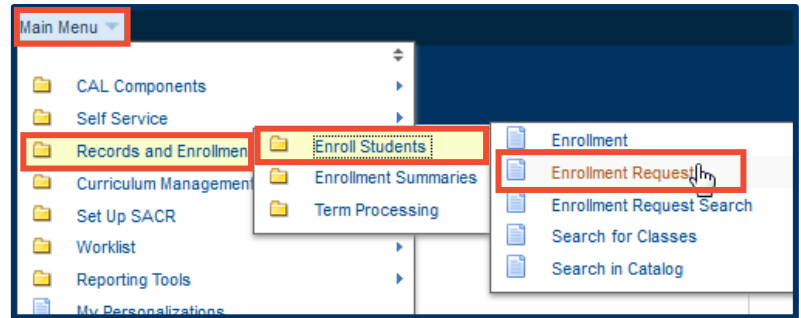
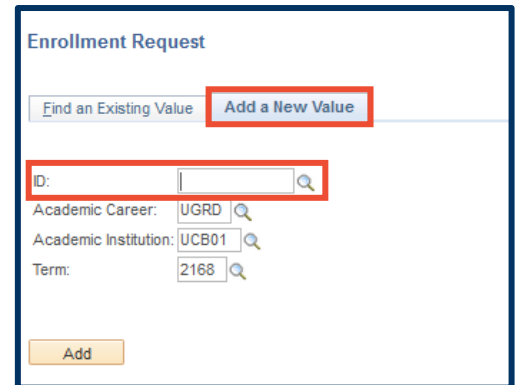


# How to Change a Student's Grading Basis

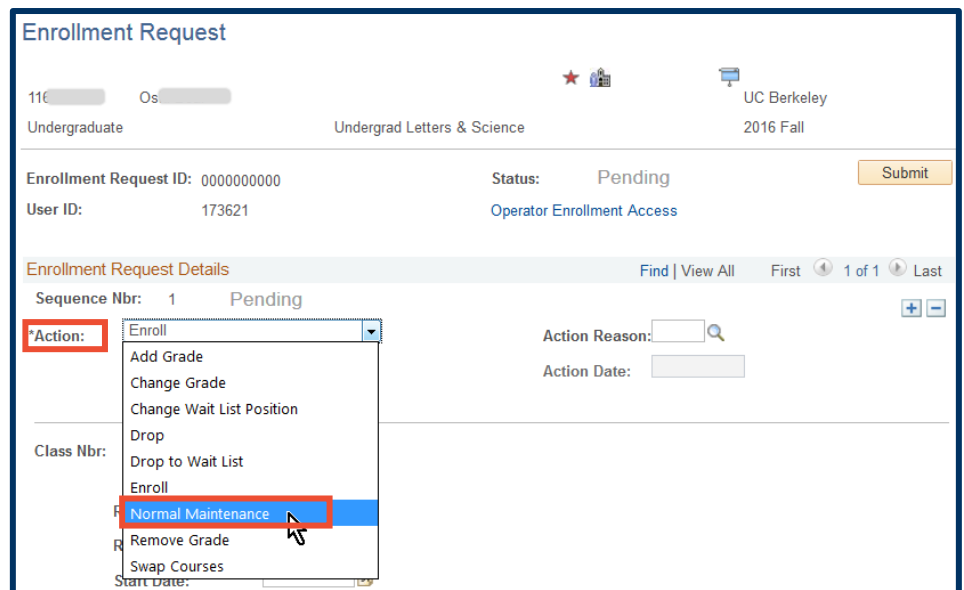
- From the **Main Menu**, navigate to:  
**Records and Enrollment >**  
**Enroll Students >**  
**Enrollment Request.**



- 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**.



- 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.

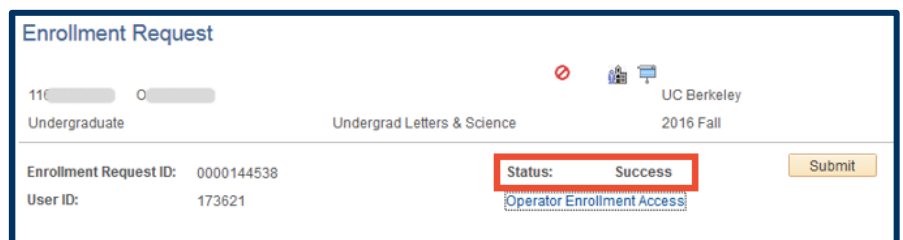
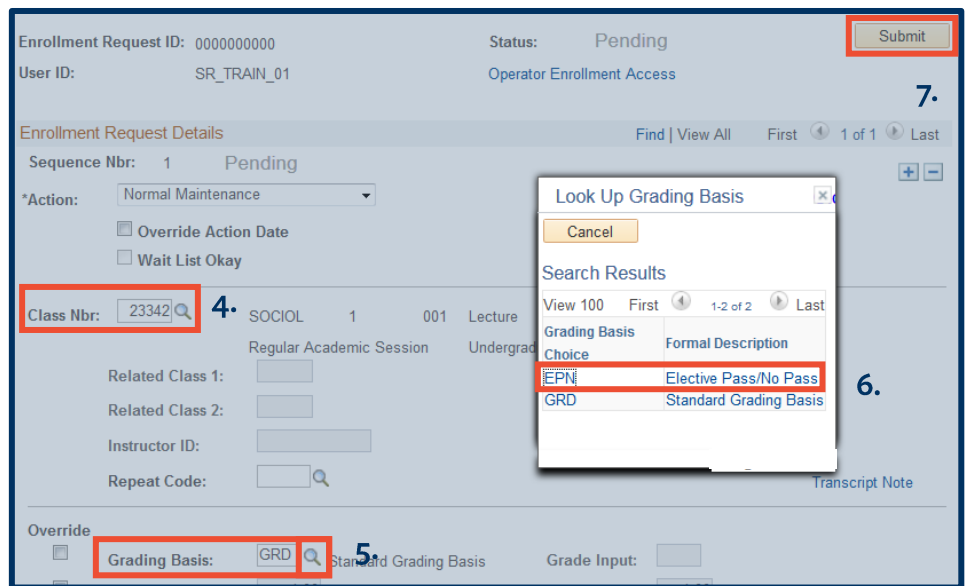
5. Do *not* check the override checkbox for **Grading Basis**, but do click the **Grading Basis** look up (🔍) icon to open the **Look up Grading Basis** table.

**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.



### Support:

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call 510-664-9000 (press option 6)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)

For additional SIS resources, please visit:

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