

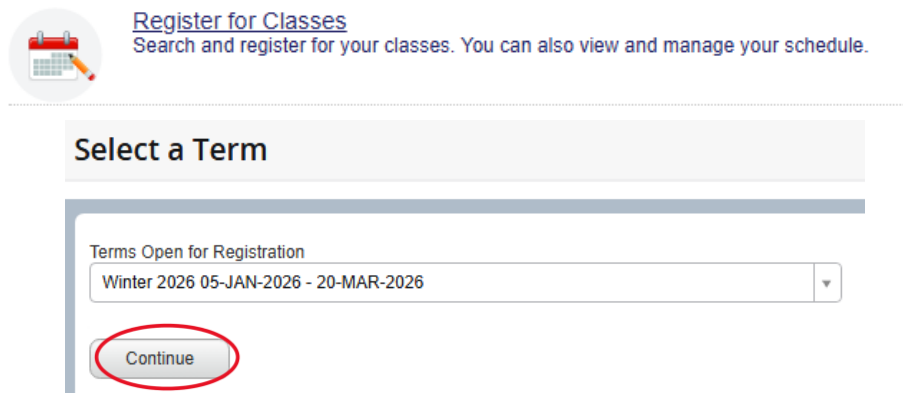
## Step-by-Step Guide

### Adjusting Variable Course Credits

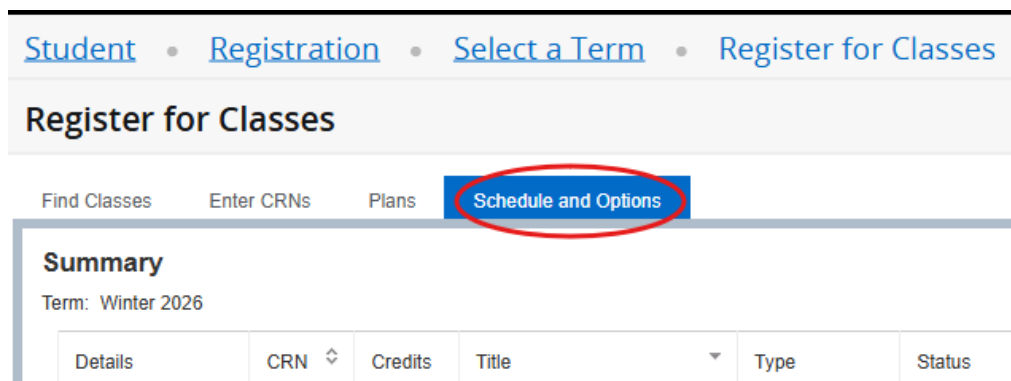
From your student **Portal**, open **Experience**, navigate to the **Registration Menu** card, and then click **Register For Classes**.



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 ClassesEnter CRNsPlansSchedule and Options

EXS 250, 001	20725	4	Motor Behavior	Lecture	Registered	Web Reg11/...	A to D Grading	Undergraduate	11/05/2025	In person instruction
MUP 105, 002	20186	<div>2 Must be from 2 to 4</div>	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

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EXS 250, 001	20725	4	Motor Behavior	Lecture	Registered	Web Reg11/...	A to D Grading	Undergraduate	11/05/2025	In person instruction
MUP 105, 002	20186	4	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

Records: 6

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

Schedule

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').

