Class Search - Edit a Class

1. Click the **Student Center Fluid** tile.



2. Select Class Search menu option.



3. Click the **Enroll** link.



4. Click the **Edit** tab.

Search	Plan	Enroll	My Academics	s	
Class S	ichedule	Add	Drop Swap	Edit	Term Information

5. Click the **Select from your schedule** arrow to select the class to edit, then click the **Proceed to Step 2** of 3 button.



6. Click the Units drop down arrow and select the correct number of units.

My Class Sch	Plan Enroll nedule Add Dro Enrollment Opti	ap <u>S</u> wap Edit <u>T</u> erm	Information	_ 1 -e	-3			
Spring-Shrev		edit - Enrollment F ne, Shreveport LSUHSC - TUDY						
lass Prefe	erences							
NTER 503-	0001 Ind S	tudy Open		Permiss	ion Nbr			
	ssion Semester Se			(Grading	Pass/No I	Pass	
	reer Medicine, Sh				-			1
	neer medicine, or	reveport			Units	1.00	~	
						2.00		
								Next
			Can	cel	F	3.00		IVEX
Section	Component	Days & Times	Can Room		F	4.00		Start/End Date

7. Click the **Next** button.



8. Click the **Finish Editing** button.

NOTE: The Original Value of Units is one (1.00) and the New Value of Units is now three (3.00).

Search Plan Enro	oll My Academics		
My Class Schedule Add	Drop Swap Edit Term Inform	nation	
Edit Class Enrollment	Options		1-2-3
Select Finish Editing	to process your edit request. To exit wit	hout making chan	ges to this class,
select Cancel.		-	ges to this class,
select Cancel. Spring-Shreveport 2024	Medicine, Shreveport LSUHSC - Shrev	-	
select Cancel.		-	ges to this class, New Value

9. The number of units for the class has been successfully edited.

	nroll My Academics	
My Class Schedule Ac	dd Drop Swap Edit Term Information	
Edit Class Enrollme	nt Options	
listed.	your enrollment request. Select fix errors to try and cor	rect the problems
listed.	Medicine, Shreveport LSUHSC - Shreveport	
listed. Spring-Shreveport 2024	Medicine, Shreveport LSUHSC - Shreveport	

10. The number of units has now changed.

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11200 0001 Course		Req	TBA	ТВА ТВ		To be Announced		01/03/2024 - 05/24/2024	
INTER	503 - IN	DEPEN	IDE		Y				
Statue				Unita	Grading	3	Grade	Dea	dlines
Enrolled	i.		3.00)	Pass/N Pass	lo		8	
Class Nbr	Section	Compor	ent	Days & TI	mea	Room	Instructor		Start/End Date
11370 0001 Ind Study		dy	TBA		TBA	To be Announced		01/03/2024 - 06/21/2024	

This complete the *Class Search – Edit a Class* job aid.