

### Enrollment: Edit Classes

#### 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

#### Paul's Student Center

**Academics**

Search Plan **1** Enroll My Academics

other academic... **2**

- Academic Planner
- Class Schedule
- Course History
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transfer Credit: Report
- other academic...

**Personal Information**

Demographic Data Names User Preferences

other personal...

**Contact Information**

Permanent Address: 1300 Whispering Lane, Oakdale, WA 98575  
Billing Address: None  
Primary Phone: None  
Home E-mail: teststudent@yahoo.com

**This Week's Schedule**

Class	Schedule
AAD 182-1001 LEC (13551)	MoWe 8:30AM - 12:15PM Room: TBA
BLW 273-1004 LEC (14935)	Th 7:00PM - 9:45PM Room: TBA

weekly schedule ►  
enrollment shopping cart ►

#### 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.

Paul SRTestStudent go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || edit || term information

Add Classes 1

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2010 Spring	Undergraduate	University of Nevada Las Vegas
<input type="radio"/> 2010 Fall	Undergraduate	University of Nevada Las Vegas

CONTINUE

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.

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my class schedule || add || drop || swap || edit || term information

**Edit Class Enrollment Options**

1 2 3

**1. Select a class to edit**

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

2010 Fall | Undergraduate | University of Nevada Las Vegas **change term**

**Classes you are allowed to edit**  
Select from your schedule

CHEM 121: Gen Chemistry I

**PROCEED TO STEP 2 OF 3**

**My 2010 Fall Class Schedule**

Search Plan Enroll My Academics  
My Class Schedule Add Drop Swap Edit Term Information  
go to ...

**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.

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**Edit Class Enrollment Options**

1 2 3

**1. Select a class to edit - Related Class Section**

2010 Fall | Undergraduate | University of Nevada Las Vegas

**CHEM 121 - Gen Chemistry I**

Lecture selected: Section 1001  
TBA

Open Closed Wait List

**Select Laboratory section (Required):**

	Class Nbr	Section	Schedule	Room	Instructor	Status
<input checked="" type="radio"/>	80020	<a href="#">1002</a>	TBA	TBA	Staff	<input checked="" type="radio"/>
<input type="radio"/>	80021	<a href="#">1003</a>	TBA	TBA	Staff	<input checked="" type="radio"/>

View All Sections First 1-2 of 2 Last

CANCEL PREVIOUS **NEXT**

Search Plan Enroll My Academics  
My Class Schedule Add Drop Swap Edit Term Information  
go to ...

**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.

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[my class schedule](#) [add](#) [drop](#) [swap](#) [edit](#) [term information](#)

### Edit Class Enrollment Options

1 2 3

#### 1. Select a class to edit - Enrollment Preference

2010 Fall | Undergraduate | University of Nevada Las Vegas

#### MUSA 300 - Piano for Music Educators

**Class Preferences**

MUSA 300-1001 **Lecture** ● Open **Permission Nbr**

**Topic** Music Educators (Description)  
**Session** Regular Academic Session  
**Career** Undergraduate

**Grading** Graded

**Units** 3.00

**Enrollment Information**

- Music Special Fee of \$500

[CANCEL](#) [PREVIOUS](#) [NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
1001	Lecture		TBA	Paul SRTestStudent	08/27/2010 - 12/15/2010

**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.

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[my class schedule](#) [add](#) [drop](#) [swap](#) [edit](#) [term information](#)

### Edit Class Enrollment Options

1 2 3

#### 2. Confirm your selections

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

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Class Attribute	Original Value	New Value
<b>Units</b>	3.00	4.00

[CANCEL](#) [FINISH EDITING](#)

[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 show 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 checkmark), 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.

Paul SRTestStudent

go to ...

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

### Edit Class Enrollment Options

1 2 3

### 3. View results

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

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✓ Success: Class updated      ✗ Error: Unable to update class

Class	Message	Status
CHEM 121	Success: This class has been updated.	✓

MAKE A PAYMENT

MY CLASS SCHEDULE