

HOW TO CHANGE A CLASS FROM STANDARD TO AUDIT

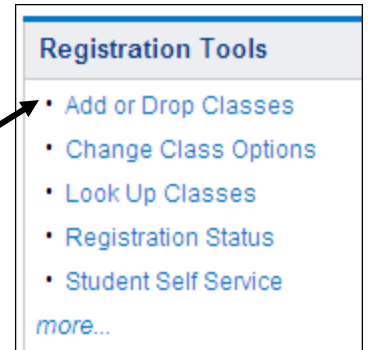
1

Register for the class through myWings.



2

On the student's tab of myWings, select "add or drop classes" in the Registration Tools box.



Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Nov 16, 2009	None	12442	AMH	6936	0	Graduate	3.000	Standard Letter	Sem: Long 1960s

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 15.000

Date: Dec 03, 2009 02:39 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3

Click on "standard letter" of the course you wish to audit.

Please be very careful when changing the grade mode from Standard letter grade to Audit. This is not reversible.

Sem: Long 1960s

Course: 12442 AMH 6936 0

Credit Hours: 3.000

Grade Mode: Standard Letter

Course Level: Graduate

4

Remember that once you change the grade mode to "audit," there is no way to reverse it.

Course: 12442 AMH 6936 0

Credit Hours: 3.000

Grade Mode:
Audit
Standard Letter
Audit

Course Level: Graduate

5

On the drop down menu, select "audit." Then click on "submit changes."