How to Switch Your Grading Option for Spring 2020

Some reminders:

- Refer to the deadline on the Spring 2020 Credit/No Credit Policy webpage.
- Be sure to review the information and FAQs on the webpage before you make your choices.
- You’ll be able to edit any of your choices before the deadline.

1. Go to my.cpp.edu and log in with your BroncoName and password.
2. Navigate to your BroncoDirect Student Center.
3. Click on Enroll in the Academics menu.

4. Select the Spring 2020 term and click on Continue.

5. Select Edit from the Enroll menu.
6. Select the course you want to change. Click on Proceed to Step 2 of 3.

7. Select the type of grading you want for that course. Click on Next.

8. Review your choice, and click on Finish Editing.
9. The results page will confirm that the grade option for the course has been successfully updated. Click on My Class Schedule.

10. The page will show your Class Schedule as a final reminder. To edit another class, repeat the steps. You can return to your Class Schedule’s List View at any time to review your choices.