

Changing Credit Hours for a Variable Credit Course

- Go back into “[Register for My Classes.](#)”
- Enter the semester term.
- Accept financial responsibility.

This brings up the class registration page.

- To change the credit hours, go into [schedule & option](#) tab.

You will see a “Summary” page of your current schedule.

- Click on the “[hours](#),” which are underlined (these can be changed). This brings up a textbox to enter the [# of hours](#) you would like to change.
- Click outside of that cell.
- Move to the lower, right-hand corner of the screen and click on “[Submit.](#)”

To verify that it worked:

- Click away (they recommend the [Enter CRNs](#) tab).
- Click on the [Schedule and Option](#) tab.

Review the number of credits listed for the class:

- If correct (the correct number of revised credit hours are listed), you’re done.
- If not, try again.

Note: You can watch the YouTube Video at <https://www.youtube.com/watch?v=FhBiJxF-Mk&feature=youtu.be>