







How to Change Credit Hours for a Variable Credit Course

1. Log in to Self Service Banner.
2. Click on the “Register for Classes” link.

Student • [Registration](#)

Registration

What would you like to do?

 Prepare for Registration View registration status and complete pre-registration requirements.	 Register for Classes Search and register for your classes. You can also view and manage your schedule.
 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 Browse Classes Looking for classes? In this section you can browse classes you find interesting.
 View Registration Information View your past schedules and your ungraded classes.	 Browse Course Catalog Look up basic course information like subject, course and description.

• Rectangular Snip

3. Select the appropriate term. Click “Continue”.

Student • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Fall Semester 2020 ▼

[Continue](#)

4. Enter the CRN# of the class you wish to register in. Click “Add to Summary”.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall Semester 2020

CRN Internship CRIM 4286, 02

CRN

[+ Add Another CRN](#) **Add to Summary**

5. In the Summary box, the course will be marked as “Pending”. Click the “Submit” button to register.

Summary [Tuition and Fees](#)

Title	Details	Hour	CRN	Schedule	St	Action
Internship	CRIM 4286...	3	80632	Intern...	Pending	**Web Registered**
Design I (2D)	ART 1006, ...	3	81458	Super...	Registered	None


Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 12

Submit

6. Click on the “Schedule and Options” tab. The variable credit course will have the credit hours underlined. Click on the underlined credit hours.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options** 

Summary

Term: Fall Semester 2020

Title	Details	Hours	CRN	Schedule Type
Design I (2D)	ART 1006, 01	3	81458	Supervised L...
Drawing II	ART 1008, 02	3	81793	Supervised L...
Internship	CRIM 4286, 02	<u>3</u>	80632	Internship/Pr...

7. You will be able to view how many credit hours are allowable for that specific course. Enter the number of credit hours needed. Click the “Submit” button.

CRIM 4286, 02	<u>5</u>	80632
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8. In the upper right corner of the screen, you should see that the credit hours were saved successfully. You may also review the credit hours by reviewing the total hours on your schedule.



Register for Classes

Find Classes	Enter CRNs	Plans	Schedule and Options			
Design I (2D)		ART 1006, 01	3	81458	Supervised L...	Undergrad. Stan...
Drawing II		ART 1008, 02	3	81793	Supervised L...	Undergrad. Stan...
Internship		CRIM 4286, 02	<u>5</u>	80632	Internship/Pr...	Satisfact/Unsatis...

Total Hours Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 12