Variable Credit Hour Course Instructions

Note: You can only adjust your variable credit hours after registering for the course.

**Step 1:** Go to BearWeb → Student Academic Services → Registration → Registration + Planning. This should open the familiar window where you normally register for classes.

**Step 2:** Go to Register for Classes and select the semester you are changing the hours for.
Step 3: Click Schedule and Options.

Step 4: For your variable credit hour course, you will see that the “hours” section is underlined. Click on this and you will be able to change the default number of hours to your desired amount.

Step 5: Click submit in the lower right corner (like you normally would to register for classes).

Done!