

## HOW TO USE THE EDIT TAB

**Student Navigation:** Login to MyPack Portal > FOR STUDENTS Tab > Academics > Enrollment > click Enrollment link > click Edit tab

The Edit tab is used to edit or change classes you have already added into your schedule. You would use Edit to change the grade method OR to swap a lab without having to drop the associated lecture.

Here's an example. Go to the Edit tab and select the course for which you wish to swap the lab. Click PROCEED TO STEP 2 OF 3

The screenshot shows the 'Edit Class Enrollment Options' page. At the top, there is a navigation bar with buttons for 'my class schedule', 'wish list', 'class search', 'add', 'drop', 'swap', and 'edit'. Below this is the title 'Edit Class Enrollment Options' and a progress indicator showing '1' of 3 steps. The main heading is '1. Select a class to edit'. Below this is a sub-heading '2009 Fall Term | Non Degree Status | NC State University' and a 'change term' button. A section titled 'Classes you are allowed to edit' contains a dropdown menu labeled 'Select from your schedule' with 'PY 211: College Physics I' selected. A 'PROCEED TO STEP 2 OF 3' button is located below the dropdown. At the bottom, there is a blue bar with a right-pointing arrow and the text 'My 2009 Fall Term Class Schedule'.

The next screen will show you the choices of lab sections associated with your lecture for which you are already enrolled. Select the radio button for the lab you want to switch to then click NEXT. (Make sure you do not select a closed section, indicated by a blue square.)

my class schedule wish list class search add drop swap edit

**Edit Class Enrollment Options** 1 2 3

**1. Select a class to edit - Related Class Section**

2009 Fall Term | Non Degree Status | NC State University

**PY 211 - College Physics I**

Lecture selected: Section 002  
MWF 12:25PM - 1:15PM 00321 Riddick Hall

Open
  Closed
  Wait List

**Select Laboratory section (Required):**

	Class Nbr	Section	Schedule	Location	Instructor	Status
<input checked="" type="radio"/>	00100	<a href="#">216</a>	W 6:40PM - 8:30PM	00120 Marye Anne Fox Science	Staff	<input checked="" type="radio"/>
<input checked="" type="radio"/>	00100	<a href="#">217</a>	Th 8:05AM - 9:55AM	00120 Marye Anne Fox Science	Staff	<input type="radio"/>
<input checked="" type="radio"/>	00100	<a href="#">218</a>	Th 8:05AM - 9:55AM	00120 Marye Anne Fox Science	Staff	<input checked="" type="radio"/>
<input checked="" type="radio"/>	00102	<a href="#">219</a>	Th 4:35PM - 6:25PM	00120 Marye Anne Fox Science	Staff	<input type="radio"/>
<input checked="" type="radio"/>	00104	<a href="#">220</a>	Th 4:35PM - 6:25PM	00120 Marye Anne Fox Science	Staff	<input type="radio"/>

View All Sections First 16-20 of 26 Last

CANCEL PREVIOUS NEXT

You will then need to verify the course information. Notice you still have the same lecture but the new lab shows below. Continue by clicking NEXT.

[my class schedule](#)
[wish list](#)
[class search](#)
[add](#)
[drop](#)
[swap](#)
[edit](#)

**Edit Class Enrollment Options** 1 2 3

**1. Select a class to edit - Enrollment Preference**

2009 Fall Term | Non Degree Status | NC State University

**PY 211 - College Physics I**

[How do I audit a course?](#)

**Class Preferences**

PY 211-002	Lecture	<input type="checkbox"/> Closed	Grading	Graded
PY 211-216	Laboratory	<input checked="" type="radio"/> Open	Units	4.00

**Session** Regular Academic Session  
**Career** Undergraduate

[CANCEL](#)
[PREVIOUS](#)
[NEXT](#)

Section	Component	Days & Times	Location	Instructor	Start/End Date
002	Lecture	MWF 12:25PM - 1:15PM	00321 Riddick Hall	Dr. [Name]	8/19/2009 - 12/8/2009
216	Laboratory	W 6:40PM - 8:30PM	00120 Marye Anne Fox Science	Staff	8/19/2009 - 12/8/2009

Check the new course information one last time and click FINISH EDITING.

my class schedule wish list class search add drop swap edit

**Edit Class Enrollment Options** 1 2 3

**2. Confirm your selections**

Click Finish Editing to process your edit request. To exit without making changes to this class, click Cancel.

2009 Fall Term | Non Degree Status | NC State University

Class Attribute	Original Value	New Value
<b>Laboratory Section</b>	213 W 4:35PM - 6:25PM 00120 Marye Anne Fox Science	216 W 6:40PM - 8:30PM 00120 Marye Anne Fox Science

CANCEL FINISH EDITING

If the new lab fits your schedule correctly, you will receive a confirmation message that it was edited successfully indicated with a green check mark.

Always click My Class Schedule to review and confirm your schedule.