



Enrollment Part 2 - Add, Drop, Swap and Edit

After your appointment time starts and you are ready to enroll, log into My UCSC with your CruzID and CruzID GOLD password. Click on the Enrollment icon on the homepage. Click on the Enrollment Shopping Cart link in the sidebar and select the appropriate term.

Here you have the option to select specific classes from your shopping cart to enroll in by checking them off to the left of the Course Title. When you have selected the classes you wish to enroll in, please click “Enroll” and then “Finish Enrolling.” If the enrollment was successful, you will see a green success check mark next to the classes in the status column. If there was an error, a red “X” error icon will appear next to the class in the status column. This is usually due to a class being full, time conflicts, or not meeting prerequisites. It is important to review any error or success messages carefully.

The screenshot shows the "Shopping Cart" page in the My Planner system. It displays a status report for the 2019 Summer Quarter. The report includes a table with columns for Class, Message, and Status. One class, AMS 5, is listed with an error message: "Error: You cannot add this class due to a time conflict with class 71083. Select another class." The status for this class is marked with a red X. There are also buttons for "My Class Schedule" and "Add Another Class".

Class	Message	Status
AMS 5	Error: You cannot add this class due to a time conflict with class 71083. Select another class.	X

Starting winter quarter, you will have two enrollment appointments called first pass and second pass. During the first pass you can enroll in up to 14 credits. During the second pass, you may enroll in your final class. If your final class is full, you may sign up on the waitlist for the class, however, enroll in a back up class first.

Please note: you can waitlist classes during your second enrollment appointment, or second pass.

This text is associated with Enrollment Part 2 video.

The screenshot shows the 'Enrollment' page on a student homepage. The left sidebar contains navigation options: Class Schedule, Class Search, Enrollment: Add Classes, Enrollment: Swap Classes (highlighted in green), Enrollment: Drop Classes, Enrollment: Edit a Class, Enrollment Dates, Enrollment Shopping Cart, and Weekly Schedule. The main content area is titled 'Enrollment' and includes a search bar and tabs for Search, Plan, Enroll, Grades, and My Academics. Under the 'Enroll' tab, there are sub-tabs for My Class Schedule, Add, Drop, Swap, Edit, and Term Information. The 'Swap a Class' section is active, showing a 'Swap This Class' dropdown menu with 'PHIL 11: Intro To Philosophy' selected. Below this is a 'With This Class' section with search options: 'Search for Class' with a dropdown and search button, 'Select from Shopping Cart' (highlighted in yellow), and 'Enter Class Nbr' with an 'Enter' button. The page also displays '2019 Summer Quarter | Undergraduate | UC Santa Cruz' and a 'Change Term' button.

If at any time you wish to swap for a different course than one you are signed up for, edit a section time or grading option, or drop a class, select the appropriate sub-tab under the Enroll tab. Use the swap tab when you want to change a current class for another class in which you wish to enroll,

The screenshot shows the 'Edit Class Enrollment Options' page. The left sidebar is the same as in the previous screenshot, with 'Enrollment: Edit a Class' highlighted in green. The main content area is titled 'Edit Class Enrollment Options' and shows '2. Confirm your selections'. It includes a note: 'Select Finish Editing to process your edit request. To exit without making changes to this class, select Cancel.' Below this is a table showing the original and new values for a class attribute.

Class Attribute	Original Value	New Value
Discussion Section	01D Mo 12:00PM - 1:05PM Earth&Marine B210	01C Tu 3:20PM - 4:25PM Earth&Marine B210

At the bottom of the table are 'Cancel' and 'Finish Editing' buttons.

DO NOT press drop and add the course. Instead, Select the classes you wish to swap, and press select. Green checks mean a successful transaction. When changing a class section time or grading option, DO NOT drop. Instead, press the edit tab, select the class you wish to edit, and select the new discussion time or grading option. Select the drop tab if you want to completely remove yourself from a class or section. You should only drop a class if it will not put you below your unit minimum; for full-time this is 12 units. Select the add tab if you want to enroll in an additional class or section. Remember to save a copy of your schedule for your records any time enrollment changes are made. Be sure to contact your department or college advisor for any questions. Good luck on the enrollment process!