

Credit/No Credit Grading Form

Student Instructions for Registrar Portal Services

Step 1: Select the “Credit/No Credit Grading” option on the Registrar’s “Forms” page (<https://registrar.lmu.edu/forms/>).

Forms marked with an asterisk (*) are part of the Registrar Portal Services online forms processing.

Application for Degree

Application for Graduate Certificate

Authorization to Release Records Information (FERPA Release)

Change of Legal Name or SSN

Change of Program*

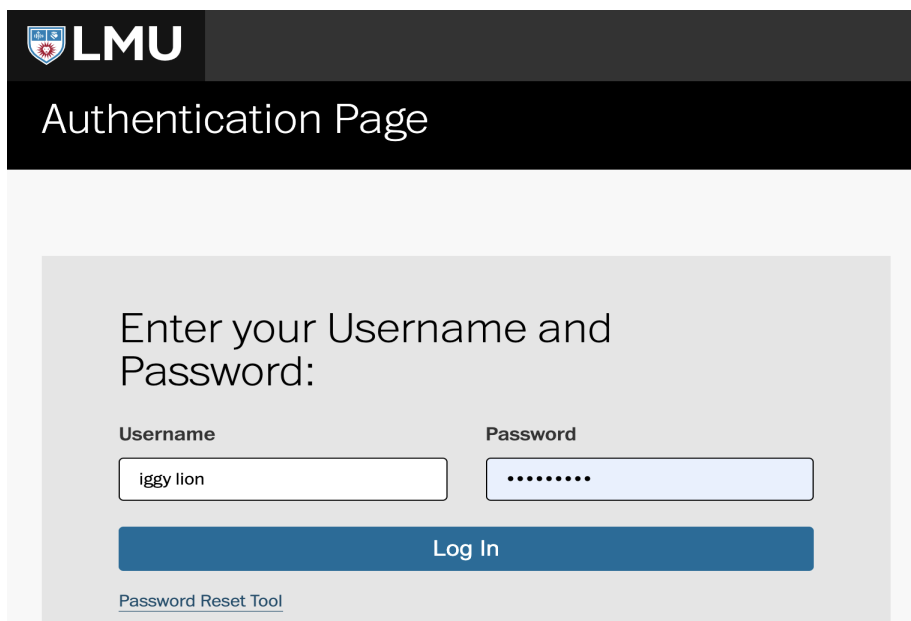
Course Audit*

Course Challenge/Credit by Exam

Credit / No Credit Grading*



Step 2: Enter your myLMU credentials and click “Log In.”



The screenshot shows the LMU Authentication Page. At the top left is the LMU logo. Below it, the text "Authentication Page" is displayed. The main content area contains the instruction "Enter your Username and Password:". There are two input fields: "Username" with the text "iggy lion" and "Password" with masked characters ".....". Below the fields is a blue "Log In" button. At the bottom left, there is a link for "Password Reset Tool".

Step 3: You will then be redirected to Workflow's Registrar Service Portal. Please wait for the portal options to load (Note: this may take up to a minute).



Registrar Service Portal



Show Info

Registrar Service Portal

You may select a service option below. If you already submitted a request and would like to know it's status, click [here](#) to access your workflow dashboard. For information on how to configure your dashboard, click [here](#) to review an article on the subject provided by our service provider, Mitratesch.

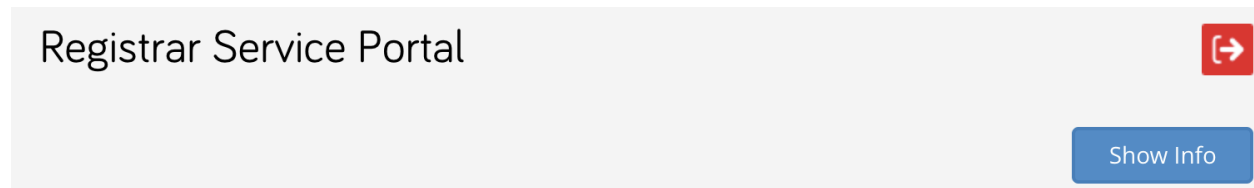
LMU Office of the Registrar is available via phone (310.338.2740) and email (registrar@lmu.edu) between the hours of 8:00 a.m. and 5:00 p.m., Pacific Daylight Time, Monday through Friday.

Service options are loading. Please wait... *

Save

Submit

Step 4: Once the page loads, select “Credit/No Credit Grading” from the “Registrar Service” dropdown menu. Then, click “Submit.”



Registrar Service Portal

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A screenshot of a web form. The label "Registrar Service *" is positioned above a dropdown menu. The dropdown menu currently displays "-- Select one --" and has a small downward-pointing arrow on its right side. A red oval is drawn around the entire dropdown menu area. Below the dropdown menu, the text "This field is required" is written in red. To the right of the dropdown menu are two blue buttons: "Save" and "Submit".

Step 5: Using the drop down menus, select your college and which term you are requesting Credit/No Credit grading for.

A screenshot of a web form. The label "Select Your Primary College *" is positioned above a dropdown menu. The dropdown menu currently displays "-- Select one --" and has a small downward-pointing arrow on its right side. A red arrow points from the right towards the dropdown menu. Below the dropdown menu, the text "This field is required" is written in red.A screenshot of a web form. The label "Term for which this request is being made *" is positioned above a dropdown menu. The dropdown menu currently displays "-- Select one --" and has a small downward-pointing arrow on its right side. A red arrow points from the right towards the dropdown menu. Below the dropdown menu, the text "This field is required" is written in red.

Step 6: Fill in the required information for the class you wish to apply Credit/No Credit grading to (Note: multiple requests must be submitted through additional forms).

Credit / No-Credit Grading

Core and certain major and minor requirements cannot be met with a course taken CR/NC. These and other requirements may require a letter grade. Please speak to your advisor in detail about the possible consequences of course taken CR/NC.

Complete the fields below for the course you want to take for credit/no-credit grading

Enter Course (CRN) and Press Tab *

Instructor *

Subject *

Course Number *

Section Number *

Semester Hours *

Step 7: Sign the document and click submit.

By signing below, I request to make a change to my academic program. Once processed, I understand that I may not rescind the request.

Student Signature *

Signer's Name

Type Draw Upload Clear

Request Date

06/15/2021

Save

Submit

