1. Select the course as you would any other course. The example used is:
   a. CRN 11089 Voice AMU 185 01
   b. Add the course to the schedule by selecting the **Add to Summary** button. This puts the course in **Pending** status.
   c. In the **Summary** section of the screen click the **Submit** button to add the course to your schedule.

2. The status of course 11089 Voice AMU 185 01 should now say **Registered**.
3. Select the **Schedule and Options** tab at the top of the screen. You should see the course in the Summary. By default the Hours are set to ‘1’ when you register for a variable hour course.
4. Click on the ‘1’ in the **Hours** column for the course – the range will appear. Any course that has the hours underlined is a variable hour course that allows you to change the hours.
   a. Key in the hours for the course.
   b. Click the **Submit** button at the bottom of the screen. The hours for the course should now reflect the change. In the example here the hours were changed from **1 to 3**.

5. The course now shows that the credit hours are ‘**3**’.