## Adjusting Course Credits:

This can only be done with courses like independent studies or research credit. You should talk to the professor before adjusting make sure you meet the criteria for that number of credits.

- 1. Register for the course that you will be adjusting the credit for.
- 2. Log into portal.wvu.edu
- 3. Click STAR
- 4. Select 'Student Services & Housing'
- 5. Select 'Registration'
- 6. Select 'Access Registration Tools'
- 7. Select 'Add or Drop Classes'
- 8. Select the semester you are trying to adjust.
- 9. Select 'Schedule and Options'
- 10. You will see a list of the courses you are registered for; find the course you are adjusting credit on, follow that row across to where the course credit is listed.
- 11. You should see the course credit has a line underneath it, click the number with the line underneath it.
- 12. It will open a box that will allow you to type in the credit the course should be for.
- 13. When you have entered the proper credit, click submit.

| STAR  | STAR   |                         |        |                      |            | Main Menu Personal Information Student Services & Housing Finance   |               |            |            |                      |          |
|---|--|-------------------------|--------|----------------------|------------|---|---------------|------------|------------|----------------------|----------|
| 4.<br>Main Menu Personal Information Student Services & Housing Finan   |  |                         |        |                      |            |   |               |            |            |                      |          |
| Main Menu   | Student Services & Housing   |                         |        |                      |            | <b>%</b> Registration   |               |            |            |                      |          |
| Pay Academic Deposit         Schedule Builder         Personal Information         1 - Warden Addresses * Phone Numbers * Emergency Contact Information         - Crate & Update Addresses * Phone Numbers * Emergency Contact Information         - Crate & Update Addresses * Phone Numbers * Emergency Contact Information         - Parent/Cuset Portal         Parent/Cuset Portal         Pay Builden Account         Pay Builden Account | Parent/Guest Portal  • Grant a parent/guest online access to make payments & view the records you authorize. Aminisation Status  • Payh Cardemic Deposite  • Payh Cardemic Deposite  • Payh for Admission to WU Text  • Apply for Admission to WU Text  • Apply for Admission to WU Text • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes to Add • Add or Drop Classes • Look-up Classes • Look-up Classes • Drop Classes • Add or Drop Classes • Classes |                         |        |                      | 6. Act     | Arrowse Classes<br>Access Registration Tools<br>Access Registration Tools<br>Access Registration tools<br>Access Registration to the self<br>Access Registration to the self |               |            |            |                      |          |
| Registration  | Register for Classes   | 9.<br>ale and Options   |        | _                    |            |   |               |            |            |                      |          |
| -   | Summary<br>Term: Fall 2022   |                         | 11.    |                      |            |   |               |            |            | ĕ                    | å į ⊖    |
| What would you like to do?  | Title  | * Details               | Hours  | CRN <sup>O</sup> Sch | edule Type | Grade Mode  | Level         | Date       | Status     | Message              | ₽.       |
|   | American Diversity in Film   | COMM 315, 701           | 1      | 82151 Led            | ture       | Normal Grading Mode   | Undergraduate | 03/30/2022 | Registered | "Registered on Web"0 |          |
| Browse Classes  | Event Promotion  | PR 437, 701             | 3      | 83384 Led            | ture       | Normal Grading Mode   | Undergraduate | 03/30/2022 | Registered | "Registered on Web"0 | conds: 2 |
| Add or Drop Classes<br>Search and register for your classes. You can also view and manage your schedule.  | Total Hours   Registered: 0   Billing: 0   CEV   | 2: 0   Min: 0   Max: 20 |        |                      |            |   |               |            |            |                      |          |
|   | Schedule Debut   |                         |        |                      |            |   |               |            |            |                      |          |
|   | Class Schedule for Fall 2022   |                         |        |                      |            |   |               |            |            |                      |          |
|   | 6am Sunday   |                         | monday | Tuesday              |            | Wednesday   | Thursday      | Fric       | aay        | Saturday             |          |
|   | 7am  |                         |        |                      |            |   |               |            |            |                      |          |
|   | 8am  |                         |        |                      |            |   |               |            |            |                      |          |
|   | 9am  |                         |        |                      |            |   |               |            |            |                      |          |
|   | 10am   |                         |        |                      |            |   |               |            |            |                      |          |
|   | 11am   |                         |        |                      |            |   |               |            |            | 13                   | 3.       |
|   |  |                         |        |                      |            |   |               |            |            |                      | 2.0      |
|   | Pares *  |                         |        |                      |            |   |               |            |            |                      |          |