

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. On the left, a progress bar indicates four steps: 1. Review Class Selection (Complete), 2. Review Class Preferences (In Progress), 3. Enroll or Add to Cart (Not Started), and 4. Review and Submit (Not Started). The main content area is titled 'Step 2 of 4: Review Class Preferences' and displays details for 'BAND 202 Wind Ensemble' (Component Lab Main-Class # 43680 - Open). A 'Permission Number' field is present but empty. Below it, the 'Units' dropdown menu is open, showing '0.00' as the selected option and '1.00' as an alternative. A blue box highlights the 'Units' dropdown, and a dotted line connects it to a larger, detailed view of the dropdown menu below.

Step 2 of 4: Review Class Preferences

BAND 202 Wind Ensemble
Component Lab Main-Class # 43680 - Open

Permission Number ⓘ

Units

- 0.00
- 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 | 0.00 | Open Seats | Change Preferences |
| | | | | | Monday Wednesday Friday 2:00PM to 3:50PM | Murphy Hal 148 | M. Smith | | 150 of 150 | |
| | | | | | 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 ⓘ

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 | 1.00 | Open Seats | Change Preferences |
| | | | | | Monday Wednesday Friday 2:00PM to 3:50PM | Murphy Hal 148 | M. Smith | | 150 of 150 | |
| | | | | | Monday Wednesday Friday 2:00PM to 3:50PM | Murphy Hal 123 | | | | |

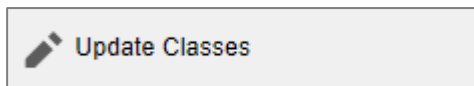
Updating Variable Class Units on Enrolled Classes

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 Enroll & 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.

2019 Fall
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1 **Class Preferences**
In Progress

2 **Review and Submit**
Not Started

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.

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