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.

3. Click on “standard letter” of the course you wish to audit.

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

5. On the drop down menu, select “audit.” Then click on “submit changes.”