How To: Edit a Class

Editing a class allows you to change certain options for a class in which you’ve already enrolled. This may allow you to
1) change a lab or discussion section without changing the lecture,
2) change the grading basis of a class, or
3) change the credit value of a variable credit course.

1. Go to the Student Center in PAWS, then click the Enrollment Shopping Cart link.
If you want to replace a dropped class with another class, see “How To: Swap a Class.” uwm.edu/onestop/tutorials/

2. Click on the “edit” sub-tab towards the top of the page.

Select the class you wish you edit from the “Classes you are allowed to edit” drop down options.

Click to **Proceed to Step 2 of 3**.

Only courses that can be edited will appear as options on the “Edit a Class” page. That is, you can only change the credit value of a course if it is a variable credit class, or change the grading basis if such a action is allowed by the course, instructor and/or academic department. These changes can only be made prior to the ‘Add’ deadline for the particular course or term.
3. If you are able to change a discussion or lab section, select the radio button next to the section you want to change to. You will be able to see your lecture section on the screen.

Click the **Next** button.

If editing a class through PAWS is not possible or requires permission granted outside of the PAWS system, you may change course options via the Registration Change (Add/Drop) Form: [uwm.edu/onestop/formsdocuments](http://uwm.edu/onestop/formsdocuments)
4. Review your changes. If you are able to change a grading option or grading units, you can select your desired option from the drop down boxes that appear. (If there is no option to change sections of a related class, PAWS will take you directly to this page.)

Select the **Next** button.
5. Review your changes and click **Finish Editing**.

![Edit Class Enrollment Options](image)

6. If your enrollment request was successful, you will see a green check mark (success) under the Status column. If your request was unsuccessful, you will see a red X (errors) and an error message will be displayed.