

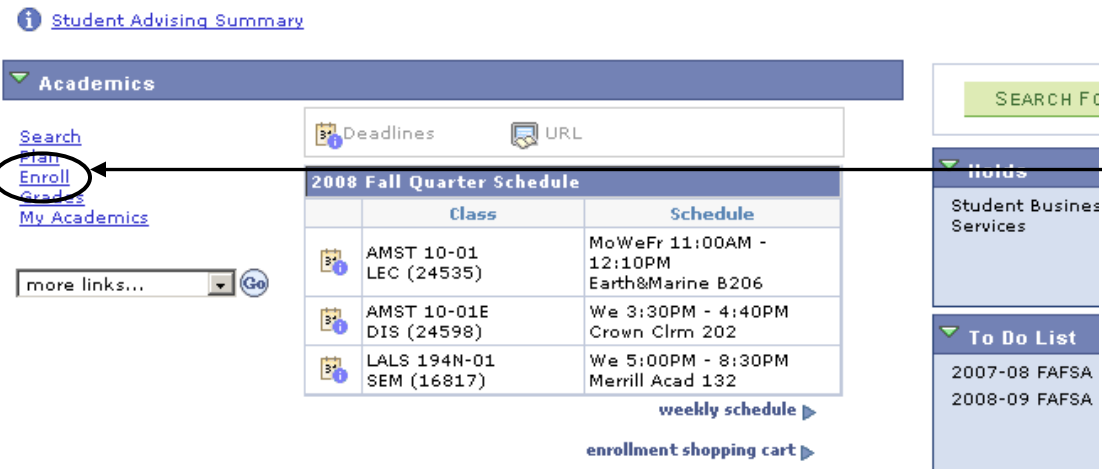
How to Enroll in a Class

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

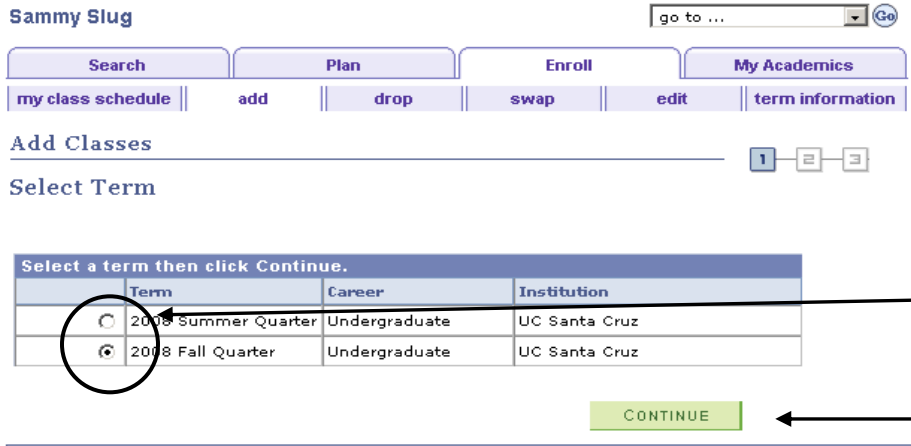


2) Click **Main Menu**, then **My Student Center** folder, then **My Student Center** page

Sammy's Student Center



3) Click **Enroll**



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

5) Click **Continue**

Sammy Slug go to ...

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Add Classes 1

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

Add to Cart:

Enter Class Nbr:

Find Classes

Class Search
 My Planner

2008 Fall Quarter Shopping Cart

Your enrollment shopping cart is empty.

6a) Type in the 5-digit class number if you know what it is.

7a) Click **Enter**

-OR-

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Add Classes 1

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

Add to Cart:

Enter Class Nbr:

Find Classes

Class Search
 My Planner

2008 Fall Quarter Shopping Cart

Your enrollment shopping cart is empty.

6b) Find class by conducting a Class Search.

7b) Click **Search**

Add Classes

1. Select classes to add - 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"/>		No Selection					
<input checked="" type="radio"/>	24594	01A	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff	<input checked="" type="radio"/>	
<input 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"/>	

View All Sections First 1-5 of 11 Last

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

Add Classes

1. Select classes to add - Enrollment Preferences

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AMST 10 - Intro Amer Studies

Class Preferences

AMST 10-01 Lecture Open
 AMST 10-01A Discussion Open

Permission Nbr

Grading

Units

Session Regular Academic Session

Career Undergraduate

General Education

Enrollment Information

IH, E

◆ IH, E

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

11) Click Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	09/25/2008 - 12/05/2008
01A	Discussion	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff	09/25/2008 - 12/05/2008

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Search **Plan** **Enroll** **My Academics**
my class schedule || add || drop || swap || edit || term information

Add Classes

1

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.




 **AMST 10 has been added to your Shopping Cart.**

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Open Closed

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search
 My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
	AMST 10-01 (24535)	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	5.00	
	AMST 10-01A (24594)	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff		

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**.

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go to ...

Search **Plan** **Enroll** **My Academics**
my class schedule || add || drop || swap || edit || term information

Add Classes



1

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Open Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
AMST 10-01 (24535)	Intro Amer Studies (Lecture)	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	5.00	
AMST 10-01A (24594)	Intro Amer Studies (Discussion)	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff		

13) Click **Finish Enrolling**

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go to ...

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

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Success: enrolled
 Error: unable to add class

Class	Message	Status
AMST 10	Message: This course fulfills a General Education requirement.	<input checked="" type="checkbox"/>

14) Make sure that your Status shows your enrollment transaction was successful ()

15) Click My Class Schedule

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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	Graded		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
24594	01A	Discussion	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff	09/25/2008 - 12/05/2008

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

17) Print a copy for your own records

[Printer Friendly Page](#)