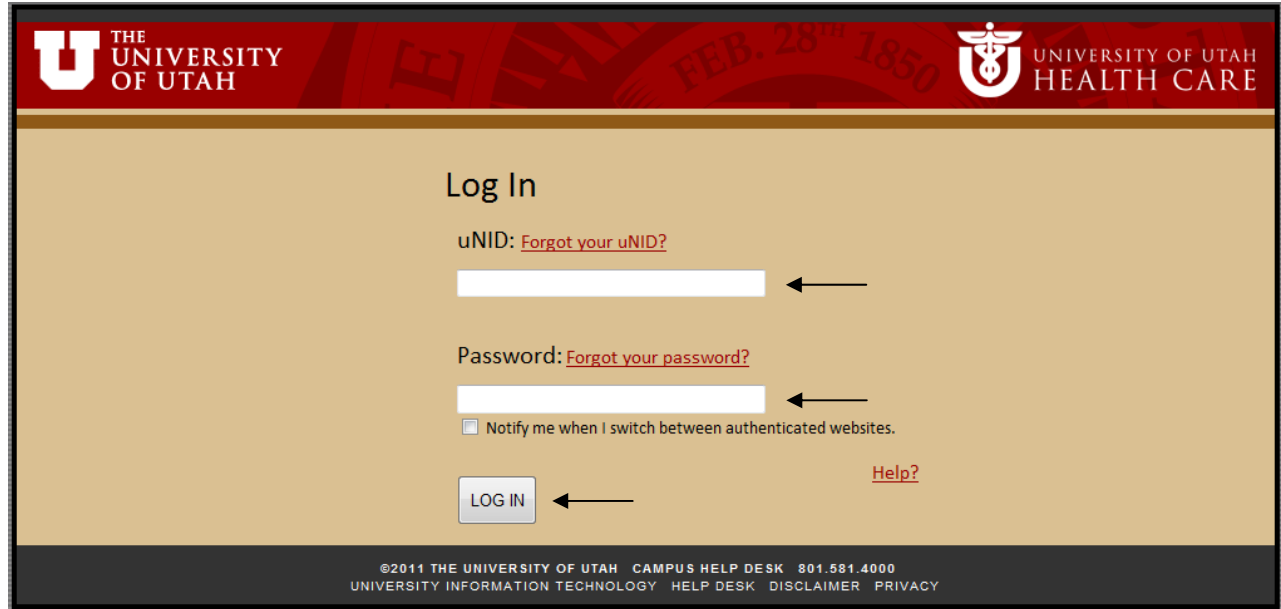
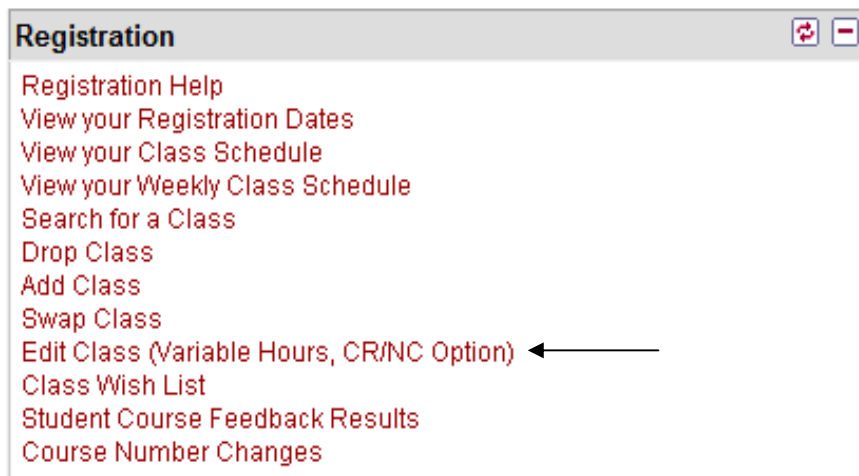


Instructions: **Edit Variable Hours**

1. Log in to Campus Information Services with your uNID and password:



2. Locate the Registration box on your Student tab. Click the “Edit Class (Variable Hours, CR/NC Option)” link



3. The "Edit Classes" page is displayed.

NOTE: If you are able to register for more than one term you will be provided the opportunity to select the appropriate term.

- Choose the course you wish to edit that is variable hours.
- Select the "Proceed to Step 2 of 3" button.

Edit Class Enrollment Options



1. Select a class to edit

Select the class to modify and click Proceed to Step 2 of 3 to change your class preferences.

Spring 2011 | Graduate Semester | University of Utah

[change term](#)

Classes you are allowed to edit

Select from your schedule

MGT 6910: SS-Masters

[PROCEED TO STEP 2 OF 3](#)

4. Select the amount of units by using the drop down box next to "Units."

Edit Class Enrollment Options



1. Select a class to edit - Enrollment Preference

Spring 2011 | Graduate Semester | University of Utah

MGT 6910 - SS-Masters

Class Preferences

MGT 6910-004 Ind Study Closed

Permission Nbr

Grading In-Progress

Session Regular Academic Session

Career Graduate Semester

Units 1.00

Select CR/NC Grading

[Elect](#)

*If you want a letter grade (A-E), do not elect.

[CANCEL](#)

[PREVIOUS](#)

[NEXT](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
004	Ind Study	F 10:30AM - 1:00PM	CRCC 105		01/10/2011 - 04/27/2011

5. Select "Finish Editing" to confirm the change of credit hours from 1 to 3.

Edit Class Enrollment Options

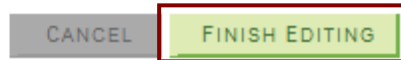


2. Confirm your selections

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

Spring 2011 | Graduate Semester | University of Utah

Class Attribute	Original Value	New Value
Units	1.00	3.00



6. A green check will indicate the units (hours) were updated successfully. A red "X" for an error.

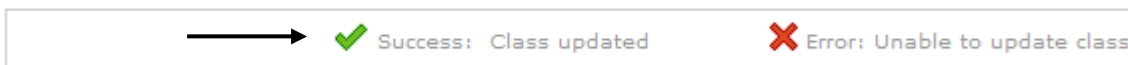
Edit Class Enrollment Options



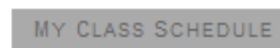
3. View results

View the results of your enrollment request. Click fix errors to try and correct the problems listed below.

Spring 2011 | Graduate Semester | University of Utah



Class	Message	Status
MGT 6910	Success: This class has been updated.	✓



You may wish to click the "My Class Schedule" button to obtain an updated schedule of your classes.