

## How To Change To Credit-Only

(Before the last day to withdraw/drop, change to credit only, change from credit to audit. To change to credit only after the deadline requires approval from your college on a Schedule Revision form.)

Student Navigation: Login to MyPack Portal > Student Self Service > Enrollment > click the Edit tab

Select the course you want to change from the drop down menu box and click PROCEED TO STEP 2 OF 3

The screenshot shows the MyPack Portal interface. At the top, there is a navigation bar with 'NC STATE UNIVERSITY' and 'MYPACK' logos, and links for 'FIND PEOPLE', 'LIBRARIES', 'NEWS', 'CALENDAR', 'CAMPUS MAPS', 'MYPACK HOME', and 'SIGN OUT'. Below this is a secondary navigation bar with 'MyPACK HOME', 'FOR STUDENTS', 'FOR FACULTY & STAFF', and 'MyTAB'. A left sidebar menu is open, showing 'Enrollment' selected, with sub-items like 'Grade Distribution', 'My Class Schedule', 'ClassEval', 'Class Search / Browse Catalog', 'Online Textbook Ordering', 'Parking Permit', and 'Enrollment Dates'. The main content area is titled 'Joe Student' and includes a 'go to ...' search box and buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. The 'edit' button is highlighted. Below this is the 'Edit Class Enrollment Options' section, which includes a progress indicator '1' and a sub-section '1. Select a class to edit'. The instructions state: 'Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.' Below this, the term '2009 Spring Term | Non Degree Status | NC State University' is shown. A section titled 'Classes you are allowed to edit' contains a dropdown menu labeled 'Select from your schedule' with 'ENG 215: Prin News Art Writ' selected. A green button labeled 'PROCEED TO STEP 2 OF 3' is visible. At the bottom, there is a 'My 2009 Spring Term Class Schedule' section with a 'go to ...' search box and a row of links: 'My Class Schedule', 'Wish List', 'Class Search', 'Add', 'Drop', 'Swap', and 'Edit'.

Then select the Grading method from the drop down menu. Graded = for a grade, Satisfactory/Unsatisfactory = credit only

Click NEXT (see view on next page)

MyPACK HOME FOR STUDENTS FOR FACULTY & STAFF MyTAB

<<CLOSE MENU

### Edit Class Enrollment Options

1 2 3

#### 1. Select a class to edit - Enrollment Preference

2009 Spring Term | Non Degree Status | NC State University

#### ENG 215 - Prin News Art Writ

[How do I audit a course?](#)

**Class Preferences**

ENG 215-003 Lecture  Closed Grading: Graded Units: 3.00

Session: Regular Academic Session  
Career: Undergraduate

**Enrollment Information**

- Prerequisite: ENG 101

CANCEL PREVIOUS NEXT

Section	Component	Days & Times	Location	Instructor	Start/End Date
003	Lecture	MW 8:00 AM - 9:15 PM	00000 Winston Hall	Robert [unclear]	1/7/2009 - 4/24/2009

[My Class Schedule](#) [Wish List](#) [Class Search](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

Confirm the change to the grading method by clicking FINISH EDITING

MyPACK HOME FOR STUDENTS FOR FACULTY & STAFF MyTAB

<<CLOSE MENU

Enrollment

Enrollment

Grade Distribution  
My Class Schedule  
ClassEval  
Class Search / Browse  
Catalog  
Online Textbook  
Ordering  
Parking Permit  
Enrollment Dates

Academic Records  
Campus Finances  
Degree Progress / Graduation  
Campus Personal Information  
Apply Online  
University Housing  
Class Search / Browse  
Catalog

go to ...

my class schedule wish list class search add drop swap edit

### Edit Class Enrollment Options

1 2 3

#### 2. Confirm your selections

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

2009 Spring Term | Non Degree Status | NC State University

Class Attribute	Original Value	New Value
Grade Option	Graded	Satisfactory / Unsatisfactory

CANCEL FINISH EDITING

[My Class Schedule](#) [Wish List](#) [Class Search](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

go to ...