Select the “Course Planning and Enrollment” tile to update classes.

The update process begins with the “Drop/Swap/Update Classes” option.
Click “Drop/Swap/Update Classes” option to display each option for selection.
Select the “Update Classes” option.
Select the class you wish to update.

*If the course you are updating has related components, you’ll be taken to an “Alternative Class Options” page. You should skip this page by clicking ‘Next’.
If the class does not have related components, you’ll be taken straight to the “Class Preferences” page.

You will then be guided through a series of steps to update a class.

Step 1 is to update the class preferences.

Once you have made your changes, click the “Accept” button.
Step 2 is to review and submit your changes.

In the example above, the Grading Basis was changed from “graded” to “Satisfactory/Unsatisfactory”.

Once you have reviewed your changes, click the “Submit” button.

Select “Yes” to confirm that you want to update the class or “No” to cancel.
You should then receive a message stating that your class has been updated.