

VARIABLE CREDIT INSTRUCTIONS

To update the amount of variable credits you are registered for, the following will guide you through the process:

Log in to “Register for Classes” in Banner. When you come to the home registration page click “Schedule and Options”.

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options' (which is highlighted). Below these is a section titled 'Enter Your Search Criteria' with a help icon. The search criteria are set to 'Term: Spring 2018'. There are input fields for 'Campus', 'Subject and Course Number (e.g., ENGL 2010)', 'Instructional Methods', 'Subject (e.g., ENGL)', and 'Course Number (e.g., 2010)'. Below these fields are 'Search', 'Clear', and 'Advanced Search' buttons.

Below the search criteria is a 'Class Schedule for Spring 2018' grid. The grid has columns for days of the week (Sunday through Saturday) and rows for times (6am, 7am, 8am, 9am). To the right of the grid is a 'Summary' table with columns: Title, Details, Hours, CRN, and Schedule Type.

Title	Details	Hours	CRN	Schedule Type
<u>Advanced Internship/Co-op</u>	CMST 4250, 002	1	12591	Sup
<u>Brand Management</u>	MGT 4550, LO1	0	19187	Onli
<u>Financial Accounting Principles</u>	ACCT 2010, 001	0	10001	Lect
<u>Instrumental Methods and Ma...</u>	MUSC 3240, 001	0	10457	Lect

Your classes will all be listed in a summary. The variable credit class will be underlined, and is a link that you should click on. You will type in the amount of credits you need / will earn, and press the enter key.

The screenshot shows the 'Register for Classes' interface with the 'Summary' tab selected. The 'Summary' section shows a table of classes with columns: Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Date, Status, and Message. The 'Hours' column for 'Advanced Internship/Co-op' is highlighted with a yellow background and contains the number '1'.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
<u>Advanced Internship/Co-op</u>	CMST 4250, 002	1	12591	Supervision at Remote ...	Pass/Fail	Undergraduate	01/09/2018	Registered	""Web Registered""01/0...
<u>Brand Management</u>	MGT 4550, LO1	0	19187	Online	Standard Letter	Undergraduate	01/09/2018	Dropped	Drop/Delete01/09/2018
<u>Financial Accounting Principles</u>	ACCT 2010, 001	0	10001	Lecture	Standard Letter	Undergraduate	12/01/2017	Dropped	Drop/Delete12/01/2017
<u>Instrumental Methods and Materials</u>	MUSC 3240, 001	0	10457	Lecture	Standard Letter	Undergraduate	01/09/2018	Dropped	Drop/Delete01/09/2018
<u>Mental Health Awareness and Advocacy</u>	FCHD 3700, NO1	0	20537	Online	Standard Letter	Undergraduate	12/21/2017	Dropped	Drop/Delete12/21/2017
<u>Organizations and Social Change</u>	CMST 4350, 001	0	12997	Lecture	Standard Letter	Undergraduate	12/01/2017	Dropped	Drop/Delete12/01/2017
<u>Study Abroad Pre-Departure Orientation</u>	USU 4000, LO1	0	24991	Lecture	Pass/Fail	Undergraduate	11/16/2017	Dropped	Drop/Delete11/16/2017

Records: 7

Below the summary table is a 'Class Schedule for Spring 2018' grid with columns for days of the week (Sunday through Saturday) and rows for times (6am, 7am).

***** Be sure to click “Submit” in the bottom right part of the screen to save changes *****