How to Enroll in a Class

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.

6) Type in the 5-digit class number, or find a class by conducting a Class Search.

7) Click Enter.
8) If the secondary section is required, or if you wish to enroll in an optional section, select one that is open.

9) Click Next

10) Select a grading option and enter a permission number if you have one.

11) Click Next
12) If you have other classes to add, especially co-requisite classes or labs, repeat steps 6 – 11 with the other class(es). Once the classes are added to your Shopping Cart, click **Proceed to Step 2 of 3**.

13) Click **Finish Enrolling**
14) Make sure that your Status shows your enrollment transaction was successful (✔)

15) Click My Class Schedule

16) Always view your class schedule to double-check that you are enrolled in the class

17) Print a copy for your own records