BANNER 9 STUDENT WEB REGISTRATION – REGISTERING FOR A VARIABLE HOUR COURSE
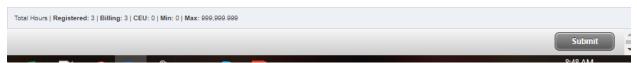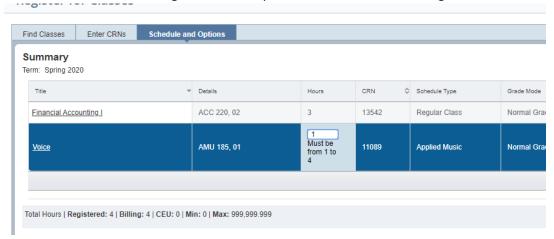
1. Log into MyDSU and proceed as you would to register for any course.
2. If you have already registered for the course, note the CRN and delete that course. You will add the course back using the instructions below.
3. Select the course as you would any other course. The <u>example</u> used is CRN 11089 Voice AMU 185 01 (section 01).
   a. Add the course to the schedule by selecting the **Add to Summary** button. This puts the course in **Pending** status.
   b. In the **Summary** section of the screen click the **Submit** button to add the course to your schedule.

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Voice	AMU 185, 01	1	11089	Applied Music	Pending	Remove	
Financial Accounting I	ACC 220, 02	3	13542	Regular Cl...	Registered	None	

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit

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, when you register for a variable hour course, the Hours are set to the low number of hours allowed for the variable hour course.
4. Click on the number 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.
   1. Key in the hours for the course.
   2. 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**.

Find Classes	Enter CRNs	Schedule and Options

Summary
Term: Spring 2020

Title	Details	Hours	CRN	Schedule Type	Grade Mode
Financial Accounting I	ACC 220, 02	3	13542	Regular Class	Normal Gra
Voice	AMU 185, 01	1 Must be from 1 to 4	11089	Applied Music	Normal Gra

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 999,999.999

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

Voice	AMU 185, 01	3	11089	Applied Music