1. Login at [http://connectcarolina.unc.edu](http://connectcarolina.unc.edu)
2. Click on the **Login to ConnectCarolina Student Center** link.
3. Locate ‘Other Academic...’ dropdown box on the left.
4. Select the Pass/Fail Request and click to go button next to the dropdown box.

5. Follow directions on form to process. Here is a sample view of the form:
6. Select Course
7. Select to ADD Pass/Fail to course or REMOVE Pass/Fail from course, as appropriate
8. Click Submit
9. You will receive a confirmation in ConnectCarolina that the form has been submitted as well as an email confirmation.
Sample Email:

Your request to add Pass/Fail to a course has been submitted

Registrar
To: Schmidt, Holly

Dear:

You have submitted a request to change the following course to Pass/Fail: PLIO-21D-001 POLICY INNOV & ANALYSIS

Please allow 3 business days for this change to be reflected in your ConnectCarolina Student Center. You may check the status of your course by taking the following steps:

1. Login to ConnectCarolina [http://connectcarolina.unc.edu](http://connectcarolina.unc.edu)
2. Select the Student Center tile
3. Click on the drop-down menu for Other Academics
4. Select Grades and click the double blue arrows
5. Under View My Grades select the term
6. Courses that have been processed as Pass/Fail will be listed in the Grading column as Undergrad - P/F

Keep in mind that submitting this form does not guarantee that your request will be approved.

If you have any questions or concerns please email us at registrar@unc.edu or call us at (919) 962-3954.

Sincerely,
The Office of the University Registrar

DATE: 2020-09-29
FORM ID: 11037
NAME: [Redacted]
PID: [Redacted]