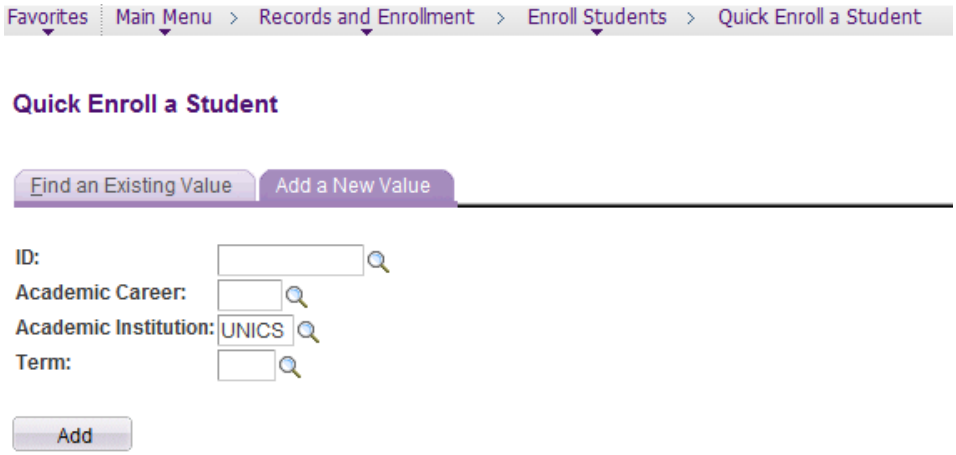
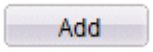
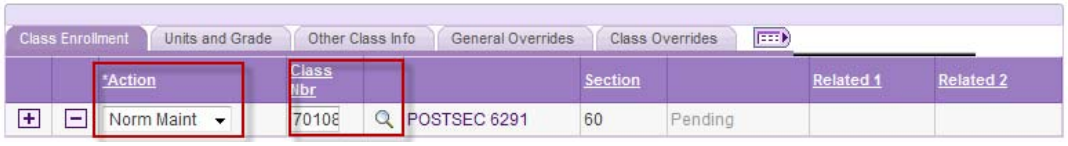
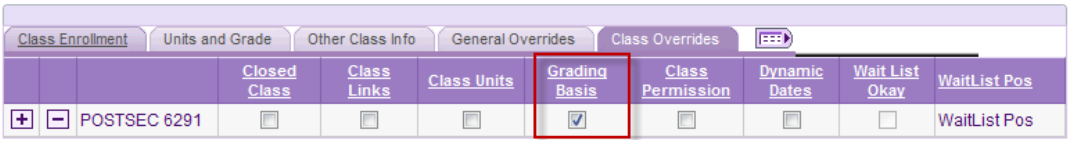
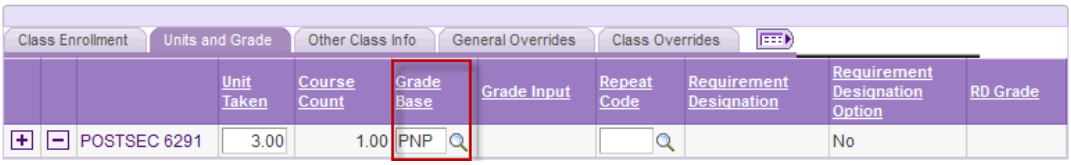
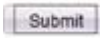
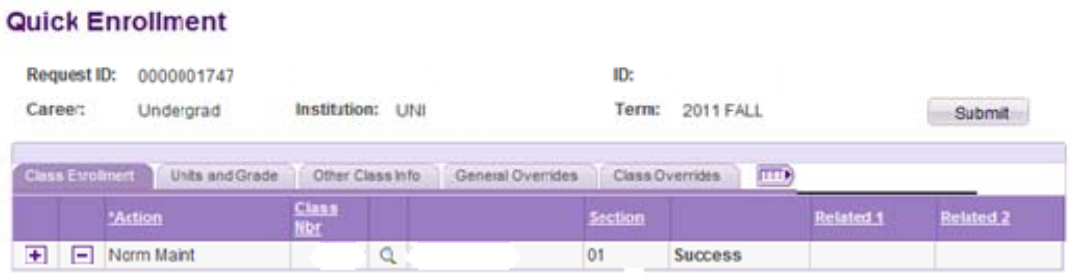
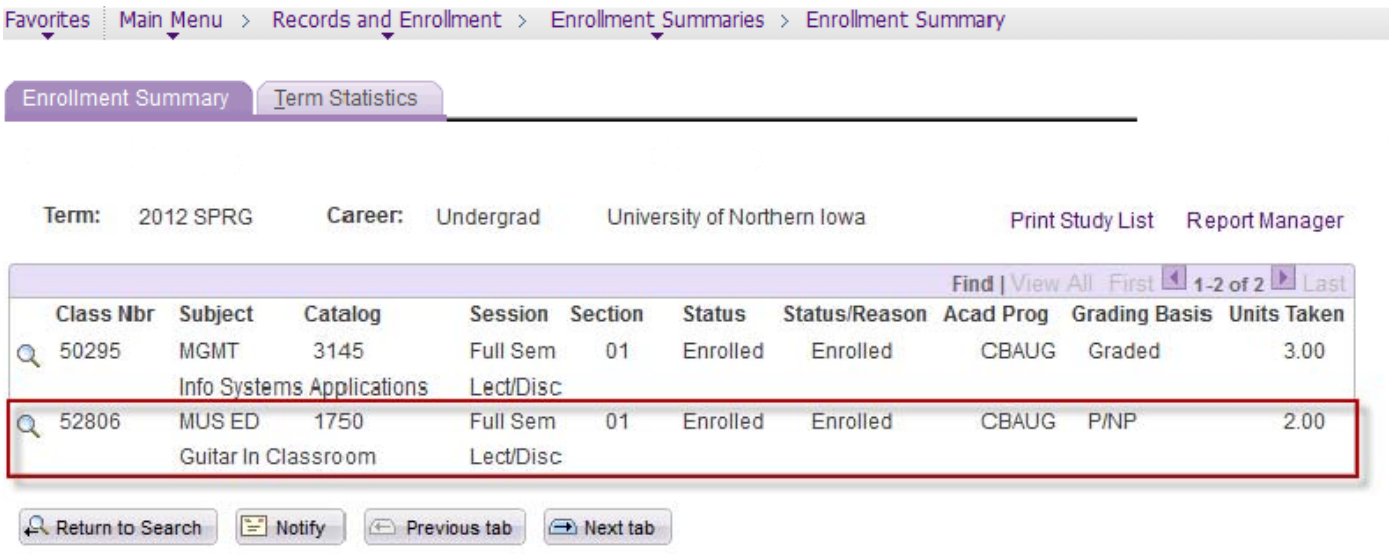
Changing Grading Basis using Quick Enroll

Purpose: Use the **Quick Enroll** component to change the grading basis for students already enrolled in a class. For example, the student enrolls in a class and later decides they wish to take this class on a credit/no-credit basis.

Step	Action
1.	Navigate to the **Quick Enrollment** page: **Main Menu › Records and Enrollment › Enroll Students › Quick Enroll a Student** 
2.	Complete the following: • **ID** – Enter the student's ID • **Academic Career** – Enter graduate or undergraduate • **Term** – Enter the appropriate term (e.g. 2112 for Fall 2011)
3.	Click the **Add** button.  ***Result:*** The Quick Enrollment page displays.
4.	Select *Normal Maintenance* in the **Action** field. Click the search icon to select the class. 
5.	Tab out of the **Class Nbr** field to display the class. Click the ***Class Overrides*** tab. Check the **Grading Basis** override. 

Step	Action
6.	Click the ***Units and Grade*** tab. Change the **Grade Basis** to the desired value. In this case, the student wishes to take this class on a "Credit/No Credit basis", so select *PNP*. 
7.	Click the **Submit** button.  ***Result:*** The status changes to **Success**. If there is any reason the enrollment cannot be processed, the status will show **Error**. Click the **Error** link to view details. 

Note: You may verify the update by checking the student's **Enrollment Summary.** Select **Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary**