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. Select 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
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

- [http://sis.berkeley.edu/training](http://sis.berkeley.edu/training)