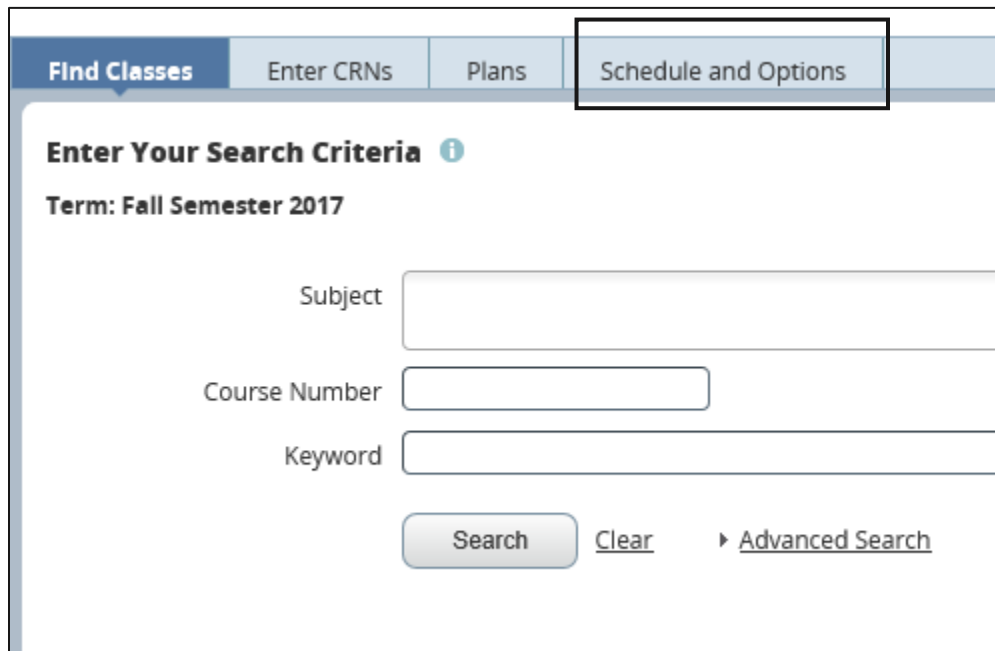


Variable Credit Courses – How to Adjust CSU Registration

When you sign up for an Internship, Independent Study, Group Study, Workshop, Field Study etc., you might want to take the course for a different number of credits from the default credits. After you sign up for the course, go to the Schedule and Options tab. Click on the credit amount (1 in this example), manually type in the amount you want to register for and hit Submit.

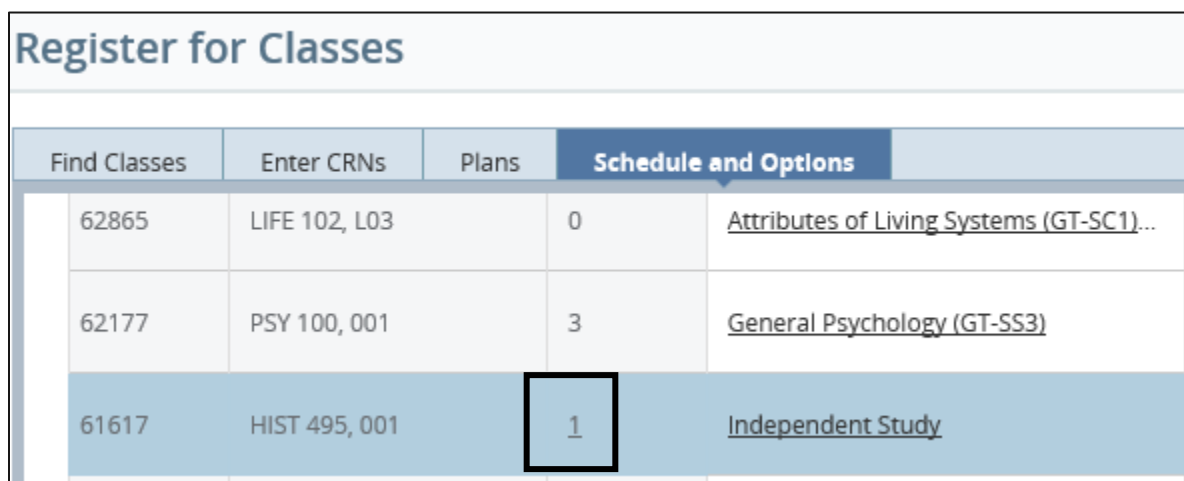
Adjusting Variable Credit Courses:

1. Add the section to your schedule.
2. Click on the Schedule and Options tab.



The screenshot shows a search interface with four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Schedule and Options' tab is highlighted with a black box. Below the tabs is a section titled 'Enter Your Search Criteria' with a help icon. The search term is set to 'Fall Semester 2017'. There are three input fields: 'Subject', 'Course Number', and 'Keyword'. At the bottom are buttons for 'Search', 'Clear', and 'Advanced Search'.

3. Click on the credit amount, which will show the default number of credits underlined such as 1.

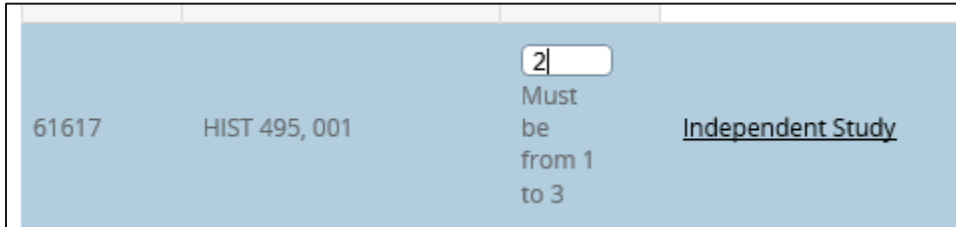


The screenshot shows a table titled 'Register for Classes' with four tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Schedule and Options' tab is highlighted. The table contains three rows of course information. The third row is highlighted in blue, and the credit amount '1' is underlined with a black box.

Find Classes	Enter CRNs	Plans	Schedule and Options
62865	LIFE 102, L03	0	<u>Attributes of Living Systems (GT-SC1)...</u>
62177	PSY 100, 001	3	<u>General Psychology (GT-SS3)</u>
61617	HIST 495, 001	<u>1</u>	<u>Independent Study</u>

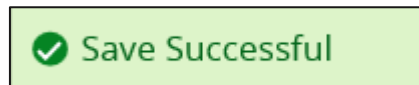
Variable Credit Courses – How to Adjust CSU Registration

4. **Type in the new credit amount** that you have been approved to take the class for in the box that appears. You will want to work with your advisor or instructor to determine the appropriate number of credits. Students can only take courses for whole numbers of credits, you may not take a course for 1.5 credits for example.



61617	HIST 495, 001	2	Must be from 1 to 3	<u>Independent Study</u>
-------	---------------	---	---------------------	--------------------------

5. **Click the Submit button** at the bottom of the screen. You will see the Save Successful notification.

Still need assistance?

- Take a look at the *FAQs* available in RAMweb in the FAQ section of the Main Menu
- Review our video tutorials, available on our [website](#)
- Contact the Registrar’s Office at RegistrarsOffice@Colostate.edu or 970-491-4860