

**How to Change Credits on a Variable Credit Course  
and/or  
How to Register for a Course as Pass/Fail or as an Audit**

1. When you add a section to your course plan you will have the opportunity to change the credits on the course (on variable credit courses) and/or register for the course as pass/fail or audit (if allowed on the course).
  - A. To change the credits – click on the drop down menu on “Credits” and choose the appropriate number of credits.
  - B. To change to pass/fail or audit – click on the drop down menu on “Grading” and choose Pass/Fail or Audit. Note: registering for as course as pass/fail requires an approval form. See the Pass/Fail section in the “Academic Policies and Procedures” section of the current college catalog.
  - C. Once you are done changing credits or grading parameter, click “Add Section.”
  - D. You will then see the options you selected on your course section list in Plan and Schedule. In the example below, the course credits were changed to 4 credits.

The diagram illustrates the process of modifying course details and registering for a section. It consists of three main components: two 'Section Details' forms and a 'Planned' course entry.

**Section Details (Left):** This form shows the initial state of the course 'MUP-101-01: Applied Conducting' for Spring 2018. The 'Credits' dropdown is set to '1' and the 'Grading' dropdown is set to 'Graded'. An orange arrow labeled 'A' points to the 'Credits' dropdown, and another orange arrow labeled 'B' points to the 'Grading' dropdown.

**Section Details (Right):** This form shows the updated state of the course. The 'Credits' dropdown is now set to '4' and the 'Grading' dropdown is still set to 'Graded'. An orange arrow labeled 'C' points to the 'Add Section' button at the bottom of this form.

**Planned Course Entry:** This entry shows the course 'MUP-101-01: Applied Conducting' with a status of 'Planned'. The details listed are: Credits: 4, Grading: Graded, Instructor: Nancy Strelau, 1/15/2018 to 5/7/2018, and Seats Available: 10. An orange arrow labeled 'D' points to the 'Register' button at the bottom of this entry.