

How to Register for a Variable Credit Hour Course in Banner 9 XE Registration

- Log into MyDSU
- Select the **Student Services & Financial Aid Menu**
- Select **Registration**
- Select **Look Up/Add Classes**
- Select **Register for Classes**
- Select the **Term Open for Registration** and enter your **Alternate Pin**
- Select the Course you want to register for by searching for the course from the **'Find Classes'** tab or by entering the crn for the course on the **'Enter CRNs'** tab.
- Click the **Add** button to select the course you want to register for and then click the **Submit** button to save the course. At this point the Hours will show the default value of '1' (see screenshot 1)
- Click on the **'Schedule and Options'** tab – click on the **'1'** in the Hours column and change the value to the number of credit hours you need the course to be. It should show you the range you can choose from. Click **'Submit'** to save the change(s) you made.

Screenshot 1

The screenshot displays the 'REGISTER FOR CLASSES' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below these is a search bar with 'Search Results - 62 Classes' and filters for 'Term: Fall 2018' and 'Subject: Applied Music'. A 'Search Again' button is located on the right.

The main table lists search results with columns for Title, Subject Description, Course Number, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. The 'Percussion Applied Music' row (CRN 40254) is highlighted in blue.

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Flute Applied Music	Applied Music	101	01	1 TO 4	40304	Fall 2018	Collins, Shelley (Primary)	S M T W T F S - Building: None Room: None Start Date: 08/20	Main - ...	8 of 10 seats remain.
Percussion Applied Music	Applied Music	110	01	1 TO 4	40254	Fall 2018	Armstrong, Joshua (Primary)	S M T W T F S - Building: None Room: None Start Date: 08/20	Main - ...	10 of 12 seats remain.
Oboe Applied Music	Applied Music	111	01	1 TO 4	40305	Fall 2018	Pimentel, Bret (Primary)	S M T W T F S - Building: None Room: None Start Date: 08/20	Main - ...	9 of 10 seats remain.
Clarinet Applied Music	Applied Music	121	01	1 TO 4	40308	Fall 2018	Pimentel, Bret (Primary)	S M T W T F S - Building: None Room: None Start Date: 08/20	Main - ...	8 of 10 seats remain.
Bassoon Applied Music	Applied Music	131	01	1 TO 4	40310	Fall 2018	Pimentel, Bret (Primary)	S M T W T F S - Building: None Room: None Start Date: 08/20	Main - ...	10 of 10 seats remain.
Piano Applied Music	Applied Music	135	01	1 TO 4	40264	Fall 2018	Shin, Jung-Won (Primary)	S M T W T F S - Building: Bailey Room: 136 Start Date: 08/20	Main - ...	11 of 15 seats remain.
Piano Applied Music	Applied Music	135	02	1 TO 4	40265	Fall 2018	Fosheim, Karen (Primary)	S M T W T F S - Building: None Room: None Start Date: 08/20	Main - ...	9 of 10 seats remain.

At the bottom, there are tabs for 'Schedule', 'Schedule Details', and 'Summary'. The 'Summary' tab is active, showing a table of registered courses:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Flute	AMU 101, 01	1	40304	Applied Music	Registered	None
Percussion	AMU 110, 01	1	40254	Applied Music	Registered	None

Screenshot 2

The screenshot displays a web-based interface for class registration. At the top, there is a navigation bar with links for 'Home', 'Self Service', 'Student', 'Register', 'Search by Term', and 'Register for Classes'. The main heading is 'REGISTER FOR CLASSES'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Summary' section for the Fall 2018 term shows a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Plan	Enr	Status	Message
Flute	AMU 101, 01	2	40004	Applied Music	Normal Grading Mode	Undergraduate	None	09/12/2018	Registered	Registered WEST...
Discussion	AMU 110, 01	1	40054	Applied Music	Normal Grading Mode	Undergraduate	None	09/12/2018	Registered	Registered WEST...

Below the table, it indicates 'Total Hours: Registered: 2 | Filling: 2 | CRN: 0 | Max: 0 | Max: 999 999 999'. The bottom section, titled 'Class Schedule for Fall 2018', is a grid with columns for days of the week (Sunday through Saturday) and rows for time slots (12am, 12pm, 2pm, 3pm, 4pm, 5pm, 6am). The grid is currently empty. A 'Submit' button is located at the bottom right of the grid area.