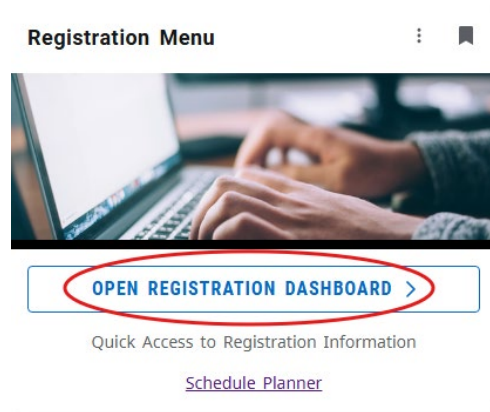
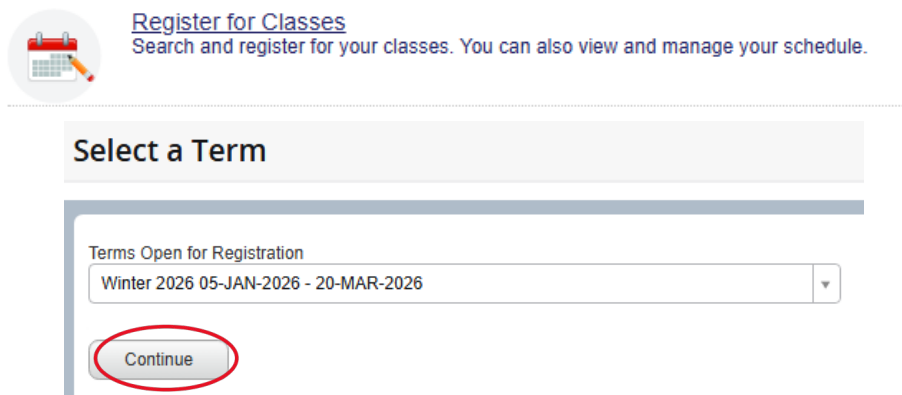


Step-by-Step Guide Adjusting Variable Course Credits

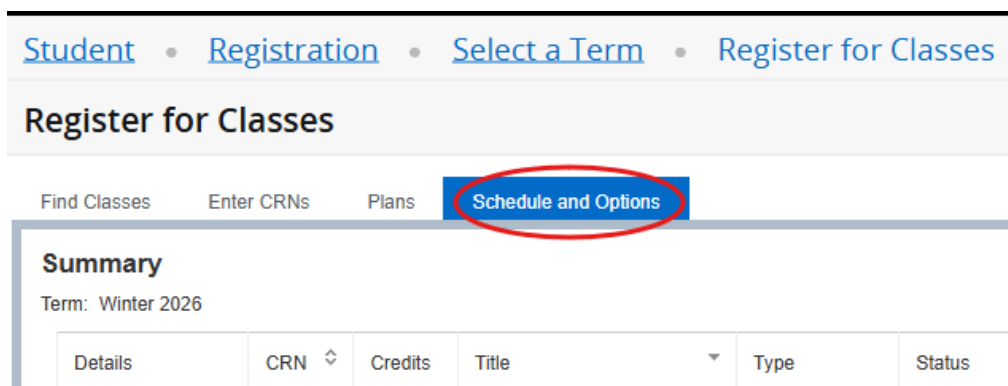
From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Open Registration Dashboard**.



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.

| |
|----------|
| Credits |
| 4 |
| 0 |
| <u>2</u> |

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.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

| | | | | | | | | | | |
|--------------|-------|---------------------------------|---------------------------|---------------|------------|---------------|----------------|---------------|------------|-----------------------|
| EXS 250, 001 | 20725 | 4 | <u>Motor Behavior</u> | Lecture | Registered | Web Reg11/... | A to D Grading | Undergraduate | 11/05/2025 | In person instruction |
| MUP 105, 002 | 20186 | <u>2</u> Must be from 2 to 4 | Music Performance — Am... | Music Lessons | Registered | Web Reg11/... | A to D Grading | Undergraduate | 11/12/2025 | In person instruction |

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

| | | | | | | | | | | |
|--------------|-------|----------|---------------------------|---------------|------------|---------------|----------------|---------------|------------|-----------------------|
| EXS 250, 001 | 20725 | 4 | <u>Motor Behavior</u> | Lecture | Registered | Web Reg11/... | A to D Grading | Undergraduate | 11/05/2025 | In person instruction |
| MUP 105, 002 | 20186 | <u>4</u> | Music Performance — Am... | Music Lessons | Registered | Web Reg11/... | A to D Grading | Undergraduate | 11/12/2025 | In person instruction |
| PE 143, 001 | 20520 | 2 | Yoga | Lecture | Registered | Web Reg11/... | A to D Grading | Undergraduate | 11/05/2025 | In person instruction |

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 20

Records: 6

Schedule Details

Class Schedule for Winter 2026

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| 12am | | | | | | | |
| 1am | | | | | | | |
| 2am | | | | | | | |
| 3am | | | | | | | |
| 4am | | | | | | | |
| 5am | | | | | | | |
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |

Submit

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'**).

