# MyUNLV Registration

## Edit Classes: Step – by – Step Guide

### Step 1: Navigate to Edit Classes

**Edit Classes** can be used to make changes to classes you are currently enrolled in. The changes that can be made are:

- Change selection of Units if the class is a variable unit class
- If you are enrolled in a Lecture/Lab combination you can change the Lab you are registered in.

- From the **Student Center** you may navigate in one of two ways.

  1. Click on the **Enroll** link.
  2. Select **Enrollment: Edit** in the other **academic** dropdown.

### Step 2: Select Term for Edit Classes

- If you have active registration for more than one term, you will need to select the radio button for the **Term** of your choice on the **Select Term** page. Then click the **Continue** button.
- If you only have one active term, you will not see this page.

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### Paul's Student Center

#### Academics

- **Search Plan**
- **Enroll**
- **My Academics**

#### This Week's Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAD 192-1001 LEC (13551)</td>
<td>MoWe 8:30AM - 12:15PM Room: TBA</td>
</tr>
<tr>
<td>BLW 273-1004 LEC (14595)</td>
<td>TuTh 7:00PM - 9:45PM Room: TBA</td>
</tr>
</tbody>
</table>

#### Weekly schedule

#### Enrollment: Edit

#### Contact Information

- **Permanent Address**
  - 1300 Whispering Lane, Oakland, WA 98575
- **Billing Address**
  - None
- **Primary Phone**
  - None
- **Home E-mail**
  - testsstudent@yahoo.com

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### Add Classes

#### Select Term

- **Select a term then click Continue.**

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 Spring</td>
<td>Undergraduate</td>
<td>University of Nevada Las Vegas</td>
</tr>
<tr>
<td>2010 Fall</td>
<td>Undergraduate</td>
<td>University of Nevada Las Vegas</td>
</tr>
</tbody>
</table>

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### Search Plan Enroll My Academics

**My Class Schedule Add Drop Swap Edit Term Information**

**go to...**
Step 3: Select Classes to Edit Page

- On the Edit Class Enrollment Options page, select the class you wish to edit.
- Then click the Proceed to Step 2 of 3 button.

Step 4: Edit Page – Related Class Section

- If the class is a Lecture/Lab combination you may use this page to select a different related lab. Click Next to continue.
Step 5: Edit Page – Enrollment Preference

- If the class is a variable units class, you can use this page to select a different Units value. Click **Next** to continue.

**Edit Class Enrollment Options**

1. Select a class to edit - Enrollment Preference

2010 Fall | Undergraduate | University of Nevada Las Vegas

**MUSA 300 - Piano for Music Educators**

**Class Preferences**

<table>
<thead>
<tr>
<th>MUSA 300-101</th>
<th>Lecture</th>
<th>Open</th>
<th>Permission Nbr</th>
<th>Grading</th>
<th>Graded</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic</td>
<td>Music Educators (Description)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session</td>
<td>Regular Academic Session</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enrollment Information**

- Music Special Fee of $500

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>Lecture</td>
<td></td>
<td>TBA</td>
<td>Paul SRTestStudent</td>
<td>08/27/2010 - 12/15/2010</td>
</tr>
</tbody>
</table>

Step 6: Edits confirmation page

- The next page allows you to **Confirm** your edit selections. If you are happy with your edits, click the **Finish Editing** button.

**Edit Class Enrollment Options**

2. Confirm your selections

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

**Class Attribute** | **Original Value** | **New Value**
------------------|-------------------|----------------|
Units             | 3.00              | 4.00

Search Plan Enroll My Academics

My Class Schedule Add Drop Swap Edit Term Information

**go to ...**
Step 7: View results Page

- On the View Results page, you are shown the outcome of the transaction.
- In the center of the page is a key that shows the following:
  - green check mark indicates Success: Class(es) has been updated.
  - red X indicates Error: Unable to edit class.
- If the Status is Success (green check mark), as in the example to the right, the edit transaction was successful. To view your Class Schedule, click the MY CLASS SCHEDULE button.
- If the Status is Error (red X), the edit was not successful for the reason given. To view your Class Schedule, click the MY CLASS SCHEDULE button.

### Edit Class Enrollment Options

#### View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 121</td>
<td>Success: This class has been updated.</td>
<td>✔</td>
</tr>
</tbody>
</table>

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### Make a Payment

| Make a Payment | MY CLASS SCHEDULE |