

## CHANGE Number of credits or AUDIT status

Click on the Enroll link in Student Center

Student Center Academics

SEARCH FOR CLASSES

Search  
Plan  
Enroll  
My Academics

other academic... >>

Deadlines URL

This Week's Schedule

Class	Schedule
NURS 90000-03 DTN (66077)	Room: TBA

weekly schedule ▶  
enrollment shopping cart ▶

Holds  
No Holds.

To Do List  
No To Do's.

Click on the [edit] tab

Rj Aggarwal go to ... >>

Search Plan Enroll My Academics

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

Verify the term, change as needed

Select the class you wish to edit

-You may only EDIT classes you have already added

Click [Proceed to Step 2 of 3] button

Edit Class Enrollment Options 1 2 3

1. Select a class to edit

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

2018 Spring Term | Graduate School Graduate | The Graduate Center **change term**

Classes you are allowed to edit

Select from your schedule ENGL 70100: History of the English Lang

**PROCEED TO STEP 2 OF 3**

2 items can be edited – but only if this is allowed per The Graduate Center Catalog

**Grading Basis:** Select from the allowable options – usually Graded or Audit

**Units:** Select a unit (credit) value that is appropriate for the section you have enrolled in. Check with the class instructor or academic department.

Click [Next] button

**ENGL 70100 - History of the English Lang**

**Class Preferences**

ENGL 70100-1    Lecture    ● Open    Grading: **Audit**    Units: **2.00**

Session: Regular Academic Session    Career: Graduate School Graduate

Requirement Designation: Graduate Non-Liberal Arts  
 Take Requirement Designation

**CANCEL**    **PREVIOUS**    **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	TBA	TBA	Staff	

Confirm edit

Click [Finish Editing]

2018 Spring Term | Graduate School Graduate | The Graduate Center

Class Attribute	Original Value	New Value
Grade Option	Standard Letter Grades	Audit

**CANCEL**    **FINISH EDITING**

Look for the Success green check mark

If there is an error, screen shot your error message and contact your academic department for assistance

✔ Success: Class updated    ✘ Error: Unable to update class

Class	Message	Status
ENGL 70100	Success: This class has been updated.	✔