

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. The top navigation bar includes 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The search results are for 'Fall 2018' and 'Applied Music', showing 62 classes. The results table lists various applied music courses with their respective details.

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
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.	Add
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.	Add
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.	Add
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.	Add
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.	Add
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.	Add
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.	Add

Below the search results, the 'Summary' tab is active, showing a 'Class Schedule for Fall 2018' grid and a summary 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 in Terms', 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 'Term: Fall 2018' contains 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...
Discussed	AMU 110, 01	4	40054	Applied Music	Normal Grading Mode	Undergraduate	None	09/12/2018	Registered	Registered WEST...

Below the table, it shows 'Total Hours: Registered: 2 | Filling: 2 | CRN: 0 | Max: 0 | Max: 099 999 999'. The bottom section is titled 'Class Schedule for Fall 2018' and features a grid with columns for days of the week (Sunday through Saturday) and rows for time slots (12am, 12pm, 2pm, 3pm, 4pm, 5pm, 6am). A 'Print' button is located at the bottom right of the grid.