# Registering in Audit Grade Mode

## Logging in:

1. Access the UNF Registration System by logging in through [myWings](https://mywings.unf.edu/)
2. Select the **Registration** tile
3. Select **Registration and Course Planning**

## Registering for a Course in Audit Grade Mode:

1. Select **Register for Classes**



1. Select the academic term that you want to register in and select **Continue**



**Error Messages**: If you see the below message, you have holds preventing registration. You will need to clear any holds before registration can be processed.



1. Search for classes by CRN under the **Enter CRNs** tab or you can search for courses under the **Find Classes** tab



**Note**: [Click here to access the Registration Guide webpage. More detailed instructions can be found on how to search for, plan, and register for classes.](https://www.unf.edu/onestop/registrar/Registration_Guide.aspx)

*Continue to next page…*

1. Added classes will now appear in the **Schedule** window and the **Summary** window of the registration system
2. To register, select the **Submit** button at the bottom of the **Summary** window



1. The class **Status** should indicate **Registered**



## Auditing Your Registered Course(s):

**Note**: Changing the grading mode of a course to audit is a two-step process. You must first register for the class, then follow the below instructions.

1. On the **Register for Classes** screen select the **Schedule and Options** tab



1. Under **Grade Mode** click on the **Standard Letter** link for the course(s) you want to audit



1. Select the **Audit** grade mode drop down option for the course(s) you want to audit.



**Note**: Audit may not be a drop-down option. While most courses can be taken in Audit grade mode, not all courses have this option.

1. Select **Submit** in the lower right corner of the screen



1. The selected course(s) will now be in audit grade mode

**Disclaimer**: By registering in audit mode, please note that a letter grade will not be assigned. A grade of ‘X’ will be applied to your academic transcript.