

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

Sammy's Student Center

[Student Advising Summary](#)



3) Click **Enroll**

Sammy Slug

go to ...



Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2008 Summer Quarter	Undergraduate	UC Santa Cruz
<input type="radio"/> 2008 Fall Quarter	Undergraduate	UC Santa Cruz

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

5) Click **Continue**

Sammy Slug

go to ...

6) Select **Edit**

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

Open
 Closed

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.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

Classes you are allowed to edit

Select from your schedule

7) Select the class to change

8) Click **Proceed to Step 2 of 3**

Edit Class Enrollment Options

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

2008 Fall Quarter | Undergraduate | UC Santa Cruz

AMST 10 - Intro Amer Studies

Lecture selected: Section 01
MoWeFr 11:00AM - 12:10PM Earth&Marine B206

Open
 Closed

Select Discussion section (Optional):

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/>	24594	01A	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff	<input checked="" type="radio"/>
<input checked="" type="radio"/>	24595	01B	Mo 5:00PM - 6:10PM	Cowell Acad 223	Staff	<input checked="" type="radio"/>
<input type="radio"/>	24596	01C	Tu 8:30AM - 9:40AM	Cowell Acad 223	Staff	<input checked="" type="radio"/>
<input type="radio"/>	24597	01D	We 8:00AM - 9:10AM	Cowell Acad 223	Staff	<input checked="" type="radio"/>
<input type="radio"/>	24598	01E	We 3:30PM - 4:40PM	Crown Clrm 202	Staff	<input checked="" type="radio"/>

View All Sections First Last

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

10) Click **Next**

Edit Class Enrollment Options

1. Select a class to edit - Enrollment Preference

2008 Fall Quarter | Undergraduate | UC Santa Cruz

AMST 10 - Intro Amer Studies

Class Preferences

AMST 10-01 Lecture Open
 AMST 10-01B Discussion Open

Session Regular Academic Session
 Career Undergraduate

Enrollment Information

◆ IH, E

Permission Nbr

Grading

Units 5.00

General Education
PE-E, T2-Natural Sciences

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**

Edit Class Enrollment Options

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

Class Attribute	Original Value	New Value
Grade Option	Graded	Pass/No Pass
Discussion Section	01A Mo 3:30PM - 4:40PM Crown Clrm 202	01B Mo 5:00PM - 6:10PM Cowell Acad 223

14) Confirm that the changes look correct, then click **Finish Editing**

Edit Class Enrollment Options

3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

✔ Success: Class updated ✘ Error: Unable to update class		
Class	Message	Status
AMST 10	Success: This class has been updated.	✔

[MY CLASS SCHEDULE](#)

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

My Class Schedule

Select Display Option List View Weekly Calendar View

2008 Fall Quarter | Undergraduate | UC Santa Cruz [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes [filter](#)

AMST 10 - Intro Amer Studies						
Status	Units	Grading	Grade	General Education	Deadlines	
Enrolled	5.00	Pass/No Pass		IH, E		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
24535	01	Lecture	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	09/25/2008 - 12/05/2008
24595	01B	Discussion	Mo 5:00PM - 6:10PM	Cowell Acad 223	Staff	09/25/2008 - 12/05/2008

[Printer Friendly Page](#)

17) Print a copy for your own records.