

1. Login at <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.

The screenshot shows the 'Student Center' interface. Under the 'Academics' section, there is a list of links including 'Search', 'Plan', 'Enroll', 'My Academics', 'Order an Enrollment Cert', 'Order an Official Transcript', 'Schedule Planner', 'Coursesite', and 'Order My Textbooks'. Below these links is a dropdown menu currently showing 'other academic...'. To the right, there are sections for 'Deadlines', 'URL', 'Class Instruction Mode Details' (with a red note: 'Click this link to see instruction modes and select your option for Hyflex classes.'), and 'This Week's Schedule' which contains a table with 'Class' and 'Schedule' columns.

A separate dropdown menu is shown below, listing various academic services. The 'Pass/Fail Request' option is highlighted in blue, and a mouse cursor is pointing at it. The list includes: Enrollment: Edit, Enrollment: Swap, Financial Aid SAP Summary, GPA Calculator, Grades, Manage Transfer Credit Re-eval, Order CeDiploma, Pass/Fail Request, Self-identify Military Status, Tar Heel Tracker, Transfer Credit: Report, What-if Report, Withdraw from UNC, other academic..., and another 'other academic...' option at the bottom.

5. Follow directions on form to process. Here is a sample view of the form:



Student Pass/Fail Request

Complete the fields below to place a course on Pass/Fail or remove a course from Pass/Fail for the Fall 2020 Grading Accommodation.

The deadline to elect pass/fail is [REDACTED]

*Students are strongly encouraged to meet with Academic Advising or an advisor in their respective professional school prior to making any decisions on declaring an undergraduate course(s) as pass/fail.*

Contact [registrar@unc.edu](mailto:registrar@unc.edu) if you have any questions.

STUDENT INFORMATION

Form Date 09/29/2020

PID [REDACTED]

Name [REDACTED]

Email Address [REDACTED]

PASS/FAIL REQUEST DETAILS

To add or remove a course as Pass/Fail please complete the following steps:

1. Search for the class that you wish to declare by clicking on the magnifying glass.
2. Select the eligible course from the list by clicking on the course.
3. Check the box confirming that you want to "Add Pass/Fail" for the selected course or "Remove Pass/Fail" for the selected course.
4. Click the "Submit" button at the bottom to initiate your request.

**Note:** You can only submit one course per request. To submit multiple requests, you will need to submit a new form for each course.

Don't see your course listed below? [Click here to see more details about what courses are eligible for pass/fail.](#)

Select Course 0

Class is pass/fail

Description

ADD Pass/Fail to course

6. Select Course

## PASS/FAIL REQUEST DETAILS

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1. Search for the class that you wish to declare by clicking on the magnifying glass.
2. Select the eligible course from the list by clicking on the course.
3. Check the box confirming that you want to "Add Pass/Fail"
4. Click the "Submit" button at the bottom to initiate your request.

**Note:** You can only submit one course per request. To submit multiple requests, you will need to submit a new form for each course.

Don't see your course listed below? [Click here to see more details](#)

Select Course\* 4404



Description PLCY-210-001 POLICY INNOV & ANALYSIS

ADD Pass/Fail to course

Submit

### Look Up Select Course

Value begins with

Description begins with

Look Up

Clear

Cancel

Basic Lookup

### Search Results

View 100

First

1-5 of 5

Last

Value Description

1234 DRAM-191-001 TECH METHODS: SCENERY

4396 DENG-701-001 INTRO RES DESIGN

4404 PLCY-210-001 POLICY INNOV & ANALYSIS

8616 RUSS-409-001 INTERMED-ADVANCED RUSSIAN I

9703 ARTH-750-123 ADV READINGS IN ART HIST

## PASS/FAIL REQUEST DETAILS

To add or remove a course as Pass/Fail please complete the following steps:

1. Search for the class that you wish to declare by clicking on the magnifying glass.
2. Select the eligible course from the list by clicking on the course.
3. Check the box confirming that you want to "Add Pass/Fail" for the selected course or "Remove Pass/Fail" for the selected course.
4. Click the "Submit" button at the bottom to initiate your request.

**Note:** You can only submit one course per request. To submit multiple requests, you will need to submit a new form for each course.

Don't see your course listed below? [Click here to see more details about what courses are eligible for pass/fail.](#)

Select Course\* 1234





Description DRAM-191-001 TECH METHODS: SCENERY

REMOVE Pass/Fail from course

Class is pass/fail

Submit

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.

 **TASK : Submit a Pass/Fail Request**  eForm ID: 11037

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**Pass/Fail Request Submitted**

Thank you, your submission has been received!

An email will be sent to your UNC email address containing information about your request. If you have any questions about your submission, email us at [registrar@unc.edu](mailto:registrar@unc.edu) or call us at (919) 962-3954.

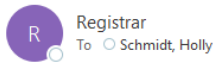
Please print this page for you records.

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**STUDENT INFORMATION**

## Sample Email:

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



Dear [REDACTED]

You have submitted a request to change the following course to Pass/Fail: **PLCY-210-001 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>
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](mailto: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]