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

2. Locate the Registration box on your Student tab. Click the “Edit Class (Variable Hours, CR/NC Option)” link
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 revoke CR/NC.
- Select the “Proceed to Step 2 of 3” button.

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

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**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.

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**HIST 1700 - American Civilization**

**Class Preferences**

- Permission Nbr
- Grading
- Units: 3.00
- Requirement Designation: American Institutions

**Select CR/NC Grading**

- *If you want a letter grade (A-E), do not elect.*
5. A message box will appear with important CR/NC information, please review and select “OK” to continue.

Revoke message: (20000,207)
--After the last day to drop classes, revoking the CR/NC option will continue to accrue towards the 15 hour maximum.
--Please refer to the Student Handbook (www.sa.utah.edu/regist/handbook/crnc.htm) for additional CR/NC information.

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

6. Select the “Next” button.

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7. Select “Finish Editing” to confirm the change of grading basis from “Elected Credit/No Credit” to “Revoked Credit/No Credit.”

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

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.