How to Change a Student’s Grading Basis

1. From the **Main Menu**, navigate to:
   Records and Enrollment >
   Enroll Students >
   Enrollment Request.

2. On the following search page, only use the **Add a New Value** tab. Enter a Student ID or use the look up table (🔍) to search for a student by name. Also enter the student’s **Academic Career**, the **Academic Institution**, and the **Term**.

3. Choose **Normal Maintenance** from the **Action** drop list.
4. Enter the **Class Nbr** of the Enrollment (primary) section or search for the class using the look up (🔍).

The **Grading Basis** will automatically be changed for any Non-Enrollment (secondary) sections.

5. Do not check the override checkbox for **Grading Basis**, but do check the **Grading Basis** look up (🔍) icon to open the **Look up Grading Basis** table.

   **NOTE:** Your choices of grading options on the look up table are determined by how your class is set up in the Academic Guide.

6. Select the new **Grading Basis**

7. Click the **Submit** button.

8. The **Status** will change to “Success” after clicking the **Submit** button.

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**Support:**

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/

For additional SIS resources, please visit:

- http://sis.berkeley.edu/training