To use the Pass/Fail (Credit/No Credit) option in Banner Self-Service:

1. First, log into myCommNet using your NETID and Password.
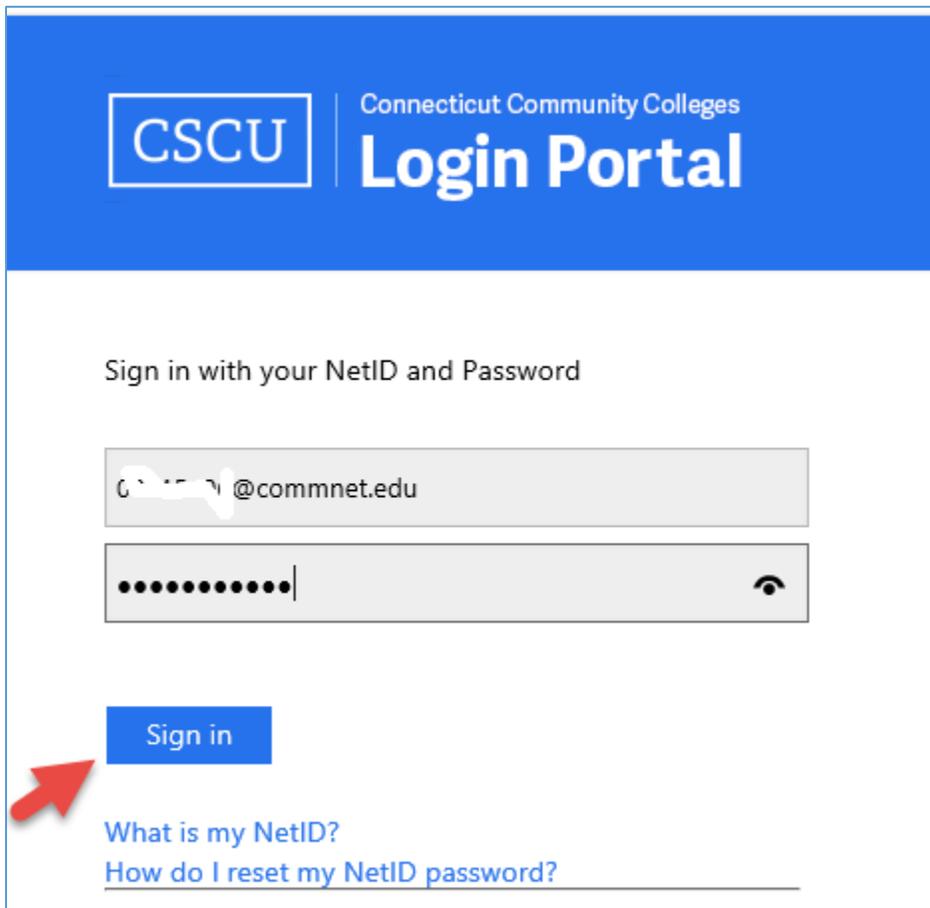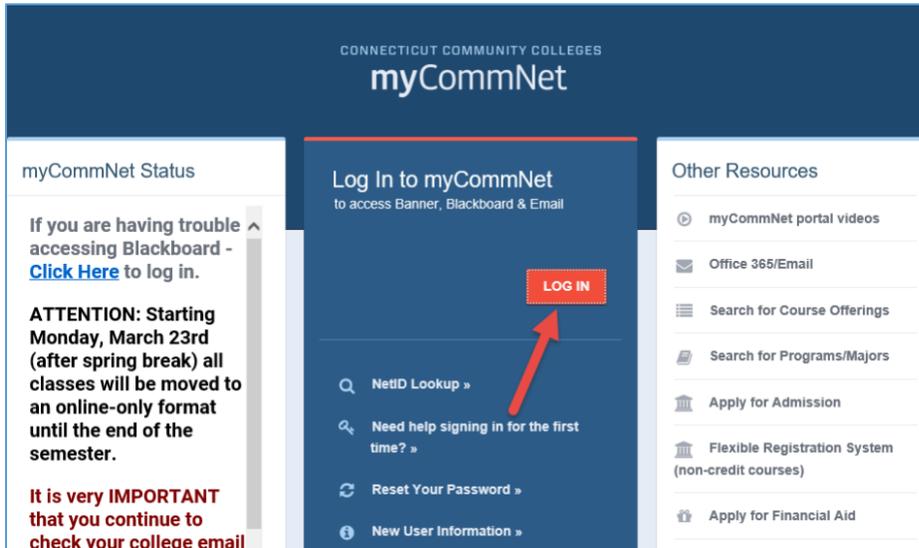
2. Go to the CRT/CR/NCE Grading Options portlet and click the link to get to the grading options page.
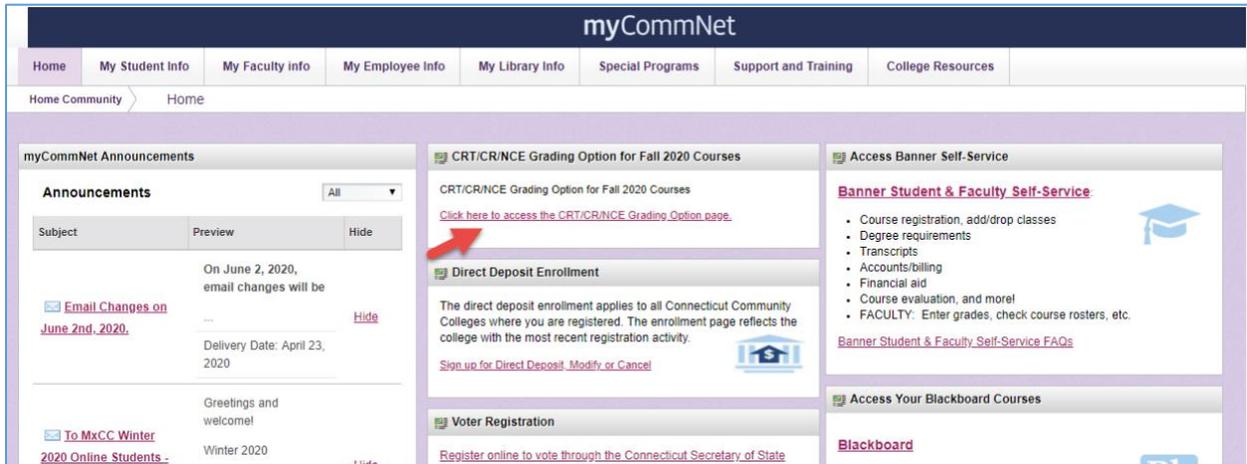
3. If you are currently enrolled in more than one Community College for the fall 2020 term, the College Selection page will appear. Select a College and you will be directed to the CRT/CR/NCE Grading Option page. If you are only enrolled at one College this semester, the Grading Option page will appear after clicking the link in the portlet.
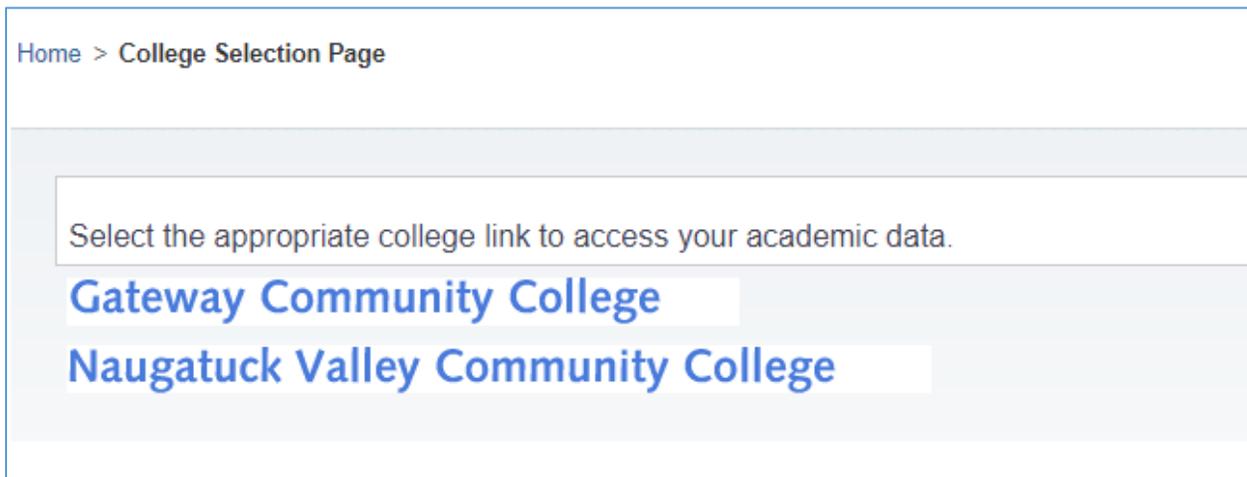
4. **CRT/CR/NCE Grading Option -**

Please read this information carefully and answer the questions below. You may choose to request the CRT/CR/NCE Grading Option for all or some of your courses.

Note: Reported grades will not appear until they have been entered by the faculty member at the end of the term. Courses that you have previously withdrawn from will not appear in the list below.

Click the drop down arrow next to each course to select a "yes" or "no" option. Once you have made your grading selections, check the two boxes noting that you understand the grading policy. Finally, click the "submit" button to have your responses sent to College staff for processing.

5. After clicking the submit button, a confirmation page will appear (see second screen shot below) which will display the information that was submitted. If administrative staff need to contact you, they will communicate with you using your **college email** address.