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.

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 wait list for the class, however, enroll in a back up class first.

When you sign up for the wait list, be sure to use the “swap” function. If a space opens up in the class, the swap function will drop you from the back-up and enroll you in the wait listed class. Enrolling in a back-up
class first ensures you are enrolled in a full-time course load regardless of the outcome of the wait list process. Please note: you can waitlist classes during your second enrollment appointment, or second pass.

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,

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!