

Pathway Help: Self-Service > Edit a Class

TY OFFICE OF REGISTRATION & RECORDS

Use Edit a Class when you need to change the number of credit hours for an independent study or directed readings class.

1. Click the Manage Classes tile

UMKC Pathway	▼ Studer	nt Center	ŵ	Q	۵	:	\oslash
Manage Classes	Academic Records	Academic Progress	Per	sonal ir	iformati	on	
Financial Account	Financial Alo	Secure Document Upload	Н	Notific	ations 2 essage	1	

2. Click the Enrollment dropdown.

Student Center	Student Manage Classes			Q	:	\oslash
Q Class Search	Enter Search Criteria					•
E Browse Course Catalog	Search for Classes					
Enrollment	Institution	Univ of Missouri - Kansas City	~			
Enrollment Dates	Term	4943 - 2021 Fall Semester	~			
Shopping Cart	Select at least 2 search criteria. Select Search to view your search results.					
Add Classes	♥ Class Search					
Edit a Class	Subject		~			
Drop Classes	Course Number	is exactly	~			
Cross Campus Enrollment	Course Career		~			

3. Click the Edit a Class link.

Student Center	Student Manage Classes			Q	:	\oslash
Q Class Search	Enter Search Criteria					^
E Browse Course Catalog	Search for Classes					
Enrollment ^	Institution	Univ of Missouri - Kansas City	~			
Enrollment Dates	Term	4943 - 2021 Fall Semester	~			
Shopping Cart	Select at least 2 search criteria. Select Search to view your search results.					
Add Classes	[♥] Class Search					
Edit a Class	Subject		~			
Drop Classes	Course Number	is exactly	~			
Cross Campus Enrollment	Course Career		~			

- 4. If requested, select the Term for which you wish to edit a class and click the Continue button.
- 5. If you have more than one class scheduled, click the **Select from your schedule** list to select the class you want to edit.
- 6. Click the Proceed to Step 2 of 3 button.
 - 1. Select a class to edit

Select the class to modify and select Proceed to Step 2 of preferences.	i 3 to change your class	
2021 Fall Semester Undergraduate Univ of Missouri - Kansas City	Cha	inge Term
Classes you are allowed to edit		
Select from your schedule	COMP-SCI 497: Directed Readings	~
		Proceed to Step 2 of 3

- 7. Click the **Units** drop down list. Select the appropriate number. Click the **Next** button.
 - 1. Select a class to edit Enrollment Preferences

2021 Fall Semester | Undergraduate | Univ of Missouri - Kansas City COMP-SCI 497 - Directed Readings

Class Preferences

COMP-SCI 497-0001 Ind Study Open			Gra	ading Graded	
Session Regular Academic Session					
Career	Undergraduate				
Enrollment Information					
 Department Consent Required to enroll in this class You must be a student in the School of Computing & Engineering (SCE) to take this course. 		I in this class Computing &	1.00 2.00 3.00		
			Cancel	Previous	Next
Section Component Days & Times		Room	Instructor	Start/End Date	
0001	Ind Study	ТВА	Arranged	Yijie Han	08/23/2021 - 12/17/2021

8. Review the changes and click the **Finish Editing** button.

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

2021 Fall Semester | Undergraduate | Univ of Missouri - Kansas City

Class Attribute	Original Value	New Value		
Units	1.00	3.00		
	Cancel	Finish Editing		

9. A successful change is indicated by a green checkmark in the **Status** column. 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. To verify changes, click the **My Class Schedule** button.