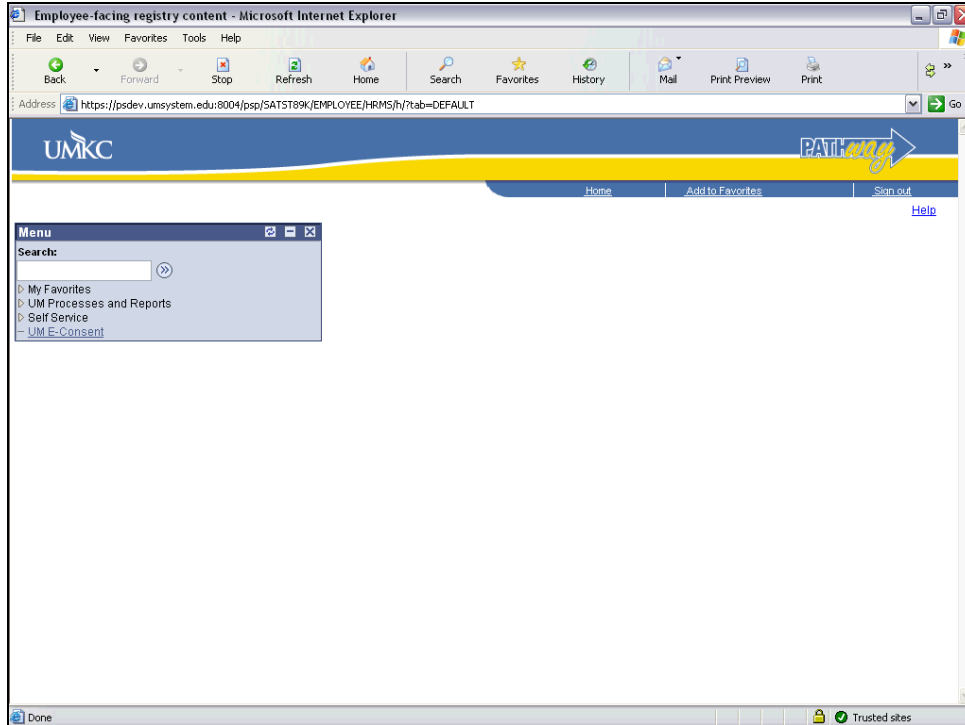
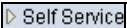


Procedure

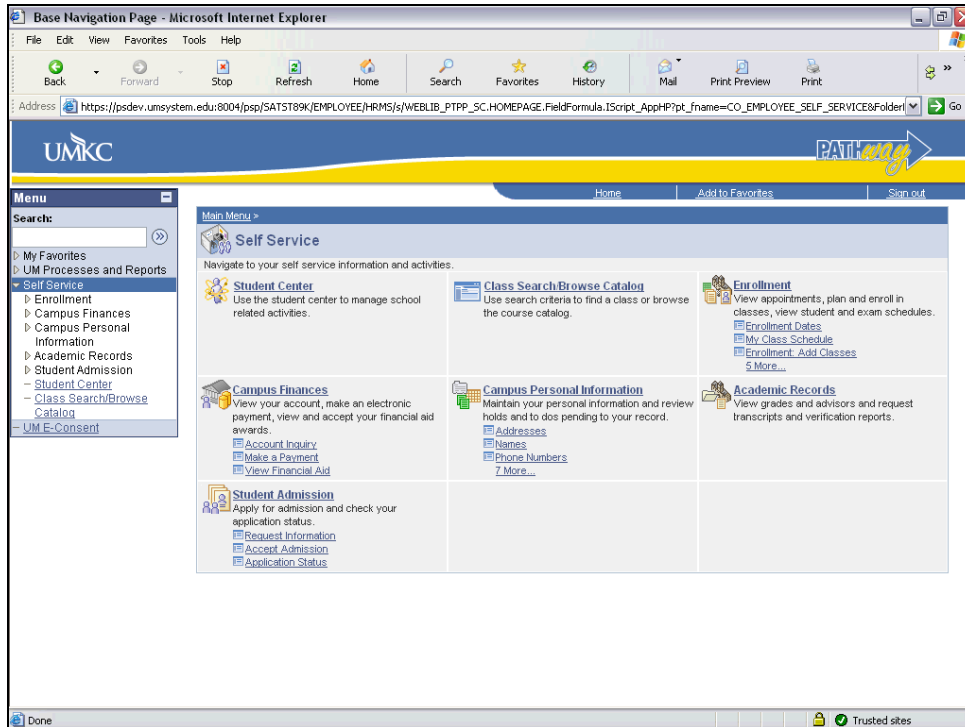
Use Edit a Class when you need the change the number of credit hours assigned to an Independent Study course.




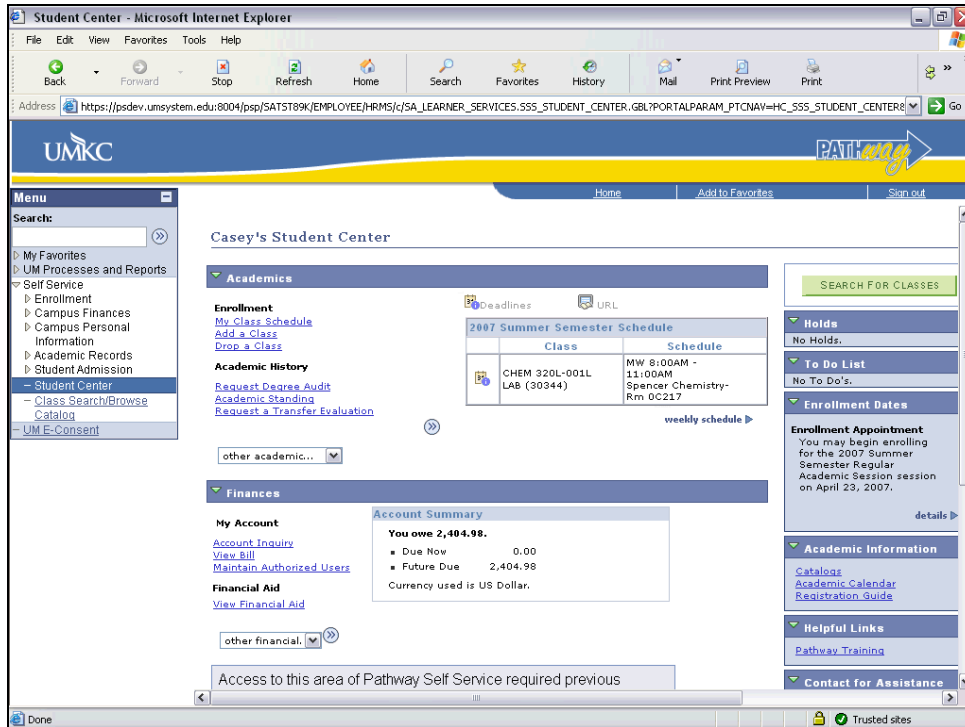
Step	Action
1.	Click the Self Service link. 

Business Process Document

Self Service: Edit a Class



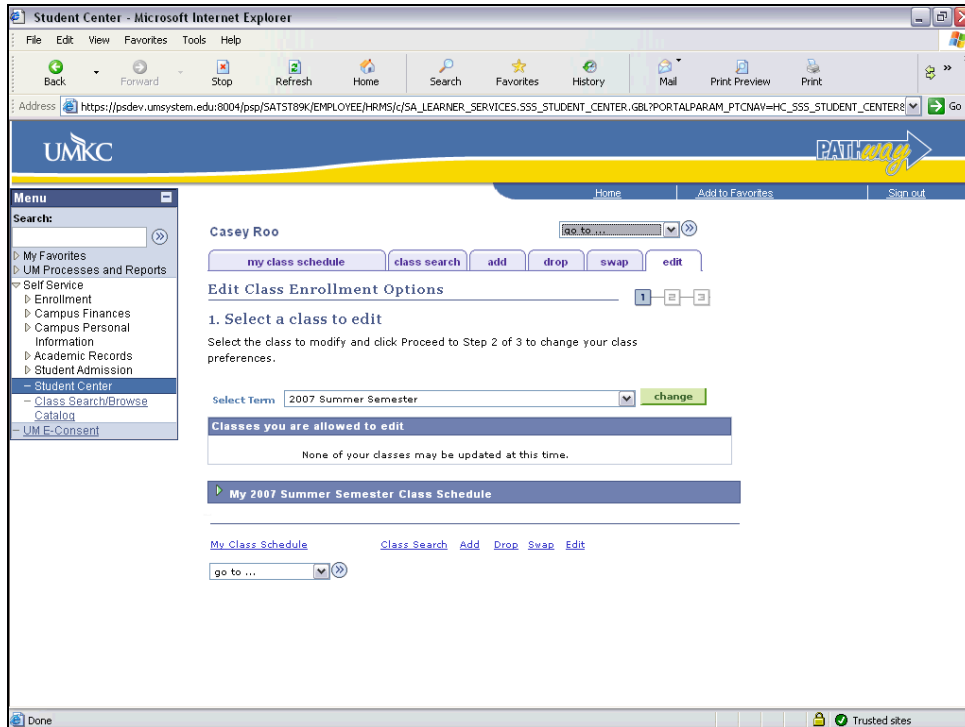
Step	Action
2.	Click the Student Center link. 


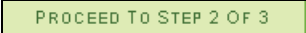


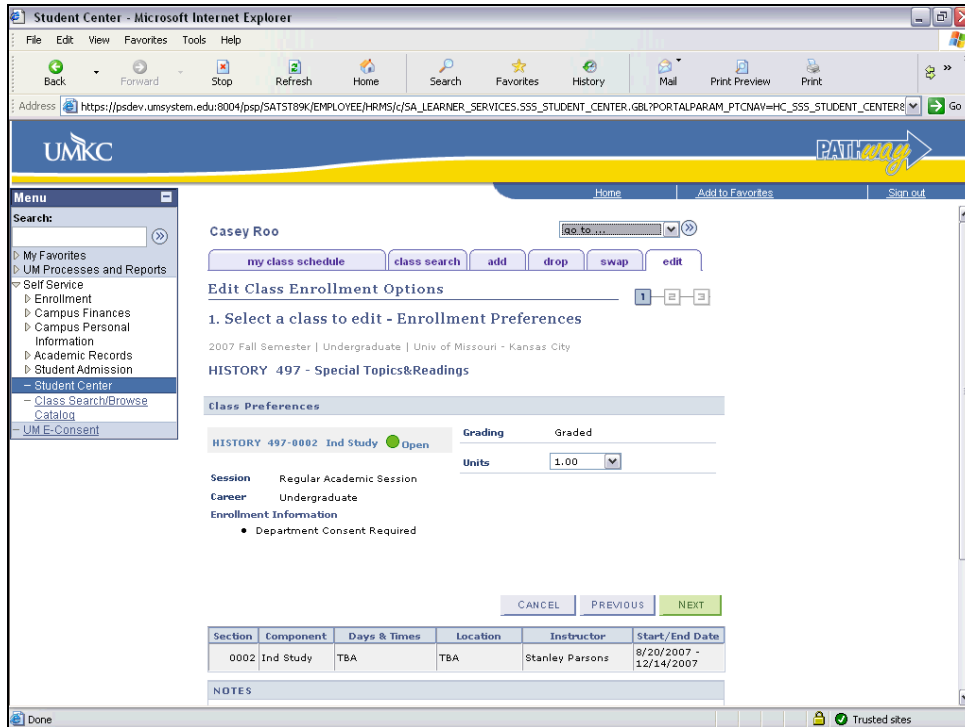
Step	Action
3.	Click to expand the other academic... list. <input type="button" value="other academic..."/>
4.	Select Edit a Class from the list. <input type="button" value="Edit a Class"/>
5.	Click the Go button. <input type="button" value="Go"/>

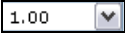
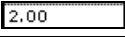

Business Process Document

Self Service: Edit a Class



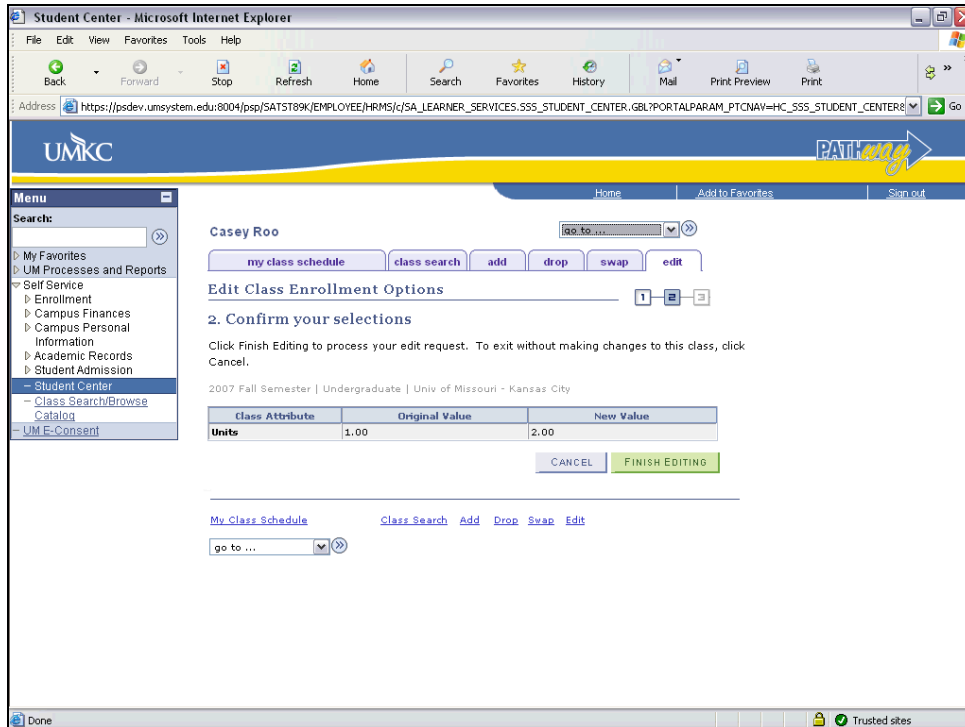
Step	Action
6.	Click to expand the Select Term list.
7.	Select 2007 Fall Semester from the list.
8.	Click the Change button to view your classes for 2007 Fall Semester. 
9.	If you have more than one class scheduled, click the Select from your schedule list to select the class you want to edit.
10.	Click the Proceed to Step 2 of 3 button. 



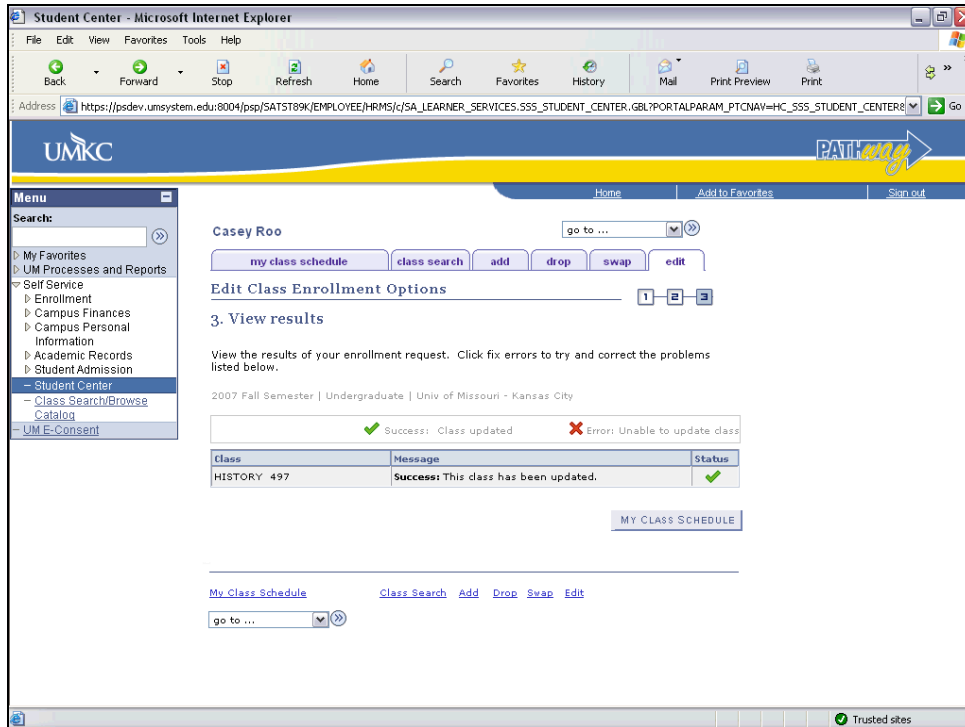
Step	Action
11.	Click to expand the Units list. 
12.	Select 2.00 to change the class from a 1.00 credit hour class to a 2.00 credit hour class. 
13.	Click the Next button. 

Business Process Document

Self Service: Edit a Class



Step	Action
14.	Review the changes and click the Finish Editing button.



Step	Action
15.	<p>A successful change is indicated by a green checkmark in the Status column.</p> <p>A red X will display if the course could not be changed. Use the Fix Errors button for information on how to resolve the issue.</p> <p>To verify the changes, click the My Class Schedule button.</p> <p>MY CLASS SCHEDULE</p>
16.	<p>You have successfully edited a class.</p> <p>End of Procedure.</p>