

Variable credit courses required **THREE** additional steps to ensure that your schedule reflects the proper credits. Variable credit courses default to the lowest value during registration, and must be updated if you need more than the lowest number of credits. If you are unsure how many credits you should be enrolling in, please consult with the course instructor.

Changes to credits must be made during the add/drop period.

Step 1 – Find and Add course

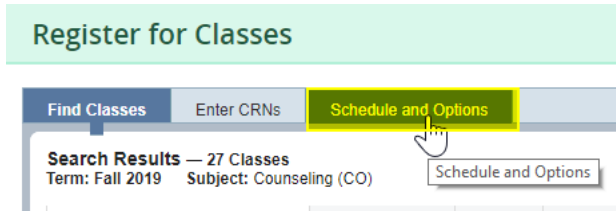
Find Classes												
Enter CRNs		Schedule and Options										
Search Results — 27 Classes Term: Fall 2019 Subject: Counseling (CO) Search Again												
Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Seminar and Internship in Scho... Lecture	Counseling (...)	5850	01	1 TO 6	10787	Fall 2...	Hausheer, Robin (Primary)	S M T W T F S 03:30 PM - 06:00 PM Type: Class Bui	GR C...	8 of 12 seats rem...		Add
Seminar and Internship in Menta... Internship	Counseling (...)	5880	01	1 TO 12	10788	Fall 2...	Goodnough, Gary (Primary)	S M T W T F S 03:30 PM - 06:00 PM Type: Class Bui	GR C...	6 of 12 seats rem...		Add
ST: Family Play Therapy. Lecture	Counseling (...)	7560	01	1 TO 4	11433	Fall 2...	Nold, Dorothy (Primary)	S M T W T F S 09:00 AM - 05:00 PM Type: Class Bui S M T W T F S - Type: Class Building: NA Room: N	GR C...	20 of 25 seats re... Time Conflict!	Auditable at Half Price	Add
Page 3 of 3 10 Per Page												Records: 27

Step 2 – Click on Submit to finalize the registration

Summary							Tuition and Fee
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Seminar and Internship in Sch...	CO 5850, 01	1	10787	Lecture	Pending	**Web Registered**	
					Registered	None	
					Registered	None	
					Registered	None	
Total Hours Registered: 6 Billing: 6 CEU: 0 Min: 0 Max: 24							
<input type="checkbox"/> Conditional Add and Drop ⓘ						Submit	

Step 3 (Additional Step) – Course is now registered, but sitting at 1 credit; select Schedule and Options at the top of the registration window

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Seminar and Internship in Sch...	CO 5850, 01	1	10787	Lecture	Registered	None



Step 4 (Additional Step) – Click on hours, box will open, change to the number of credits that you need

- Click on submit (bottom right side); see “Save Successful” (top right side)

Find Classes Enter CRNs Schedule and Options											
Summary											
Term: Fall 2019											
Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message	
Collaboration in Higher Education	HD 7020, OL	3	11328	Lecture	Standard	Graduate	None	08/16/2019	Registered	**Web Registered**0...	
Legal and Ethical Issues in Higher Education	HD 7010, 01	3	11327	Lecture	Standard	Graduate	None	04/08/2019	Registered	**Web Registered**0...	
Seminar and Internship in School Counseling	CO 5850, 01	<input type="text" value="1"/> Must be from 1 to 6	10787	Lecture	Pass/No Pass	Graduate	None	08/16/2019	Registered	**Web Registered**0...	

Records: 3

Find Classes Enter CRNs Schedule and Options			
Summary			
Term: Fall 2019			
Title	Details	Hours	CRN
Collaboration in Higher Education	HD 7020, OL	3	11328
Legal and Ethical Issues in Higher Education	HD 7010, 01	3	11327
Seminar and Internship in School Counseling	CO 5850, 01	<input type="text" value="5"/> Must be from 1 to 6	10787

Step 5 – return to Summary by clicking on *Find Classes* at the top of the registration window; credits now display as set.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Criminal Justice	CO 5850, 01	3	10787	Lecture	Registered	None
Introduction to Criminal Justice	CO 5850, 01	3	10787	Lecture	Registered	None
Seminar and Internship in Sch...	CO 5850, 01	5	10787	Lecture	Registered	None

Total Hours | Registered: 11 | Billing: 11 | CEU: 0 | Min: 0 | Max: 24

Conditional Add and Drop ? Submit