

## BANNER 9 STUDENT WEB REGISTRATION – REGISTERING FOR A VARIABLE HOUR COURSE

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.

Summary <span style="float: right;">Tuition and Fees</span>						
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Voice</a>	AMU 185, 01	1	11089	Applied Music	Pending	Remove
<a href="#">Financial Accounting I</a>	ACC 220, 02	3	13542	Regular Cl...	Registered	None

Total Hours   Registered: 3   Billing: 3   CEU: 0   Min: 0   Max: 999,999.999	Submit
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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**.

Find Classes	Enter CRNs	Schedule and Options			
<b>Summary</b> Term: Spring 2020					
Title	Details	Hours	CRN	Schedule Type	Grade Mode
<a href="#">Financial Accounting I</a>	ACC 220, 02	3	13542	Regular Class	Normal Gra
<a href="#">Voice</a>	AMU 185, 01	<input type="text" value="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**'.

<a href="#">Voice</a>	AMU 185, 01	<u>3</u>	11089	Applied Music
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