

How to Submit a Pass/Fail Registration Request

1. Navigate to the Registrar Forms section in my.lakeforest under Students > Student Forms.

The screenshot shows the my.lakeforest website interface. At the top, there is a navigation bar with 'Home', 'Students', 'Administration', 'Help', and 'My Pages'. The 'Students' tab is highlighted. Below the navigation bar, a breadcrumb trail reads 'You are here: Students > Student Forms'. On the left side, there is a sidebar menu with various options, and 'Student Forms' is highlighted. The main content area is divided into three columns. The first column contains a 'Request for Asynchronous Instruction' section with a link to the 'Request for Asynchronous Instruction Form'. The second column contains an 'Asynchronous Learning FAQ' section with the heading 'How do I request approval for asynchronous learning of one or more of my courses?' and text explaining the college's policy on asynchronous learning. The third column contains a 'Registrar Forms' section with several links, including 'Pass/Fail Form', which is highlighted with a blue box and an arrow pointing to it. A callout box labeled '1. Students Tab' points to the 'Students' tab in the navigation bar. Another callout box labeled '2. Student Forms' points to the 'Student Forms' link in the sidebar menu. A third callout box labeled '3. Pass/Fail Form' points to the 'Pass/Fail Form' link in the Registrar Forms section.

2. Student Forms

2. Select the course you want to take Pass/Fail and hit submit.
NOTE: You must submit a separate form for every Pass/Fail request.

Pass/Fail Registration Form

IMPORTANT INFORMATION:

- Letter grades of A to D- will be changed to P (Pass) on the transcript. Grades of F, W, and WF are recorded as usual.
- Students may choose to change a grade of P back to the original letter grade on their transcript at any time before graduation. Under no circumstances may letter grades be subsequently changed back to P grades.
- Students may have a maximum of four P grades on their transcript at any one time. P grades from Spring 2020 and Fall 2020 are excluded from this limitation.
- Refer to the Academic Calendar for the pass/fail registration deadline. No late forms will be accepted.

Today's Date: 2/16/2021 10:56:56 AM

ID Number:

First Name: Teddy

Last Name: STUDENT

Email Address:

Advisor'

I request to take the following course Pass/Fail:

SOAN 110 01 - Intro to Sociology and Anthropology - Holly M. Swyers

Submit

- The form is sent first to your advisor for approval and then the Registrar's Office for processing. Check the status of your request in my.lakeforest under Students > Student Forms > Registrar Forms Submission Status.

The screenshot shows the my.lakeforest website interface. The navigation bar includes Home, Students, Administration, Help, and My Pages. The left sidebar lists various student services, with 'Student Forms' highlighted. The main content area is divided into several sections: 'Request for Asynchronous Instruction', 'Asynchronous Learning FAQ', 'Personal Information Update Forms', 'Registrar Forms', and 'Simple Query'. The 'Registrar Forms' section contains a link to 'Registrar Forms Submission Status', which is highlighted with a yellow box. A blue arrow points from this link to a larger, detailed view of the 'Registrar Forms Submission Status' page shown below.

Registrar Forms Submission Status

Registrar Forms Submission Status

<input type="text" value="Search"/> Q				
SubmissionDate	Form	Stage	Status	ActionDate ↑↓
02-18-2021	Pass/Fail Form	Registrar Approval	pending	02-18-2021
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