

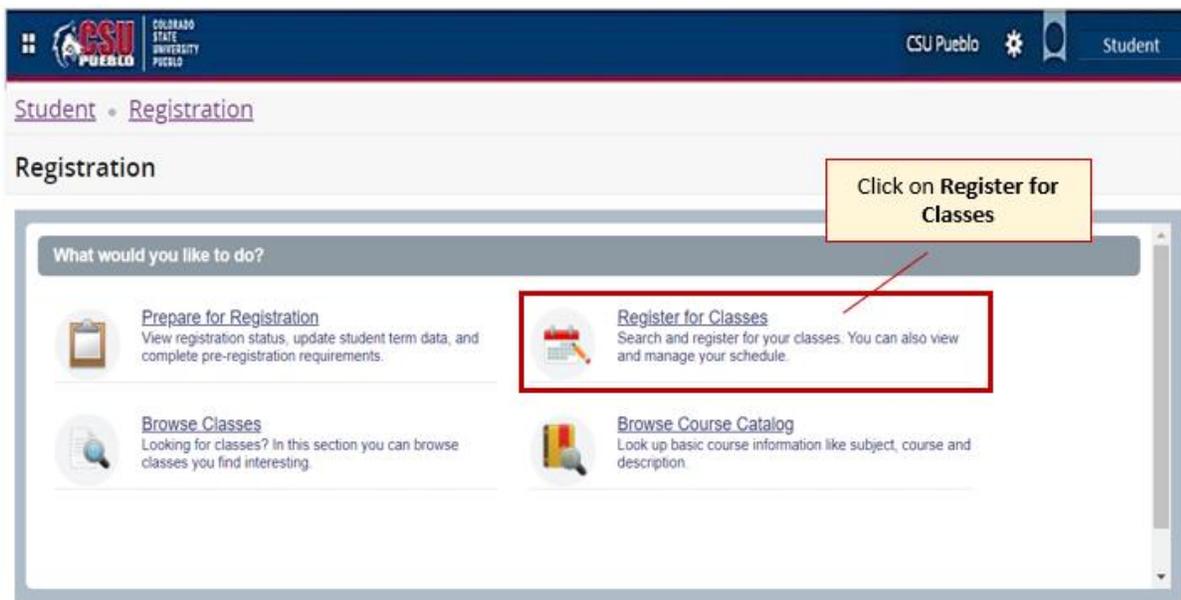
How to Update Variable Credit Hour Courses in Self-Service Banner (SSB)

Important

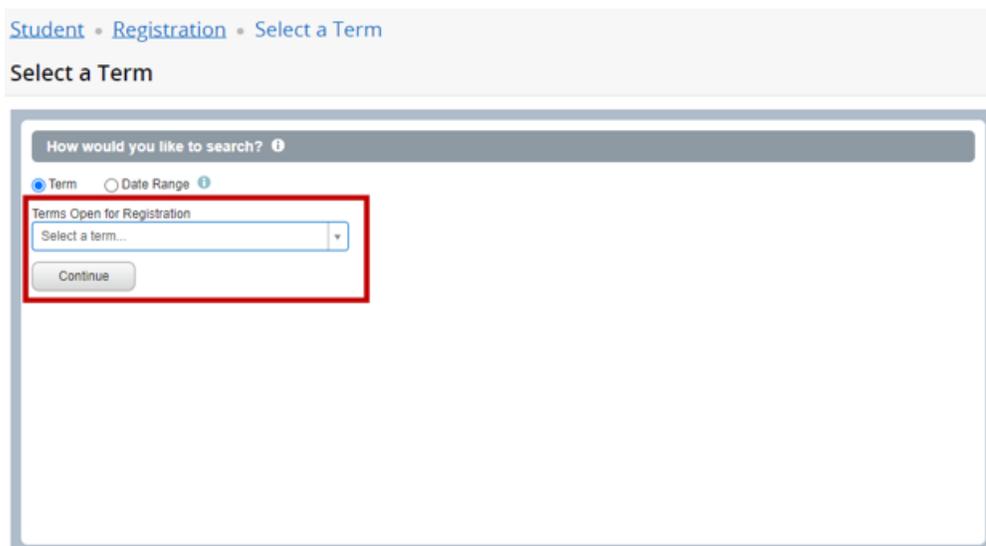
- Adjusting your class schedule is done in [PAWS](#) under the **Registration** Module. This will lead you to Self-Service Banner (SSB), the online tool where you can manage your academic information.
- This guide assumes that you have already registered for your variable credit class.
- For questions, please contact the Registrar's Office at 719-549-2261 or csup_registrar@csupueblo.edu.

Updating Variable Credit Hour Courses

1. After logging into PAWS and navigating to the Registration module, click on **Register for Classes**.



2. Select the term of your variable credit class from the drop-down menu and click **Continue**.



3. Click the **Schedule and Options** tab.

The screenshot shows the top navigation bar of the CSU Pueblo website with the logo and the text 'COLORADO STATE UNIVERSITY PUEBLO'. Below the navigation bar is a breadcrumb trail: 'Student • Registration • Select a Term • Register for Classes'. The main heading is 'Register for Classes'. A red box highlights the 'Schedule and Options' tab in the sub-navigation bar. Below this is a search form titled 'Enter Your Search Criteria' with the term 'Fall Semester 2024'. The form includes input fields for Subject, Course Number, Campus, Attribute, and Keyword, along with Search, Clear, and Advanced Search buttons.

4. Click the **Credit Hour Number** of the course you wish to update. The ability to change this is only available for variable credit courses.

The screenshot shows the same CSU Pueblo registration page, but now the 'Schedule and Options' tab is active. The breadcrumb trail is 'Student • Registration • Select a Term • Register for Classes'. The main heading is 'Register for Classes'. Below the sub-navigation bar is a 'Summary' section for the term 'Fall Semester 2024'. A table lists the course details:

CRN	Course, Section	Cred	
82610	BIOL 494, 001	1	Field Experience

A red box highlights the credit hour number '1' in the table, and another red box labeled 'Click Here' points to it. Below the table, a summary bar shows: 'Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18'.

5. Enter the number of credit hours that you wish to be enrolled in for this course. Please speak with your advisor if you have any questions on how many credit hours you need.

CSU PUEBLO COLORADO STATE UNIVERSITY PUEBLO

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary
Term: Fall Semester 2024

CRN	Course, Section	Cred	Title
82610	BIOL 494, 001	3 Must be from 1 to 4	Field Experience

Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18

6. Click the **Submit** button in the bottom right corner of the screen. Your course should now reflect the number of credits that you entered in the **Summary** section.

Summary

CRN	Details	Cred	Title	Schedule Type	Status	Action
82610	BIOL 494, 001	3	Field Experience	Field Placement (...)	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Submit

Questions?

- Please contact your advisor for scheduling questions, otherwise reach out to the Registrar's Office at 719-549-2261 or csup_registrar@csupueblo.edu.