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.

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.