

In order to change your enrollment in a class from Graded to Passed/Not Passed, you can do this through the my.moody.edu Student Center. Click “Enroll”. There is also an “Enrollment: Edit” option in the drop down menu that is a bit of a shortcut.

Academics

Search
Plan
Enroll
My Academics

other academic... >>

Deadlines URL

This Week's Schedule		
	Class	Schedule
	BI 2272-01 LEC (1680)	MoWe 7:00AM - 8:50AM Sweeting 222
	GSU 2222-01 LEC (1430)	MoWeFr 12:00PM - 12:50PM Dryer Auditorium
	MI 4451-1 LEC (2869)	TBA
	PCM 1100-0055 FLD (2093)	Th 4:00PM - 6:30PM PCM Site
	PCM 1101-0162 FLD (2200)	Su 2:00PM - 4:00PM PCM Site
	PS 3330-11 LEC (2868)	TBA
	PS 3342-01 LEC (1799)	MoWeFr 1:00PM - 1:50PM Sweeting 349
	PS 3361-01 LEC (1800)	TuTh 1:30PM - 2:45PM Sweeting 333
	STDV 1001-02 LEC (2785)	TuWeThFr 10:00AM - 11:00AM Torrey Gray Auditorium

Make sure that “Edit” is selected. Select the Spring 2020 term and click “Continue”.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | **Edit** | Term Information

Add Classes 1 2 3

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 2020	Undergraduate	Moody Bible Institute
<input type="radio"/>	Summer 2020	Undergraduate	Moody Bible Institute

[Continue](#)

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Select your class from the drop-down menu. Each class has to be done separately, one at a time.

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | **Edit** | Term Information

Edit Class Enrollment Options 1 2 3

1. Select a class to edit

Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

Spring 2020 | Undergraduate | Moody Bible Institute Change Term

Classes you are allowed to edit

Select from your schedule

Proceed to Step 2 of 3

▶ **My Spring 2020 Class Schedule**

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This drop down menu is where you make the adjustment. Make sure that “Pass/Not Pass” is selected and click “Next”.

Edit Class Enrollment Options 1 2 3

1. Select a class to edit - Enrollment Preferences

Spring 2020 | Undergraduate | Moody Bible Institute
BI 4417 - Major Prophets II

Class Preferences

BI 4417-01 Lecture ● Open Grading
Units
Pass/Not Pass

Enrollment Information

- Not open to freshmen

Cancel Previous Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TBA	TBA	Staff	

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This page is for review. Make sure the New Value is “Passed/Not Passed”. Then click “Finish Editing”.

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | **Edit** | Term Information

Edit Class Enrollment Options

1 2 3

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

Spring 2020 | Undergraduate | Moody Bible Institute

Class Attribute	Original Value	New Value
Grade Option	Graded	Passed/Not Passed

Cancel Finish Editing

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This is the confirmation page. Make sure that you see a green checkmark!

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | **Edit** | Term Information

Edit Class Enrollment Options

1 2 3

View the results of your enrollment request. Select fix errors to try and correct the problems listed.

Spring 2020 | Undergraduate | Moody Bible Institute

Success: Class updated	Error: Unable to update class
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Class	Message	Status
BI 4417	Success: This class has been updated.	

My Class Schedule

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Repeat for each desired class as necessary.