Due to the unprecedented COVID19 pandemic situation, NMSU students are being offered the option to change their grade mode from traditional letter grading to satisfactory / unsatisfactory (S/U) grade mode until 11:59 p.m. on Wednesday, May 6, 2020.

How is an S/U different from a letter grade?

S indicates a satisfactory demonstration that the student has met the learning outcomes of the course. For undergraduate students, this means C- or better work. Graduate students should consult with their academic department/instructor to determine what an S grade means. S/U grading is not be calculated as part of a student’s GPA. For courses taken during Spring 2020, an S grade will fulfill prerequisite, degree and financial aid requirements, while a U grade will not.

If, after consultation with instructors, academic advisers, and financial aid advisers, students decide an S/U grade is the best option for them, they will be able to change their grade mode in my.nmsu.edu on any course except Thesis and Dissertation sections, which have their own pass/fail grading mechanisms.

**STEPS**

Log into my.nmsu.edu
At the Welcome page, click on the “Student” tab at the top left:

On the “Student” tab, you will see the “Banner Self Service” menu in the middle of the page. Click on “Registration” under the **Student** heading.
From the “Registration” menu, click on “Add or Drop Classes”

![Registration Menu](image)

The next screen will ask which “Registration Term” you want to make changes to. Select “2020 Spring” and click on “Submit”.

![Registration Term](image)

You will be taken to the “Add or Drop Classes” page where you will see your Current Schedule.

**Add or Drop Classes**

![Add or Drop Classes](image)

Select the box in front of the CRN (C identifies a closed class, SR identifies Student Restriction, NR identifies Course Restriction).

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered on Jan 01, 2020</td>
<td>None</td>
<td>38204</td>
<td>CSEC</td>
<td>275</td>
<td>D01</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Traditional Grading</td>
<td></td>
</tr>
<tr>
<td>Registered on Jan 02, 2020</td>
<td>None</td>
<td>39445</td>
<td>C S</td>
<td>458</td>
<td>M70</td>
<td>Graduate</td>
<td>3.000</td>
<td>Traditional Grading</td>
<td></td>
</tr>
</tbody>
</table>
Under “**Action**”, you will see drop down menus next to each class you registered for. For each class you want to change to S/U grade mode, click on the drop down menu and select “Grade Mode Change”.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered on Jan 01, 2020</td>
<td>None</td>
</tr>
<tr>
<td>Registered on Jan 02, 2020</td>
<td>None</td>
</tr>
<tr>
<td>Drop/Delete on Jan 01, 2020</td>
<td>Grade Mode Change</td>
</tr>
</tbody>
</table>

After you click on “Grade Mode Change”, the drop down menu will disappear and the “**Status**” of that class will change to read “Grade Mode Change on {date}”.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Mode Change on Mar 27, 2020</td>
<td>39204</td>
</tr>
<tr>
<td>Registered on Jan 02, 2020</td>
<td>39445</td>
</tr>
</tbody>
</table>

You will now be able to change your grade mode by clicking on the current grade mode, which is “Traditional Grading” in the example below.
When you click on the current grade mode (i.e. “Traditional Grading”), you will be taken to the “Change Class Options” screen.

**COVID19 GRADE MODE CHANGE:** Students should ONLY select S/U Grading.

*Introductory to Cryptography: Applications and Materials*
- **Course:** 38204 CSEC 275 D01
- **Credit Hours:** 3.000
- **Grade Mode:** Traditional Grading
- **Course Level:** Undergraduate

*R PROGRAMMING I*
- **Course:** 39445 C S 458 M70
- **Credit Hours:** 3.000
- **Grade Mode:** Traditional Grading
- **Course Level:** Graduate

*Please notice the warning message at the top of the “Change Class Options” screen. It is imperative that you DO NOT change your grade mode to “Audit”, or the class(es) you are taking will NOT count toward your degree or financial aid requirements!*

**COVID19 GRADE MODE CHANGE:** Students should ONLY select S/U Grading or Traditional Grading to ensure your classes count toward your graduation, and financial aid requirements. **If you select “Audit”, the class will NOT count** toward your graduation, and financial aid requirements.
For each class you registered for, you will see a drop down menu next to the words “Grade Mode”. This menu will show you all the grade mode options available for this course. Click on the drop down arrow and select “S/U Grading”. If S/U is not available, contact your academic adviser to discuss your options.

Change Class Options

COVID19 GRADE MODE CHANGE: Students should ONLY select S/U Grading.

Introductory to Cryptography: Applications and Materials
Course: 38204 CSEC 275 D01
Credit Hours: 3.000
Grade Mode: Traditional Grading
Course Level: Traditional Grading

R PROGRAMMING I
Course: 39445 C S 458 M70
Credit Hours: 3.000
Grade Mode: Traditional Grading
Course Level: Graduate

Submit Changes  Reset

~ Do not select AUDIT ~
If you do, accidentally, select “Audit” and click “Submit Changes”, immediately email University Student Records Office at record_grade@nmsu.edu.

There is a Grade Mode drop down menu for every class you registered for. If you want to change the Grade Mode for more than one class, you must choose the “S/U Grading” option for each class.

You must click “Submit Changes” or your student record will NOT be updated.
After you click “Submit Changes”, you will be returned to your “Current Schedule”, where the changes you made will be updated.

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After you are done making your Grade Mode Changes, and have verified they are accurate on your “Current Schedule” page, click “Sign Out” in the upper left corner of the page.