

REGISTERING FOR A VARIABLE CREDIT COURSE

Log into the mySUU portal
Click the Registration link
Click the Add Drop or Search for Classes link

Scroll to the bottom of the page
Click the Class Search button
Select the parameters for the class (Subject, Course Number, Part of Term, etc.)
Click the class Search button

Click the checkbox in the Select column
Scroll to the bottom of the list
Click the Register button

If you have met all the criteria (prerequisites, permissions, etc.) to be enrolled in the course it should appear on the "Current Schedule" list on this page.

To change the number of credits

Click on the credit hour number (it should appear as a hyperlink in the Cred column)

A Change Class Options window should open

Change the number of credit hours to the number you want in the Credit Hours row

Click the Submit Changes button

The form will not automatically close

Click the Student tab
Click the Registration link
Click the Add Drop or Search for Classes link

The course should be listed under "Current Schedule" with the new credit hours