

Banner 9 Self-Service Student Register for Classes Schedule and Options – Changing Variable Credit Hours

1. Log into Banner Self-Service, click the Student tab, then click the link for Banner 9 Register for Classes.

Personal Information **Student** Financial Aid Admission

Registration

Banner 9 Register for Classes

NEW! Search and register for your classes using the new Banner 9 registration module.

2. When the Register for Classes page opens, use the drop-down menu to select the term, then click the "Continue" button.

If you do not have an active time ticket, you will not be able to navigate to this section of Banner Self-Service.

WILLIAM & MARY

Student • Registration • Select a Term

Select a Term

Terms Open for Registration
Fall 2021

Continue

3. There are three tabs – Find Classes, Enter CRNs, and Schedule and Options. Select Schedule and Options.

Register for Classes

Find Classes Enter CRNs **Schedule and Options**

Summary

Term: Fall 2021

Title	Details	Hours	CRN	Schedule Type	Grade Mode
Research in Psychology	PSYC 491, 01	1	14938	Independent Study/...	Standard Letter

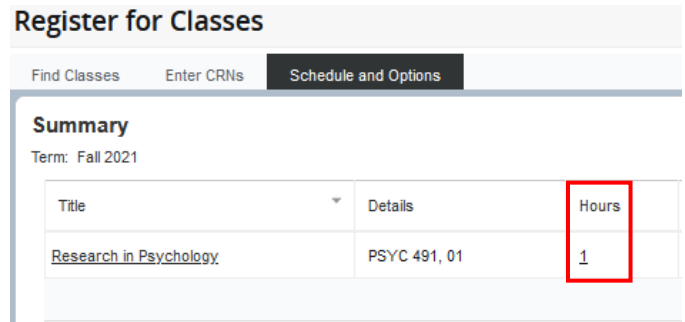
Schedule and Options

The Schedule and Options tab will show your schedule with course information. If you have registered for a variable credit course, the Schedule and Options tab is where you can make changes to the number of credits for that specific course. Changes can not be made after the add/drop period has ended.

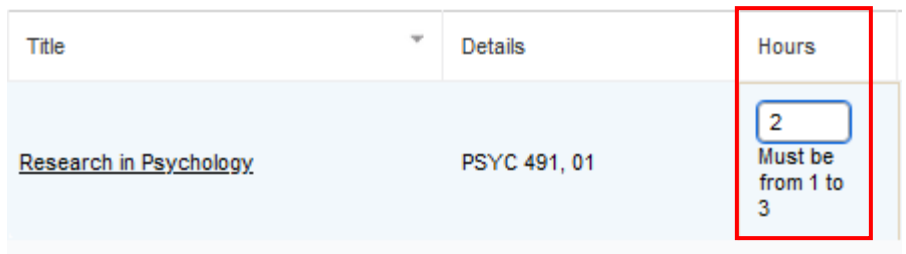
Variable Credit

Changing the Number of Credit Hours

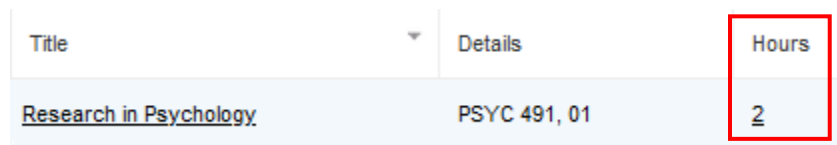
1. Courses that are variable credit will show the number of credit hours with an underline and will be clickable.



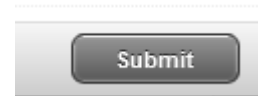
2. Click on the credit hours to reveal the options available. Type in the number of credits you wish to elect for the course, and then hit enter.



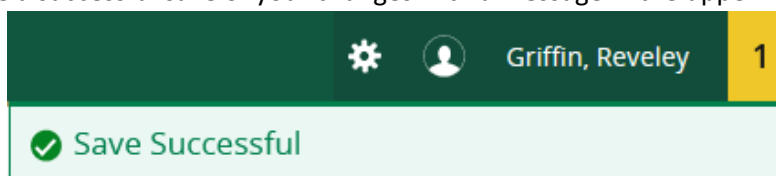
3. The new number of credits you elected for the course will display, however it is not automatically saved.



4. **You must submit your changes.** Click the "Submit" button in the bottom right corner to save the new number of credit hours for your variable credit course.



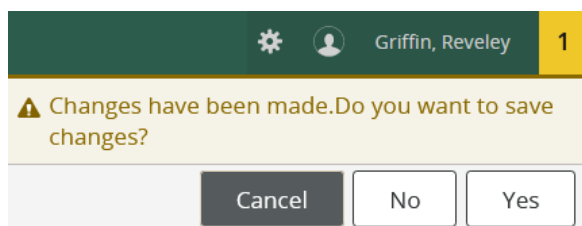
5. Banner will indicate a successful save of your changes with a message in the upper right corner of your screen.



If you attempt to navigate away from the page before submitting your changes, Banner will prompt you for action in the top right corner. If you close the webpage without submitting, your browser **may prompt you**, depending on your web browser settings.

Always confirm that you have submitted any changes you wish to make.

Banner



Web browser:

This page is asking you to confirm that you want to leave — information you've entered may not be saved.

