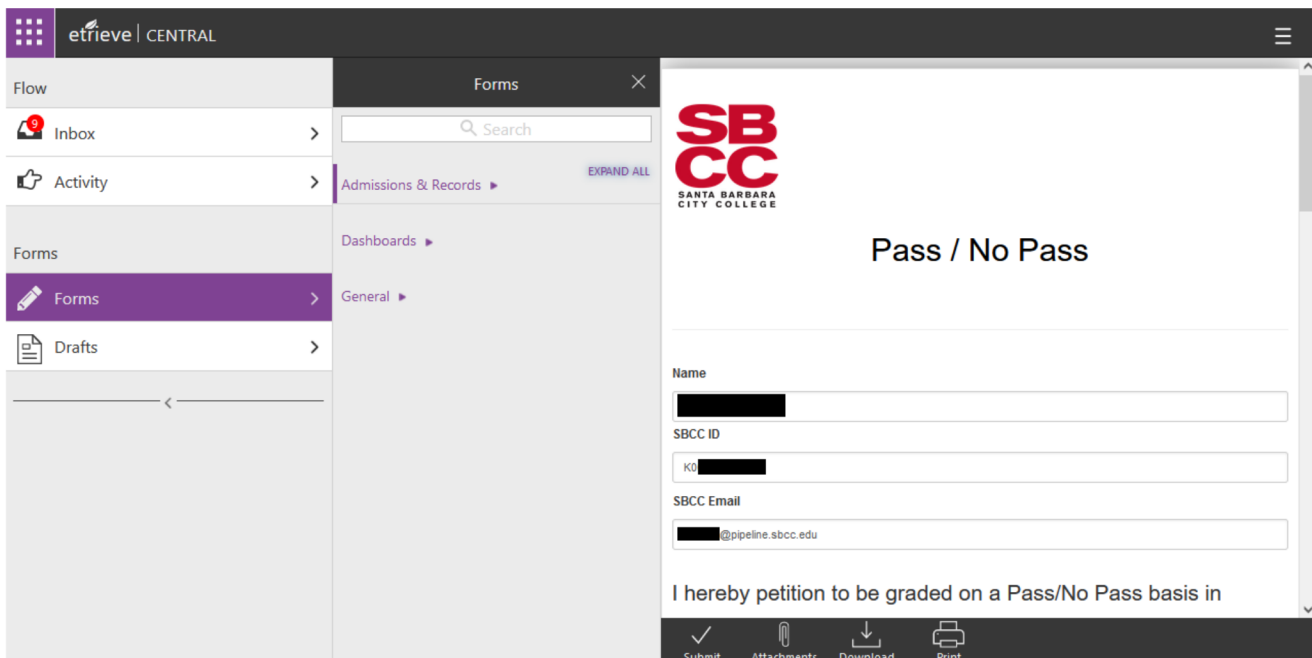# Pass/No Pass (P/NP) Online Form Instructions for Students

1) Log into Etrieve by clicking on the SBCC logo at the bottom. You will then be redirected to the SBCC Pipeline Login where you will enter your SBCC credentials.



2) Once you log in, you will be directed to the Pass/No Pass Form which will appear on the right side of the screen. Please be sure to review the Pass/No Pass Form Policy Information at the bottom of the form.

3) Certain fields are pre-populated on the form for you (name, SBCC ID, and email).

4) Select the course information for the course you would like to take Pass/No Pass.
  a) Select the current term from the drop-down list. Please wait a few minutes for the information to populate.
  b) Select the course from the drop-down list. Please wait a few minutes for the information to populate.

**Term**

[                                                              ∨ ]

**Course**

[                                                              ∨ ]

5) Your course information (Term, Course, CRN, and Instructor) will populate automatically once you have selected your term and course from the drop down menu.

| Term | Course | CRN | Instructor |
|---|---|---|---|
| Summer 2014 | FS 120 | 19774 | Nicolas Maestu |

*\*Please note, petitions are only processed for the current active term\**
*\*Previous term used for example purposes only\**
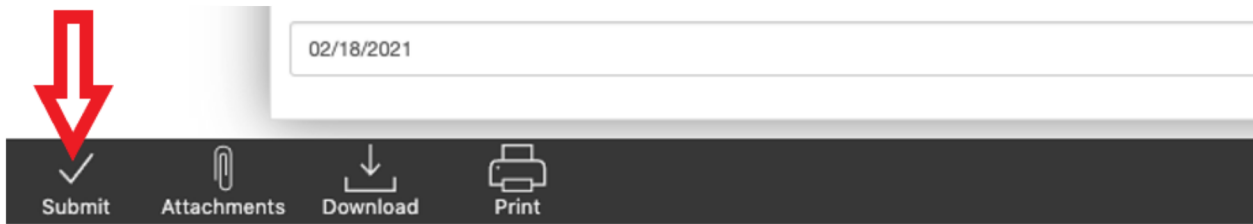
6) Select who you would like to send your Pass/No Pass Form request to for approval.
  a) You can either send your request to your instructor or any academic counselor.
    i) If you choose to send your request to an academic counselor, please select one from the drop down list.
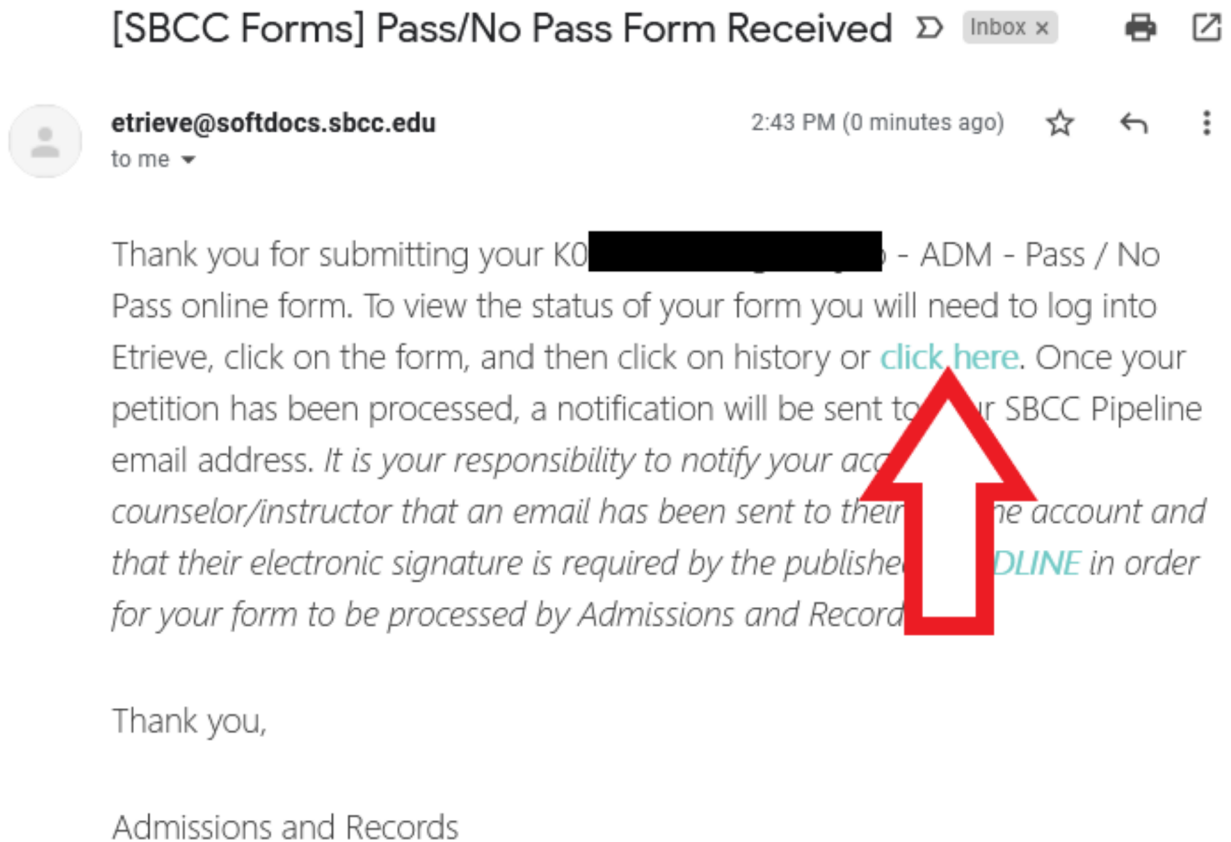
## Send Approval To

🔘 Instructor

⚪ Other Academic Counselor

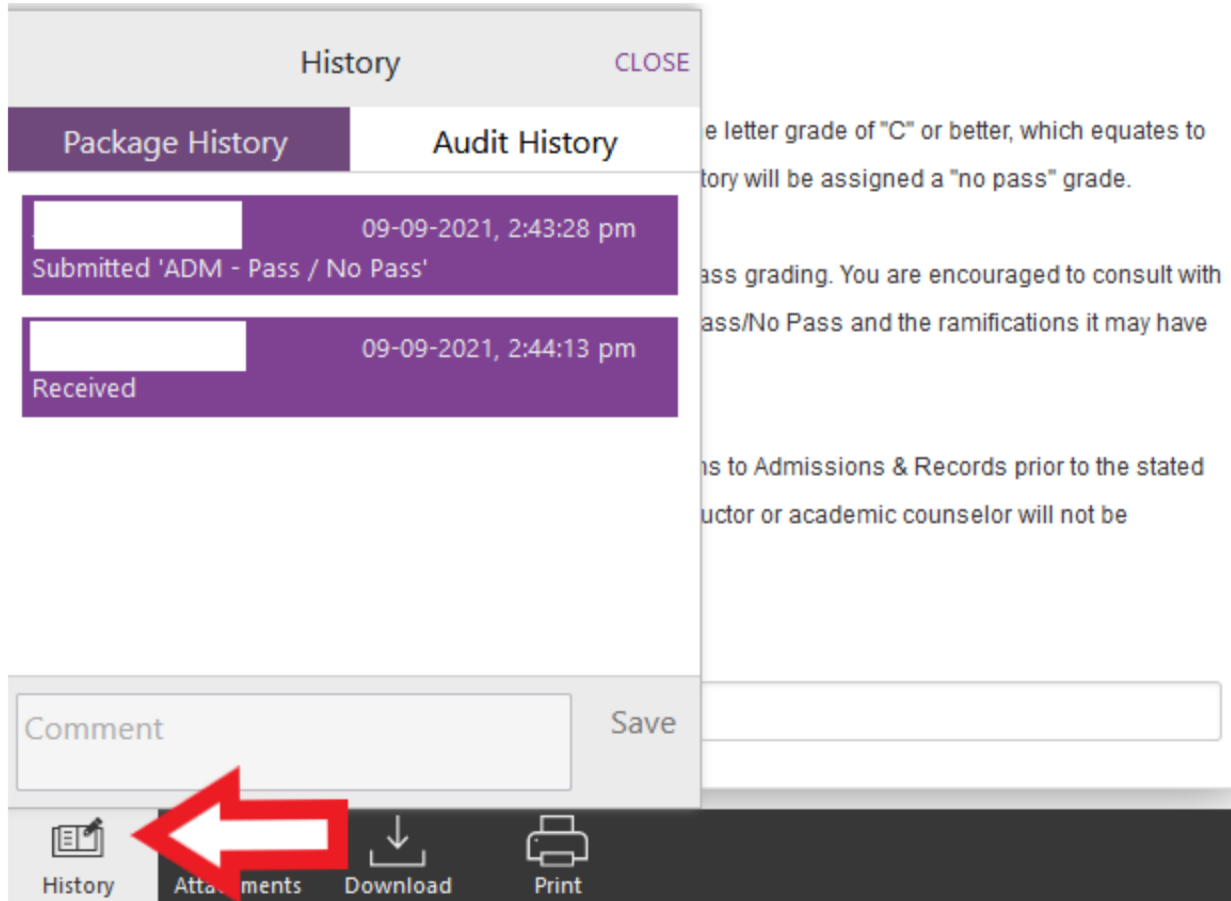[                                                              ∨ ]

7) Verify that all of the information on your form is correct, check all the boxes, and then click on the "Submit" option on the bottom of the form.



```
02/18/2021
```

✓ Submit    📎 Attachments    ⬇ Download    🖨 Print

8) Check your Pipeline Account for an email confirming your request (this may take a few minutes) and providing you with instructions on how to check on the status of your Pass/No Pass Form.

   a) Clicking on "Click Here" in the email that you received will take you to your Pass/No Pass Form where you can see the "History" of your petition and see the actual status of your petition.



[SBCC Forms] Pass/No Pass Form Received  Ɗ  Inbox ×    🖨  ↗

etrieve@softdocs.sbcc.edu                         2:43 PM (0 minutes ago)   ☆   ↩   ⋮
to me ▾

Thank you for submitting your K0[████████████] - ADM - Pass / No
Pass online form. To view the status of your form you will need to log into
Etrieve, click on the form, and then click on history or click here. Once your
petition has been processed, a notification will be sent to [your] SBCC Pipeline
email address. *It is your responsibility to notify your [account]
counselor/instructor that an email has been sent to their [ ] [the] account and
that their electronic signature is required by the published [ ] [DEA]DLINE in order
for your form to be processed by Admissions and Record[s]*

Thank you,

Admissions and Records

9) You will then be taken to Etrieve so that you can check on the status of your Pass/No Pass Form in real time.

      a) Click "History" in order for the history box to open so that you can check on the status of your Pass/No Pass Form.

| History | | CLOSE |
|---|---|---|
| **Package History** | **Audit History** | |

e letter grade of "C" or better, which equates to

tory will be assigned a "no pass" grade.

| | 09-09-2021, 2:43:28 pm |
|---|---|
| Submitted 'ADM - Pass / No Pass' | |

ass grading. You are encouraged to consult with

ass/No Pass and the ramifications it may have

| | 09-09-2021, 2:44:13 pm |
|---|---|
| Received | |

ns to Admissions & Records prior to the stated

uctor or academic counselor will not be

| Comment | Save |
|---|---|

History    Atta.. ments    Download    Print

10) Once your Pass/No Pass Form has been approved or denied, you will receive an email in your Pipeline account informing you of the decision of your Pass/No Pass Form.

**For additional assistance, please contact Admissions and Records: http://www.sbcc.edu/admissions/**