update".

13. Repeat the process for any other classes you wish to change by selecting "Application/Enrollment" from the menu above and "Update Class".