



Change Class Options

Change Variable Credit Hour

The purpose of this procedure will explain how to change credit hours on variable credit hour course sections

Variable Credit Hours can be changed on **the Faculty/Advisor Tab** on Raiderlink/WebRaider.

Add or Drop Classes link – if the course has not been registered.

Change Class Options link – if the course has been registered and the hours need to be changed.

Note: Variable Credit Hours will automatically default to one credit hour on the course section. The above steps **MUST** be followed to adjust the variable credit hours to something other than one credit hour.

Course sections that are set up as variable credit hour have the ability to change the credit hours.
Course sections that have fixed credit hours cannot be changed.

Use the **Summary Class List** on Raiderlink/WebRaider to verify the variable credit hours for the entire class.

During the Registration Process

- Click on **ID Selection**
 - **Search for student**
- Click on **Add or Drop Classes**
- Select **Term**
- Enter **CRN** in the CRNs field
 - click **Submit Changes**
- If Course was registered
 - ◆ Click on the **“Cred”** field where the credit hours will be *highlighted in red*.
 - ◆ Change **Credit Hours** to appropriate number of hours
 - The number of credit hours allowed will be listed in parenthesis (ex. 1.000 to 6.000)
 - ◆ Click **Submit Changes**
 - ◆ Click **Return to Menu**
 - ◆ Click **Concise Student Schedule** or **Student Schedule** link to verify change was completed
- Click **Return to Menu** or **Back to Faculty/Advisor Tab**
- Click on **ID Selection** to enter new student information

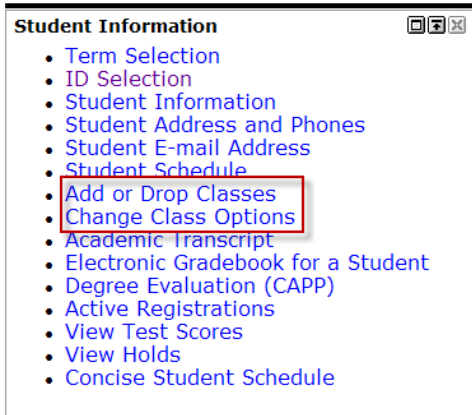
***See below for Screen prints of process*

To make a change after the course has been registered

The **Change Class Options** link will allow variable credit hours to be changed after the course section has been registered.

- Click on **ID Selection**
 - **Search for student**
- Select **Term**
- Click on **Change Class Options**
 - ◆ Click in the **Credit Hours** field
 - The number of credit hours allowed will be listed in parenthesis (ex. 1.000 to 6.000)
 - ◆ Change **Credit Hours** to appropriate number of hours
 - ◆ Click **Submit Changes**
 - ◆ Click **Return to Menu**
 - ◆ Click **Concise Student Schedule** or **Student Schedule** link to verify change was completed
- Click **Return to Menu** or **Back to Faculty/Advisor Tab**
- Click on **ID Selection** to enter new student information

Detail View with Screen Shots



Use the **Add or Drop Classes** link to register into the course.
Use the **Change Class Options** link to change the variable credit hour.

The screenshot shows the "Add or Drop Classes" page. It includes an information icon and text: "Use this page to add or drop classes for the selected term. Classes for which the student is currently enrolled may be dropped using the options available in the Action field. If no options are listed in the Action field, select Submit Changes." Below this is the text: "You may choose Class Search to review the class schedule." The "Add Classes Worksheet" section features a header "CRNs" and a row of six input fields. The first field contains the number "24171" and is highlighted with a red box. Below the input fields are three buttons: "Submit Changes" (highlighted with a red box and a red arrow), "Class Search", and "Reset".

Enter in **CRN** in the CRN's field.
Click **Submit Changes**.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Web on Mar 17, 2009	None	24171	EDLD	5001	001	Graduate	1.000	Standard Grading	Advanced Education Workshops in Teaching and Administration

Total Credit Hours: 1.000
Billing Hours: 1.000
Maximum Hours: 16.000
Date: Mar 17, 2009 10:40 am

If course section was registered, click on **Cred** field, credit hours will be in red.

i If you have selected a class which has multiple grading options, variable credits, or different registration levels, you may make changes to those options here.

Advanced Education Workshops in Teaching and Administration

Course: 24171 EDLD 5001 001

Credit Hours (1.000 to 6.000): Change to appropriate credit hours EXAMPLE: Change 1.000 to 4.000

Grade Mode: Standard Grading

Course Level: Graduate

Change the **Credit Hours** to appropriate hours.

- o The number of credit hours allowed will be listed in parenthesis (1.000 to 6.000)

Click **Submit Changes**.

Click **Return to Menu**.

Click on **Concise Student Schedule** or **Detail Student Schedule** to verify change.

Classification: Graduate Masters
Level: Graduate
College: Graduate School
Major and Department: Educational Leadership, Education
Major Concentration: Principal

[Concise Student Schedule Link](#)
Verify Change

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
24171	EDLD 5001 001	Adv Education Wrkshp Teach/Adm	Lubbock TTU	4.0	GR	May 27, 2009	Jun 27, 2009	TBA	TBA	TBA	TBA

Total Credits: 4.0

Concise Student Schedule shows the Variable Credit Hours was changed correct.