CHANGE Number of credits or AUDIT status

1. Click on the Enroll link in Student Center

2. Click on the [edit] tab

3. Verify the term, change as needed

4. Select the class you wish to edit
   - You may only EDIT classes you have already added

5. Click [Proceed to Step 2 of 3] button
2 items can be edited – but only if this is allowed per The Graduate Center Catalog

**Grading Basis:** Select from the allowable options – usually **Graded** or **Audit**

**Units:** Select a unit (credit) value that is appropriate for the section you have enrolled in. Check with the class instructor or academic department.

Click [Next] button

Confirm edit

Click [Finish Editing]

Look for the Success green check mark

If there is an error, screen shot your error message and contact your academic department for assistance