1. Log in to Campus Information Services with your uNID and password:

![Log In Image]

2. Locate the Registration box on your Student tab. Click the “Edit Class (Variable Hours, CR/NC Option)” link

![Registration Image]
3. The “Edit Classes” page is displayed.

**NOTE:** If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

- Choose the course you wish to elect CR/NC.
- Select the “Proceed to Step 2 of 3” button.

```
Edit Class Enrollment Options
1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.
```

4. Select the “Elect” button under the CR/NC option.

```
Edit Class Enrollment Options
1. Select a class to edit - Enrollment Preference

HIST 1700 - American Civilization

Class Preferences
- Permission Nbr
- Grading: Graded
- Units: 3.00
- Requirement Designation: American Institutions

Select CR/NC Grading
- Elect

*If you want a letter grade (A-E), do not elect.

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
</table>
```
5. A message box will appear with important CR/NC information, please review and select “OK” to continue.

Elect message: (20000,206)
If you confirm this option you will not receive a letter grade (A-E) for this class. You will receive either a CR or NC grade depending on your performance in the class, in place of a letter grade.

--Students may exercise the option of CR/NC grading for a maximum of 15 hours while an undergraduate at the university.
--The CR/NC option is NOT permitted in Writing 1010, Writing 2010, any Honors course, or classes that meet requirements for your academic major.
--If you are a graduate student, you may exercise the CR/NC option with approval from your academic department and the Dean of the Graduate School.
--Caution: CR grade may not be accepted or may be interpreted as a "C-" grade and the NC may be interpreted as a "E" grade when credit is transferred to another institution or when applying to graduate or professional schools.
--Please refer to the Student Handbook (www.sa.utah.edu/registrar/handbook/crn.pdf) for additional CR/NC information, regulations, and possible disadvantages to taking many classes CR/NC.

If you are certain you want to elect CR/NC, click OK and then click NEXT. If you do not want to elect CR/NC, click OK and then click CANCEL.

6. Select the “Next” button.
7. Select “Finish Editing” to confirm the change of grading basis from “Graded” to “Elected Credit/ No Credit.”

8. A green check will indicate the grading basis was updated successfully. A red “X” for an error.

You may wish to click the “My Class Schedule” button to obtain an updated schedule of your classes.