How to Change Credit Hours for Variable Credit Classes during Registration Period

Step 1) Log in MyUWG at http://myuwg.westga.edu,cp/home/loginf

Step 2) Click on the BanWeb Tab.
Step 3) Select ‘Student Services & Financial Aid’ Tab.

Step 4) Select ‘Registration & Fee Payment’ Link
Step 5) Select Add/Drop Classes

Step 6) Select the appropriate term from the dropdown menu and click ‘Submit.’
Step 7) Enter the CRN# of the class or classes you wish to register for into the Worksheet and click ‘Submit Changes.’

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Class Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule. If you have selected a class which can be taken for variable credit hours and you would like to change your registered credit hours, you must go to the Change Class Options screen.

If you wish to register for an independent study course, a course with a Drop Course Status, two or more sections of the same course number, or you wish to audit a course, you must contact the Registrar’s Office.

You are responsible for reading Drop / Add / Withdrawal Policies.

Please note important changes to the Fall 2015 Drop/Add dates. Beginning Fall 2015 there will be 3 days of Open Drop and 4 days of Open Add for Full Term and Session 1 courses. Please visit the SCOOP for specific dates.

Step 8) Once registered, you will see the total credit hours and total billing hours of the class or classes.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Cred</th>
<th>Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Oct 8, 2015</td>
<td>None</td>
<td>12831 CRN 4286 05</td>
<td>Undergraduate-Semester System</td>
<td>Undergrad. Standard Letter Internship</td>
<td>6.000</td>
<td></td>
</tr>
</tbody>
</table>

Instructional Method: Not Technology Enhanced (N)

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 18.000

Step 9) Return to the Registration Menu by clicking the ‘Return to Menu’ link to change the credit hours and total billing hours for variable credit classes.

Add/Drop Classes:
Step 10) Click on ‘Change Class Options’ link.

Step 11) If you have selected a class which has multiple grading options such as variable credits, you can change the credit hours of enrollment here. The class with the multiple credit options will appear. Insert the correct number of credit hours you wish to receive credit for and click ‘Submit Changes.’ Your options for credit hours will be listed to the left of the open field box.

Step 12) Please review your schedule to confirm accuracy.