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.”
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

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, Mitrachtech.

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

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

[Save] [Submit]