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

2. Click the **Enrollment** dropdown.

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**Pathway Help: Self-Service > Edit a Class**

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

2. Click the **Enrollment** dropdown.
3. Click the **Edit a Class** link.

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.

7. Click the **Units** drop down list. Select the appropriate number. Click the **Next** button.
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

<table>
<thead>
<tr>
<th>Class Attribute</th>
<th>Original Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>1.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

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.