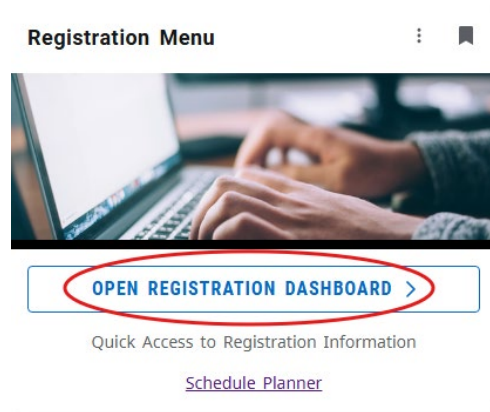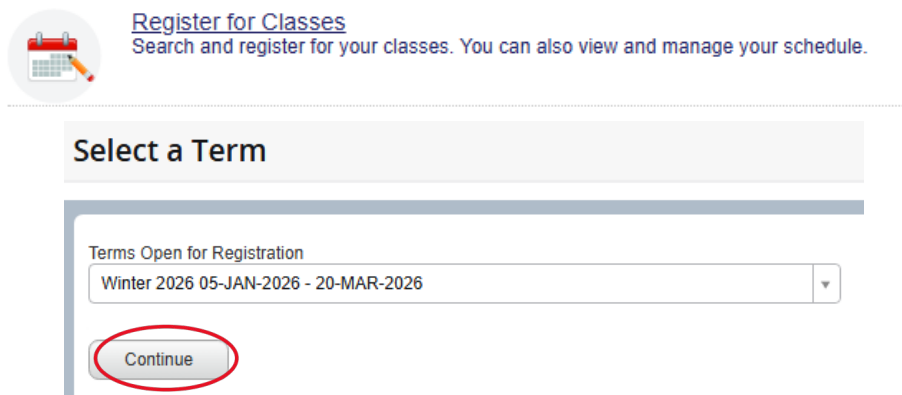# Step-by-Step Guide
Adjusting Variable Course Credits

From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Open Registration Dashboard**.

In the **Registration** area, click **Register for Classes**, then **Select a Term**, and click **Continue**.

After registering for the course, navigate to the **Schedule and Options** tab to view the course schedule.
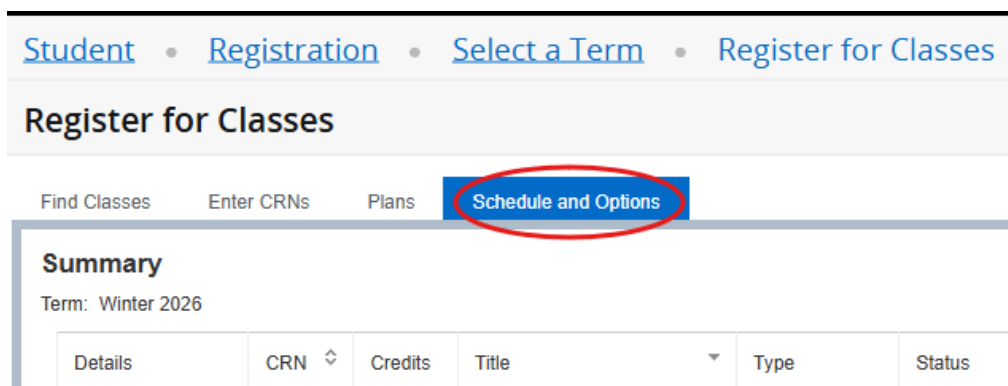
Locate the specific variable course in the schedule list. In the **Credits** column, you will see that the credit value is underlined and highlighted in blue. This indicates it is a clickable link. Click on the blue, underline credit value to proceed.

A new window will appear, displaying the allowed credit range (e.g., *Must be from 2 to 4*). Enter the desired number of credits (e.g., 3) that falls within this specified range. Once entered, click the **Submit** button (located in the bottom-right corner) to save and finalize your credit adjustment.

The screen will refresh. The updated credit hours (e.g., changing from 2 to 4) should now be displayed in the **Credits** column for that specific course. A confirmation message (green) will appear at the top of the page, confirming the successful update (e.g., **'Save Successful'**).