

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 — 2 Classes
 Term: Fall 2023 Subject: Anthropology (AN) Course Number: 4%%%

[Search Again](#)

Title	Subject Descrip	Course N	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Methods of Social Resea... Research / Thesis / Project	Anthropolo...	4415	01	4	13883	Fall ...	Tilghman, Laura (Pri...	S M T W T F S - Type: Class Building:	Main	! FULL: 0 o...	Auditable at Half Price Technology Connection Upper Division Course		Add
Internship Internship	Anthropolo...	4610	01	1 TO 12	12435	Fall ...	Tilghman, Laura (Pri...	S M T W T F S - Type: Class Building:	Main	1 of 2 seats re...	Signature Required Upper Division Course		Add

Step 2 – In the Summary block, click on Submit to finalize the registration

Summary [Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
<i>Internship</i>	<i>AN 4610, 01</i>	<i>1</i>	<i>12435</i>	<i>Internship</i>	<i>Pending</i>	<i>**Web Registered**</i>

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop [Submit](#)

Step 3 (**Additional Step**) – the 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

Register for Classes

Find Classes
Enter CRNs
Schedule and Options

Search Results — 27 Classes
 Term: Fall 2019 Subject: Counseling (CO)

Schedule and Options

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)

Summary											
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 style="width: 40px; height: 20px;" 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	5 Must be from 1 to 6	10787		

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

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Collaboration in Higher Education	HD 7020, OL	3	11328	Lecture	Registered	None	
Legal and Ethical Issues in Higher Education	HD 7010, 01	3	11327	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