How to Change a Grade Option or Secondary Section

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

2) Click on Student Center. Your Student Center will appear.

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.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

[Images of a page from a student portal showing options to select, change, and proceed to the next step]

Edit Class Enrollment Options

1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

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AMST 10 - Intro Amer Studies

[Images of a page from a student portal showing the select options for AMST 10 sections]

Edit Class Enrollment Options

1. Select a class to edit - Secondary Section(s)

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AMST 10 - Intro Amer Studies

[Images of a page from a student portal showing multiple sections of AMST 10]

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.