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.
3. Select the appropriate term. Click “Continue”.
4. Enter the CRN# of the class you wish to register in. Click “Add to Summary”.

5. In the Summary box, the course will be marked as “Pending”. Click the “Submit” button to register.
6. Click on the “Schedule and Options” tab. The variable credit course will have the credit hours underlined. Click on the underlined credit hours.

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.

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

| Design 1 (2D) | ART 1006, 01 | 3 | 81458 | Supervised Lab... | Undergrad. Stan... |
| Drawing II   | ART 1008, 02 | 3 | 81793 | Supervised Lab... | Undergrad. Stan... |
| Internship   | CRIM 4236, 02 | 5 | 80632 | Internship/Prac... | Satisfactory/Unsatisfactory |

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