How to Change a Grade Option or Secondary Section

1) Sign into your student portal at my.ucsc.edu

2) Click Main Menu, then My Student Center folder, then My Student Center page

3) Click Enroll

4) If there is more than one quarter available, select the quarter in which you are enrolling

5) Click Continue
Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

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6) Select Edit

7) Select the class to change

8) Click Proceed to Step 2 of 3

9) If you want to change sections, choose from the open sections

10) Click Next
11) If a permission number is required, enter it here

12) If you want to change your grade option, use the drop down menu

13) Click Next

14) Confirm that the changes look correct, then click Finish Editing
15) Make sure that your Status shows a successful enrollment transaction (✔)

16) Always view your class schedule to double-check that your changes were successful

17) Print a copy for your own records.