

# 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.

Sammy's Student Center

[Student Advising Summary](#)

Academics

SEARCH FOR CLASSES

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[Enroll](#)  
[Grades](#)  
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more links...

Deadlines URL

2008 Fall Quarter Schedule

	Class	Schedule
	AMST 10-01 LEC (24535)	MoWeFr 11:00AM - 12:10PM Earth&Marine B206
	AMST 10-01E DIS (24598)	We 3:30PM - 4:40PM Crown Clrm 202
	LALS 194N-01 SEM (16817)	We 5:00PM - 8:30PM Merrill Acad 132

[weekly schedule](#)  
[enrollment shopping cart](#)

holds

Student Business Services 1,593.840 [details](#)

To Do List

- 2007-08 FAFSA Received
- 2008-09 FAFSA Received [details](#)

3) Click **Enroll**

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

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

CONTINUE

5) Click **Continue**

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Search Plan Enroll Grades My Academics

my class schedule || add || drop || swap || **edit** || term information

6) Select **Edit**

### Add Classes

1 2 3

#### 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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Open  Closed

Search Plan Enroll My Academics

my class schedule || add || drop || swap || **edit** || term information

### Edit Class Enrollment Options

1 2 3

#### 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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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 2 3

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

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#### 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 1-5 of 10 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

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#### 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

Permission Nbr

Grading

Units 5.00

General Education  
PE-E, T2-Natural Sciences

◆ IH, E

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.

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Class Attribute	Original Value	New Value
<b>Grade Option</b>	Graded	Pass/No Pass
<b>Discussion Section</b>	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**

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### Edit Class Enrollment Options

1 2 3

#### 3. View results

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

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Success: Class updated
  Error: Unable to update class

Class	Message	Status
AMST 10	Success: This class has been updated.	<input checked="" type="checkbox"/>

[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

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Show Enrolled Classes
  Show Dropped Classes

AMST 10 - Intro Amer Studies						
Status	Units	Grading	Grade	General Education	Deadlines	
Enrolled	5.00	Pass/No Pass		IH, E	<input type="button" value="Print"/>	
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
24535	<a href="#">01</a>	Lecture	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	09/25/2008 - 12/05/2008
24595	<a href="#">01B</a>	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.