

Instructions: **Edit Variable Hours**

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

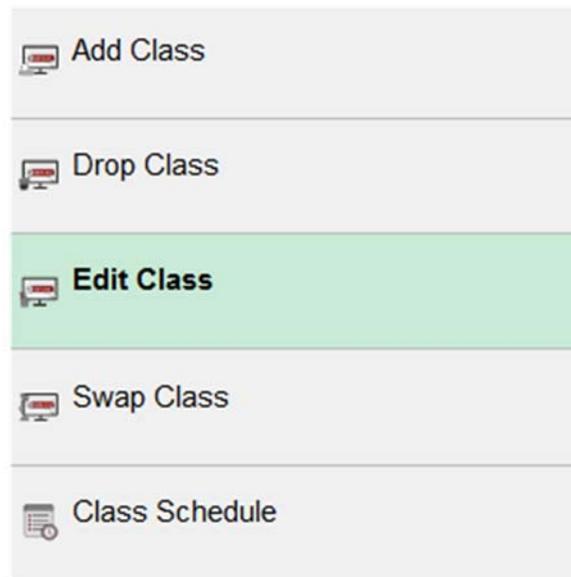


### Login

uNID: (e.g. u8675309)  
 [Forgot your uNID?](#)

Password:  
 [Forgot your password?](#)

2. Click the Registration tile on your Student tab. Click the “Edit Class” link on the navigation bar



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 2 3

### 1. Select a class to edit

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

Fall 2018 | Undergraduate Semester | University of Utah Change Term

**Classes you are allowed to edit**

Select from your schedule

Proceed to Step 2 of 3

[▶ My Fall 2018 Class Schedule](#)

4. Select the amount of units by using the drop down box next to “Units.” Click “Next”.

### 1. Select a class to edit - Enrollment Preferences

Fall 2018 | Undergraduate Semester | University of Utah  
MUSC 3250 - Music Technology I

**Class Preferences**

MUSC 3250-002    Lecture    Open    Permission Nbr

Session Regular Academic Session    Grading

Career Undergraduate Semester    Units

**Enrollment Information**

- Flexible Schedule

Cancel Previous Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Lecture	TBA	TBA	Staff	

[Go to top](#)

5. Select "Finish Editing" to confirm the change of credit hours from the old value to the new

### Edit Class Enrollment Options



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

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Class Attribute	Original Value	New Value
Units	1.00	2.00

Cancel Finish Editing

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

### Edit Class Enrollment Options



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

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Success: Class updated	Error: Unable to update class	
Class	Message	Status
MUSC 3250	Success: This class has been updated.	

My Class Schedule

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