

Quick Reference Guide: Update Classes

Classes that can be updated are classes that you have already enrolled in and have preferences that you may change, such as a class that can be taken for a variable number of units. You will be able to change those options without having to re-enroll in the class.

1. Select a term to begin updating a class.
2. If you would like to update a class in a different term, click the “Change” button in the upper left hand corner.
3. If you are not enrolled in a class that can be updated, you will not be able to do anything in this tab.

Choose class to update

Class	Description	Days and Times	Units	Status
View details				>

4. If you are enrolled in a class that you would like to update, select the class that you would like to update by clicking on it.
5. Enter a permission number if you have one. You may change any part of the class that you are prompted to change. Click the green “Accept” button in the upper right hand corner to continue. Your submission will not be accepted if you have not changed anything.

Fall 2017
Undergraduate
Santa Clara University

1 Class Preferences In Progress

2 Review and Submit Not Started

Step 1 of 2: Class Preferences

Accept

Permission Number

Units

- 4.00
- 1.00
- 2.00
- 3.00
- 4.00

6. Review your class preferences and confirm that they are what you want. Click the green “Submit” button in the upper right hand corner to continue.

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1 Class Preferences Complete

2 Review and Submit Visited

Step 2 of 2: Review and Submit

Submit

Class Preferences

Permission Number	None
Units	2.00
Take Requirement Designation - Fine Arts	Yes

7. Click “Yes” to finish updating your class.

8. Verify that you have successfully updated the class. The message on the next page will be accompanied by a red ✖ if you did not successfully update the class. The message on the next page will be accompanied by a green ✔ if you successfully updated the class.