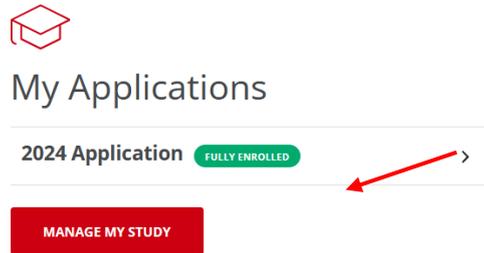
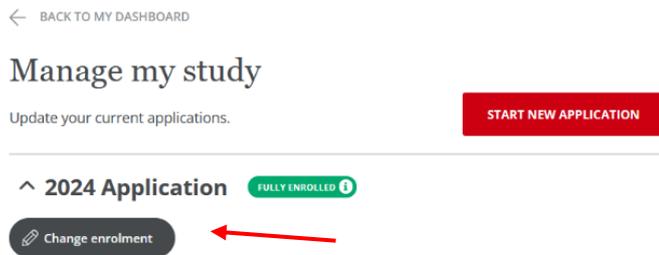


Making enrolment changes in myUC

1. To make changes to your enrolment you will need to log in to [myUC](#).
2. On the main screen, select your current enrolment/application



3. You will now be on the 'Manage My Study' page. Click the grey 'Change Enrolment' button, followed by the red 'Change Enrolment' button that pops up.



4. You will now be on the 'Change Qualification / Subjects' screen.

Here you can add a new qualification or make changes to your major(s) and/or minor(s) (these are called 'subjects' in myUC).

If you want to change your major and/or minor, click 'change subjects'. **You do not need to fill every major and minor box.**

After making changes—or if you don't want to change these—select 'Save and Continue'.

Change Qualification / Subjects

To keep your existing qualification(s) and change your subject options only, select Change Subject for the relevant qualification.

To add a new qualification, select Add Qualification.

If you do not wish to make qualification or subject changes, or you have made the required changes, select Save and Continue to go to Change Courses

Certificate in Languages (CERTLANG) [Change subject](#)

Main Subject: Te Reo Maori

+

Add new qualification

Major

First Major *

Second Major

Third Major

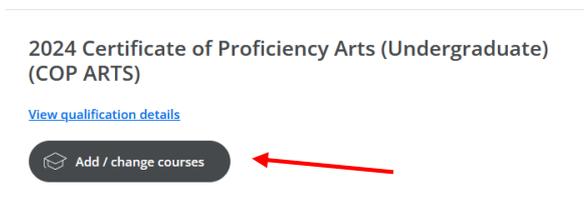
Minor

First Minor

Second Minor

Third Minor

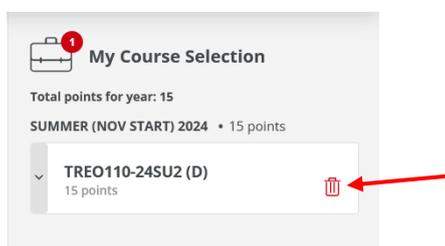
- You will now be on the 'Change Courses' page. To add or remove courses click the grey 'Add/Change Courses' button under your current qualification.



- You will now be on the Course Search/Selection page.
To add a course, use the search bar to find specific courses. You can either search by subject (e.g., Chemistry), or by the course code (e.g., CHEM111) if you know it. Make sure that the leftmost box is set to "all undergraduate courses", or you may not get any results.



To remove/drop a course, find the course on the righthand 'my course selection' panel and click the red trash can icon. *On mobile devices (or smaller screens) you may need to click the white arrow to see the 'My Course Selection' panel.*



When you are done, click 'Save Courses'.

- You will now see a summary of your qualification and courses. If you are happy, click 'save and continue'.
- You will now see a summary of the specific changes you have made, as well as a checkbox asking if you expect to complete your qualification in the current year. Tick the appropriate answer and then click 'save and continue'.

Do you expect to complete any UC qualification this year? *

Yes No

- To submit your changes, click 'complete change of enrolment request'.