

Enrolling in and Editing a Variable Credit Hour Class

Some courses are offered for a range of credit hours. For example, BAND 202 is offered for 0 or 1 credit hours. When a student registers for a course that is offered for variable credit, the number of credit hours will default to the lowest number. It is the student's responsibility to adjust the number of credit hours on their schedule.

BAND 202				
Band - Wind Ensemble (0-1) Spring 2020				
Study and performance of literature written for wind ensembles using an instrumentation somewhat smaller than the traditional concert band. Literature ranges from early wind and band music to contemporary avant-garde wind ensemble literature. May be repeated for credit. Prerequisite: Audition and permission of instructor.				
Type	Time/Place and Instructor	Credit Hours	Class #	Seats Available
LAB	Popiel, Paul	0-1	43680 (Save)	90
Notes	MWF 02:00 - 03:50 PM MUR 130 - LAWRENCE			
	MWF 02:00 - 03:50 PM MUR 148 - LAWRENCE			
	MWF 02:00 - 03:50 PM MUR 123 - LAWRENCE			

Enrolling from Class Search

The Review Class Preferences step in the enrollment process allows students to make adjustments to the number of units in their class.

The screenshot shows the 'Class Search and Enroll' interface for the University of Kansas in Spring 2020. The main content area displays 'Step 2 of 4: Review Class Preferences' for 'BAND 202 Wind Ensemble'. The class is identified as 'Component Lab Main-Class # 43680 - Open'. A 'Permission Number' field is present but empty. The 'Units' dropdown menu is currently set to '0.00'. A callout box provides a detailed view of the 'Units' dropdown, showing the available options: '0.00' and '1.00'.

Enrolling from Shopping Cart

Students can adjust the variable credit for classes that are in their Shopping Cart by clicking on the Change Preferences link and selecting the correct units.

Your Shopping Cart										
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Component Lab Main-Class # 43680	BAND 202 Wind Ensemble	Regular Academic Session	Monday Wednesday Friday 2:00PM to 3:50PM	Murphy Hal 130	P. Popiel M. Smith	0.00	Open Seats 150 of 150	Change Preferences
					Monday Wednesday Friday 2:00PM to 3:50PM	Murphy Hal 148	M. Smith			
					Monday Wednesday Friday 2:00PM to 3:50PM	Murphy Hal 123				

Cancel
Preferences
Save

The following class information can be amended

BAND 202 Wind Ensemble

▼ **Class Preferences**

Component Lab Main-Class # 43680 - Open

Permission Number (i)

0.00

1.00

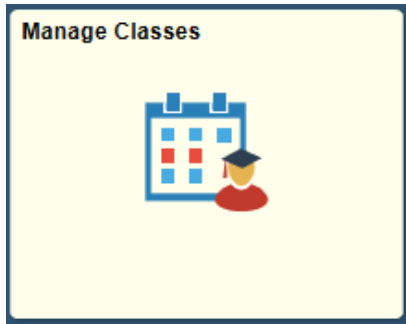
Click **Save** on the Preferences screen and click on the **Enroll** button to go through the Enrollment Process.

Your Shopping Cart										
Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Component Lab Main-Class # 43680	BAND 202 Wind Ensemble	Regular Academic Session	Monday Wednesday Friday 2:00PM to 3:50PM	Murphy Hal 130	P. Popiel M. Smith	1.00	Open Seats 150 of 150	Change Preferences
					Monday Wednesday Friday 2:00PM to 3:50PM	Murphy Hal 148	M. Smith			
					Monday Wednesday Friday 2:00PM to 3:50PM	Murphy Hal 123				

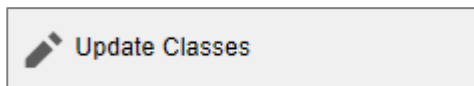
Updating Variable Class Units on Enrolled Classes

To change the credit hours for a variable class after you've enrolled, a student must update the class information in Enroll & Pay.

First, click on the Manage Classes tile on the Student Homepage.



Then, click on the **Update Classes** link to view the classes you are able to update.



Select the class that you'd like to update. You will only be able to change credit hours for courses that have been defined as variable credit hour classes.

Choose classes to update				
Class	Description	Days and Times	Units	Status
Field-Class # 11749	HSES 236 Practicum in:	To be Announced	2.00	Enrolled >
Lecture-Class # 13862	MATH 2 Intermediate Mathematics	Tuesday Thursday 9:30AM to 10:45AM	3.00	Enrolled >

Click the Units drop down and change the credit hours to the desired hours. Click **Accept** to process the change.

Update Classes

2019 Fall
Undergraduate
University of Kansas

1 Class Preferences
In Progress

Step 1 of 2: Class Preferences

HSES 236 Practicum in: _____
Field-Class # 11749 - Open
Permission Number ⓘ

506466

Units
1.00

Accept

Review and Submit changes.

Update Classes

2019 Fall
Undergraduate
University of Kansas

1 Class Preferences
Complete

2 Review and Submit
Visited

Step 2 of 2: Review and Submit

HSES 236 Practicum in:
Class Preferences

Permission Number 506466
Units 1.00

Submit