

May 24, 2020

Dear AUB Students,

On May 7, you received an email announcing detailed instructions on availing yourselves of the alternate course grading option (P/NP), located [here](#) on the Office of the Registrar website.

Nevertheless, we are receiving many questions about the process, so we are sending the part of the instruction document dealing with selecting P/NP directly to all students.

Kindly note that those of you who wish to opt for P/NP in any of your courses for the spring term 2019-2020 can do so through AUBsis the same way you do for your course registration. This option will be open beginning at 9:00 a.m. on Monday, May 25, 2020 and will close at 6:00 p.m. on Wednesday, May 27, 2020.

IMPORTANT: You may enter the area described in the following steps as many times as you wish, but you may only confirm your decision to opt for the alternate course grading option once. Your decision will be final when you click on "Submit" in Step 6. Double and triple check your decisions prior to completing Step 6.

1. At some point between May 25 at 9:00 a.m. and May 27 at 6:00 p.m., log into AUBsis.
2. Click on "Registration."
3. Click on "Add/Drop/Withdraw/Alternate Course Grading Option."
4. Select the term "Spring 2019-2020*" and click "Submit," or click "Select Term," then "Check Registration Status" if the system doesn't allow you to perform any action.
5. Indicate using the drop-down "Action" menu if you are selecting "***Request Pass/NoPass**," the alternate course grading option.
6. **NB: You may not do Step 6 more than once. Double and triple check your decisions, and only then click "Submit."**

On May 27, 2020 at 6:00 p.m., your selected option will go back to the course instructor for her or his confirmation of your decision, and you will be able to view it again on May 31, 2020.

Kind regards,

Office of the Registrar