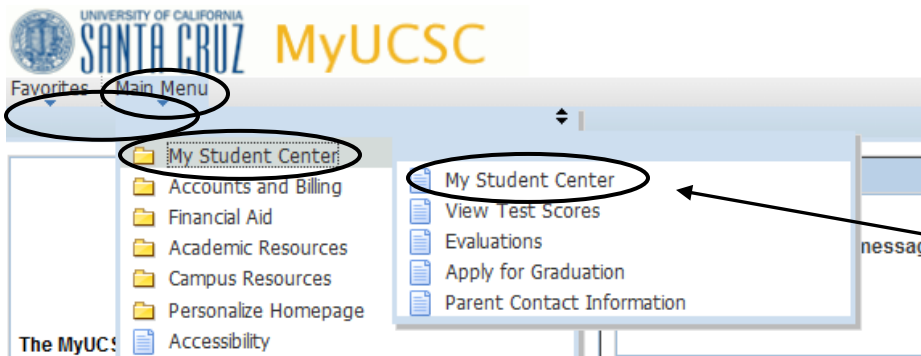


# How to Enroll in a Class

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

[Student Advising Summary](#)

**Academics**

[Search](#)  
[Plan](#)  
[Enroll](#)  
[Courses](#)  
[My Academics](#)

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](#) ▶

SEARCH FOR

**news**  
Student Business Services

**To Do List**  
2007-08 FAFSA  
2008-09 FAFSA

3) Click **Enroll**

Sammy Slug

go to ...

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

Add Classes

1 2 3

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2008 Summer Quarter	Undergraduate	UC Santa Cruz
<input checked="" type="radio"/>	2008 Fall Quarter	Undergraduate	UC Santa Cruz

CONTINUE

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

5) Click **Continue**

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go to ...

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

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.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

change term

6) Type in the 5-digit class number, or find a class by conducting a Class Search

7) Click **Enter**

2008 Fall Quarter Shopping Cart

Open Closed

Add to Cart:

Enter Class Nbr  
2453

Your enrollment shopping cart is empty.

Find Classes

Class Search  
 My Planner

My 2008 Fall Quarter Class Schedule

You are not registered for classes in this term.

Add Classes

1. Select classes to add - Secondary Section(s)

2008 Fall Quarter | Undergraduate | UC Santa Cruz

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

CANCEL PREVIOUS NEXT

Add Classes

1. Select classes to add - Enrollment Preferences

2008 Fall Quarter | Undergraduate | UC Santa Cruz

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

CANCEL PREVIOUS 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

## Add Classes



## 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.

2008 Fall Quarter | Undergraduate | UC Santa Cruz

<input type="radio"/> Open <input type="radio"/> Closed																						
Add to Cart: Enter Class Nbr <input type="text"/> <input type="button" value="enter"/>	<b>2008 Fall Quarter Shopping Cart</b>																					
Find Classes <input checked="" type="radio"/> Class Search <input type="radio"/> My Planner <input type="button" value="search"/>	<table border="1"> <thead> <tr> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td><a href="#">AMST 10-01 (24535)</a></td> <td>MoWeFr 11:00AM - 12:10PM</td> <td>Earth&amp;Marine B206</td> <td>Staff</td> <td>5.00</td> <td><input checked="" type="radio"/></td> </tr> <tr> <td></td> <td>AMST 10-01A (24594)</td> <td>Mo 3:30PM - 4:40PM</td> <td>Crown Clrm 202</td> <td>Staff</td> <td></td> <td><input checked="" type="radio"/></td> </tr> </tbody> </table>	Delete	Class	Days/Times	Room	Instructor	Units	Status		<a href="#">AMST 10-01 (24535)</a>	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	5.00	<input checked="" type="radio"/>		AMST 10-01A (24594)	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff		<input checked="" type="radio"/>
Delete	Class	Days/Times	Room	Instructor	Units	Status																
	<a href="#">AMST 10-01 (24535)</a>	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	5.00	<input checked="" type="radio"/>																
	AMST 10-01A (24594)	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff		<input checked="" type="radio"/>																

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**.

## Add Classes



## 2. Confirm classes

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

2008 Fall Quarter | Undergraduate | UC Santa Cruz

<input type="radio"/> Open <input type="radio"/> 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	<input checked="" type="radio"/>
AMST 10-01A (24594)	Intro Amer Studies (Discussion)	Mo 3:30PM - 4:40PM	Crown Clrm 202	Staff		<input checked="" type="radio"/>

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:

2008 Fall Quarter | Undergraduate | UC Santa Cruz

Success: enrolled
  Error: unable to add class

Class	Message	Status
AMST 10	<b>Message:</b> 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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go to ...

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

2008 Fall Quarter | Undergraduate | UC Santa Cruz

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	<a href="#">01</a>	Lecture	MoWeFr 11:00AM - 12:10PM	Earth&Marine B206	Staff	09/25/2008 - 12/05/2008
24594	<a href="#">01A</a>	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](#)