

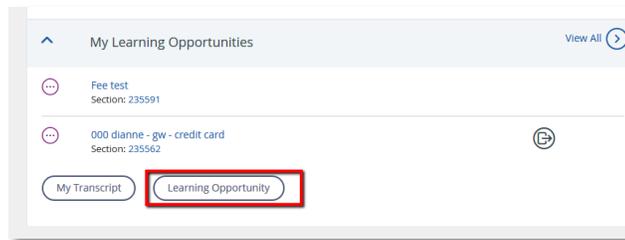
Changing Credit Type when Registered for a Course

Changing Credit Type:

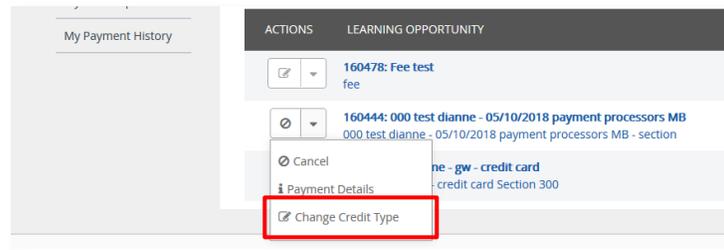
If participants want to change from a lesser fee-based credit type to a higher fee-based credit type, they can do so at any time on their own in our online registration system until the section end date. Participants are responsible for any additional charge.

If participants want to change from a higher fee-based credit type to a lower fee-based credit type including “no fee” (Participant only), they will get a refund of the difference up until the section end date.

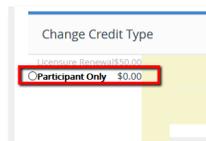
1. Click **Home** or **Courses** in the tabs along the top of the screen.
2. Locate the **My Courses** channel and click the **Learning Opportunity** button.



3. Choose **Change Credit Type** in the Action Menu for your course



4. Click the radio button for the new credit type.



5. If additional payment is needed due the new credit type, it will be reflected here. Follow the prompts to make payment or click **Next** or **Pay Now**.



6. Once you have successfully changed your credit type, the new Credit Type will display in your **Registered Learning Opportunities** list.