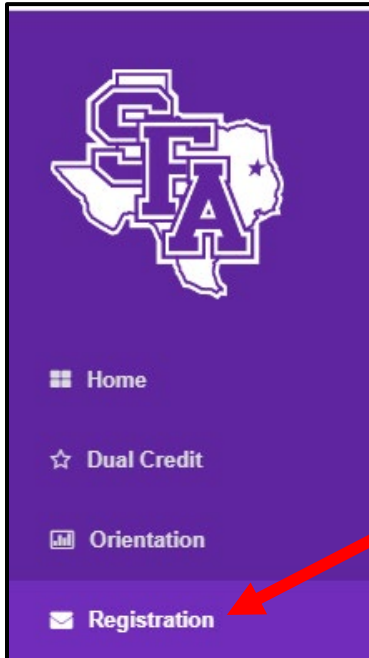



How to Update Variable Credit Hours

1. Login to mySFA
2. Click on Registration



3. Locate the “Steps to Register” box
4. Click on Add/Drop Courses

STEPS TO REGISTER

1. **View Registration holds**
View registration holds listed above. Registration holds must be cleared prior to registration.
2. [Meet with Advisor](#)
3. [Check Registration Status/Time Ticket](#)
4. **Register for Courses**
Register for courses using one of the following tools:
 - [Build & Submit Schedule](#) (please use Chrome or Firefox)
 - [Add/Drop Courses](#) (Spring 2023 courses) 
 - To drop Full Fall or Fall I courses, click here: [Drop Request Form / Request to Withdraw](#)
5. **Attend Class!**
 - [Find/Order Text Books](#)
 - [View/Print Schedule](#)
 - [Campus Map](#)

5. Scroll to the Current Schedule area of the Add or Drop Classes page
6. Click on the hyperlinked credit hours

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Mode	Title	Instructional Method	Dates (MM/DD)
Web-Registered on Nov 04, 2022	<input type="button" value="None"/>	20827	MUSI	5190	001	Graduate	1.000	Standard	Thesis Writing Online & Face-to-Face	01/11-05/05 (16 weeks)

Total Credit Hours: 1.000
Billing Hours: 1.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Nov 04, 2022 10:53 am

7. In the Credit Hours box, type the credit hours needed for the course

Change Class Options

You may change a selected class which has multiple grading options, variable credits, or different levels for which you can register.

Thesis Writing
Course: 20827 MUSI 5190 001
Credit Hours (1.000 to 9.000):
Grade Mode: Standard
Course Level: Graduate

[Return to Previous](#)

8. Click Submit Changes to update

9. Click on Add or Drop Classes to return to the Current Schedule

Change Class Options

You may change a selected class which has multiple grading options, variable credits, or different levels for which you can register.

Thesis Writing
Course: 20827 MUSI 5190 001
Credit Hours (1.000 to 9.000):
Grade Mode: Standard
Course Level: Graduate

[Return to Previous](#)

[[Add or Drop Classes](#) | [View Holds](#)]

RELEASE: 8.7.1.1

© 2022 Ellucian Company L.P. and its affiliates.

10. Make sure the new credit hours look correct in your Current Schedule

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Instructional Method	Dates (MM/DD)
Web-Registered on Nov 04, 2022	None	20827	MUSI	5190	001	Graduate	3.000	Standard		Thesis Writing Online & Face-to-Face	01/11-05/05 (16 weeks)	

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Nov 04, 2022 10:56 am

- a. If the hours are correct, then no further action is needed
- b. If the hours are still incorrect, you can try to change them again or email registrar@sfasu.edu