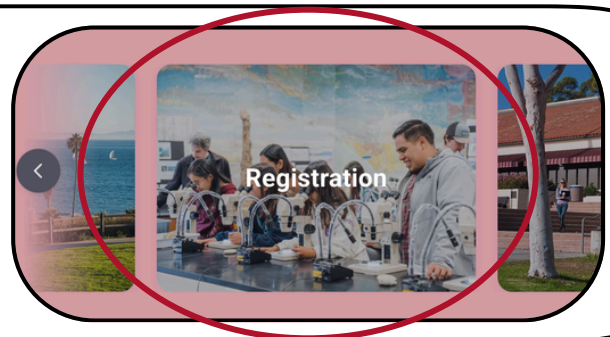


How to **Change** a Class to **Pass / No Pass**

SANTA BARBARA CITY COLLEGE | Welcome Center

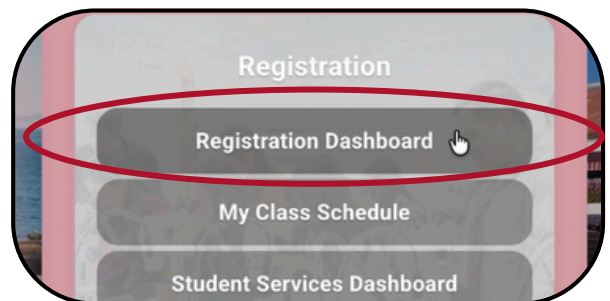
1

Go to [My.SBCC.edu](https://my.sbccc.edu)



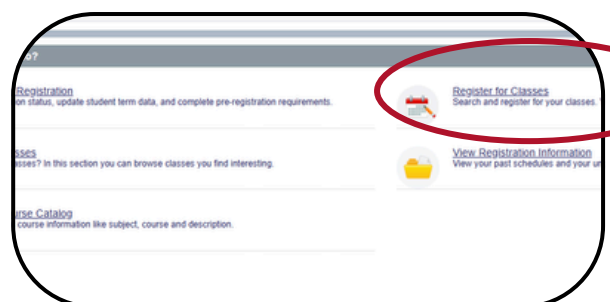
2

Hover over “Registration”
and **click** on
“**Registration Dashboard**”



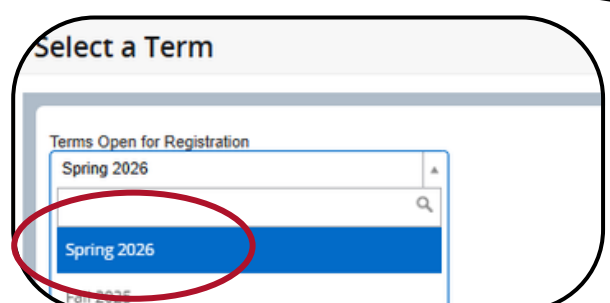
3

Click on
“**Register for Classes**”



4

Select Desired
Enrollment Term



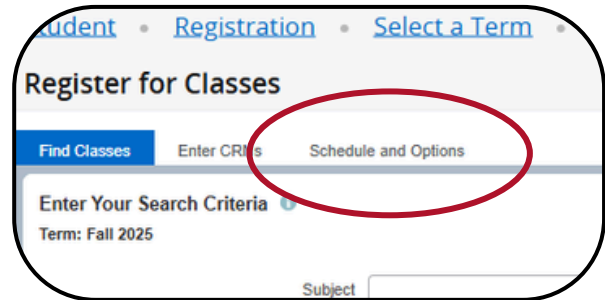
Questions? Visit: www.sbccc.edu/enrollmentservices

How to Change a Class to Pass / No Pass

SANTA BARBARA CITY COLLEGE | Welcome Center

5

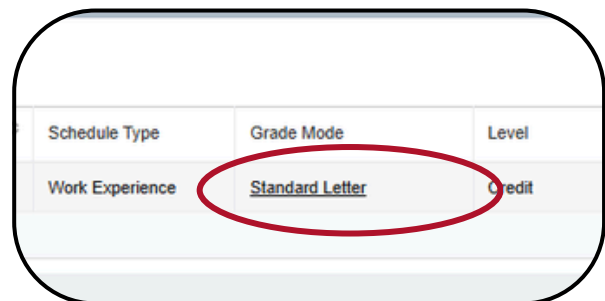
Click
“Schedule and Options”



The screenshot shows the 'Register for Classes' page. At the top, there are links for 'Student', 'Registration', and 'Select a Term'. Below these are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Schedule and Options' tab is circled in red. Below the tabs, there is a section for 'Enter Your Search Criteria' with a dropdown for 'Term: Fall 2025' and a text input for 'Subject'.

6

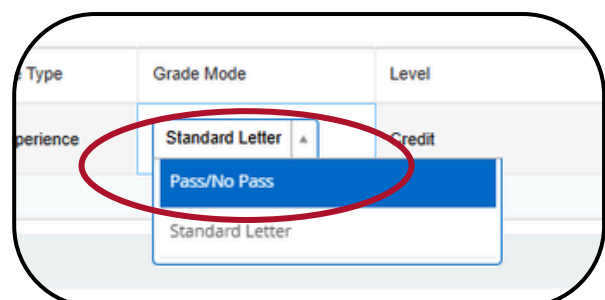
Under “Grade Mode,”
click “Standard Letter”



The screenshot shows a table with columns: 'Schedule Type', 'Grade Mode', 'Level', 'Work Experience', and 'Credit'. The 'Grade Mode' column has a dropdown menu open, showing 'Standard Letter' circled in red.

7

Click on “Pass/No Pass”



The screenshot shows the 'Grade Mode' dropdown menu with 'Standard Letter' selected. The 'Pass/No Pass' option is circled in red.

8

CLICK
SUBMIT



The screenshot shows a 'Submit' button with a red jagged border.

Questions? Visit: www.sbcc.edu/enrollmentservices