

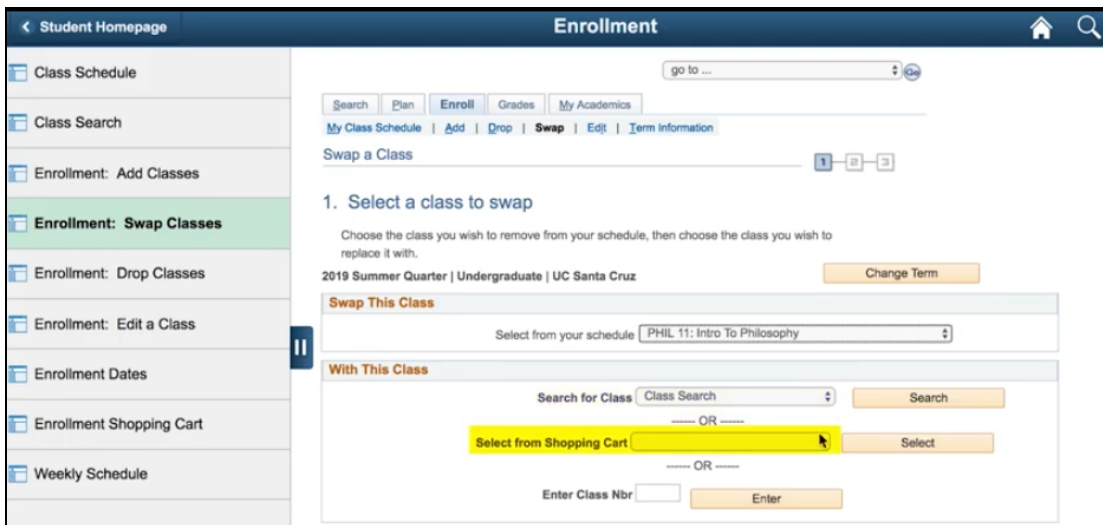
# Slug Orientation How-to



## Adjust Your Schedule

Eventually, you'll probably find there are some adjustments you'd like to make to your schedule, so we're going to show you how to do this quickly and easily. First, navigate to your MyUCSC portal and click on the Enrollment tile.

From here, you can make multiple adjustments. To swap classes, click on Enrollment: Swap Classes on the left-hand side of the page, and select the quarter in which you'd like to adjust your schedule. Under Switch this Class, choose from the drop-down list which class currently in your schedule you'd like to swap out. Then, under With this Class, you can choose the course to swap with by using the Class Search page, selecting from courses currently in your shopping cart, or by simply adding the course's associated course number.



The screenshot shows the 'Enrollment' page in the MyUCSC portal. On the left is a navigation menu with options like 'Class Schedule', 'Class Search', and 'Enrollment: Swap Classes' (which is highlighted). The main content area is titled 'Swap a Class' and includes a search bar, navigation tabs, and a section for '2019 Summer Quarter | Undergraduate | UC Santa Cruz'. The 'Swap This Class' section has a dropdown menu showing 'PHIL 11: Intro To Philosophy'. The 'With This Class' section offers three options: 'Search for Class' (with a 'Class Search' dropdown and 'Search' button), 'Select from Shopping Cart' (highlighted in yellow), and 'Enter Class Nbr' (with an 'Enter' button).

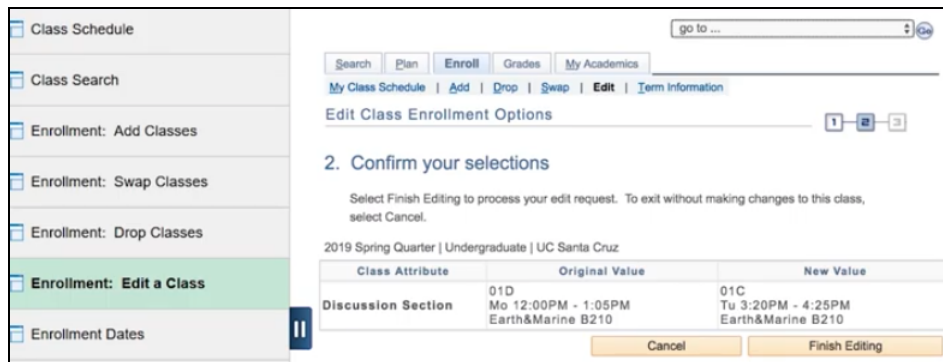
Once you advance to the next page, make sure to look over the changes before confirming the swap to ensure you are swapping the correct courses. If something looks wrong, click Cancel and fix the issue. When everything looks correct, click Finish Swapping.

**NOTE: Always, always swap--don't drop!** Swapping ensures you will remain enrolled in a course until

This text is associated with How-To: Adjust Your Schedule video.

space becomes available, while dropping reduces the number of credits you're enrolled in which can affect your status as a full-time student if not corrected immediately.

Another adjustment you can make to your schedule is by editing a course. To do so, first click on Enrollment: Edit a Class on the left-hand side of the page. Select the quarter you wish to edit a course in, and click Continue. From here, under Classes you are allowed to edit, select a course from the drop-down list and click Proceed to Step 2 of 3. You should now see a selection of sections to choose from. To make sure you see all available options, click View All and scroll through to see which will fit your schedule the best. Make sure that the sections you are interested in have a green circle under the Status column, indicating that they are open and can be enrolled in. Once you have decided on a section that is open, click the circle that corresponds to it and click Next.



Make sure to review the proposed changes to the course, and then click the green Next button. Take one final look and click Next to confirm the edit. If the edit was successful, you will see this reflected in the confirmation page, and if unsuccessful, read the reasons and make the necessary adjustments for the edit.

Now you're equipped to alter your schedule however you may need. Make sure to check your changes and swap, don't drop! See you in class, slugs!

