

Assigning and/or Re-assigning Credits

It is the responsibility of the student to assign credits to the correct course. All assignment of credits must be completed by 11:59 pm on the last day of lectures. There is no re-assignment of credits after the last day of lectures. If you fail to assign (or re-assign) credits appropriately by the end of day on the last day of lectures they may be forfeited.

To manually assign or re-assign credits, go to your 'My Schedule/Credits' page and then scroll to the bottom of the page. You will see a list of the credits you have earned, when the credit was granted, and the value of the credit earned.

You will also see under the 'Course' column the course that the credit has been assigned. If you need to manually assign or re-assign a credit, click the 'Reassign' button

Please use that when corresponding with them.

	Location	Credit Status	Course	Comments	Cancel?
1, 2019 AM	Online	1 Credits granted on May 13, 2019.	None		
			Reassign		
1, 2019 9:30	Online	0.5 Credits granted on May 17, 2019.	None		
			Reassign		

and select the course from the drop down menu

Credit Reassignment

You may reassign this credit to a different course. Please choose the course below.

Course for Credit Assignment

Reassign Credit

Then click the 'Reassign Credit' button.