**OPT-IN PROCESS FOR THE ELECTIVE GRADE SYSTEM**

A.1 You can access the Elective Grade System through self-service in your goSFU Student Center.

- Access the Elective Grade System link, students will be taken to the Elective Grade System Page.
- If you are an undergraduate student and you are not enrolled in any courses in the current term or if you are a graduate student, the Elective Grade System will appear as follows and at the bottom of the page, you will see an error.

The Elective Grade System is unavailable for:
- Undergraduate students who are not enrolled in any classes for the current term
- All graduate students. Graduate students are not permitted to opt-in to the Elective Grade System

A.2 After clicking on the Elective Grade System link, students will be taken to the Elective Grade System Page.

A.3 If you are an undergraduate student and you are not enrolled in any courses in the current term or if you are a graduate student, the Elective Grade System will appear as follows and at the bottom of the page, you will see an error.

The Elective Grade System is unavailable for:
- Undergraduate students who are not enrolled in any classes for the current term
- All graduate students. Graduate students are not permitted to opt-in to the Elective Grade System
A.4 When the Elective Grade System is unavailable for that term. The Elective Grade System will appear as follows. At the bottom you will see an error – The Elective Grade System is currently unavailable. Please review the dates and deadlines for undergraduate students for more information: https://www.sfu.ca/students/deadlines.html
A.5 When the opt-in period has not yet opened, the Elective Grade System pages appears as follows. You can view all of the courses you are enrolled in, however, you cannot yet select courses or submit them. The submit button is greyed out and unclickable. You can see the dates when the opt-in period will open and when it will close (the WD deadline).
When the opt-in period is open, the Elective Grade System page will appear as follows and the submit button will be yellow and clickable. You are now able to opt-in for your selected courses.
A.7 To select an option, you choose your course and press the submit button. After you press submit you will receive a confirmation message and you must press ok to continue with your submission.

A.8 Once you have pressed ok, the status of your choice will say “Pending”. Only course(s) with a “Pending” status are opted-in and will be processed.
A.9 You may come back to the page and make changes all the way up to the Opt-In Closed deadline (WD deadline). As you make changes your selections will be reflected in the status. Pending means opted-in for that course. Blank means you have NOT opted in for that course. Only courses with a Pending status will be processed. Here are examples of what the courses would look like as you make changes.

Selected 2 courses.
A.10 You are able to change your course selections from the Opt-In Open to Opt-In Closed date (WD deadline). Only courses with the status Pending are considered opted-in for the Elective Grade System and will be processed.
A.11 If you select more than the limit/term permits, you will get an error message. The limits are:

- 8 units (2 courses maximum)/term when enrolled in 9 units or more
- 4 units (1 course maximum)/term when enrolled in less than 9 units

You must click ok and then unselect one or more courses before submitting your request again.
**A.12** After the Opt-In deadline has passed, the Elective Grade System page will appear as follows. You can no longer select or unselect the course and the submit button is greyed out.

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**Elective Grade System**

Due to COVID-19, you have been given the option to choose the Elective Grade System (P/CR/NC) for Elective Courses only. We strongly recommend that you seek the advice of an advisor prior to making this decision. More information can be found on [https://www.sfu.ca/students/support/academic-policies-and-procedures/elective-grade-sys.html](https://www.sfu.ca/students/support/academic-policies-and-procedures/elective-grade-sys.html).

**IMPORTANT:**
- If you choose the Elective Grade System for a program requirement, you may be required to repeat the course or complete a comparable course approved by your department. Confirm your choice(s) with an advisor.
- If you are enrolled in 9 or more units, only a maximum of 8 units (2 courses) may be selected.
- If you are enrolled in fewer than 8 units, only a maximum of 4 units (1 course) may be selected.
- Do NOT select FAL X99/FAN X99. Your request will not be processed.

**INSTRUCTIONS:**
1. Select your elective course(s).
2. Click “Submit Request”.
3. A confirmation message will appear. Click “OK” to proceed.
4. Check the status of your course(s).
   - If it is “Pending”, you have opted into the Elective Grade System.
   - If there is no status (blank), you have not opted into the Elective Grade System.
5. To cancel your selection, unselect your course(s) and click “Submit Request”. The status should be blank.
6. You can change or cancel your request as many times as you want up until the deadline. The final deadline to submit your elective course selection is listed in the Opt-In Closed date next to your course(s).

Your request will be processed after final grades are submitted. You will be notified via email and the grade for your elective course(s) will be posted to your goSFU account.

**NEED HELP?**
- Program requirements, elective courses, exclusions, and exceptions — Contact an advisor.
- Issues with the Elective Grade System in goSFU — Contact reginfo@sfu.ca or 778-782-6930.

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<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Description</th>
<th>Units</th>
<th>Grade</th>
<th>Opt-In Open</th>
<th>Opt-In Closed</th>
<th>Status</th>
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<td>Literature Now</td>
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</table>
A.13 Once final grades are posted, you will receive two notifications. One that your final grade has been posted and another that indicates your grade has been changed. The initial message is provided after instructors have posted grades to SFU. And the second message is provided when your grade has been changed to the corresponding Pass (P), Credit (CR) or No Credit (NC) grade.

A.14 You will be able to see your grades here on this page. Only one term of courses will be displayed at a time meaning that when the opt-in period is available for the next term you will no longer be able to see your grades here, but you can still view them in the View My Grades tab.
### A.15 View My grades

![View My Grades interface from Simon Fraser University](image)

#### Class Grades

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<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Units</th>
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