

Adjusting Credit Hours on a Variable Hour Course

When first registering for a course with variable hours, the course will show on the registration summary with 1 credit hour. This can be changed in Athena either at the time of registration or any time during open registration.

On the Register for Classes worksheet, click on the Schedule and Options tab at the top.

The screenshot shows the Athena interface for the 'Register for Classes' page. The breadcrumb trail is 'Student > Registration > Select a Term > Register for Classes'. The page title is 'Register for Classes'. Below the title are tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options' (which is highlighted with a red box). Under the 'Schedule and Options' tab, there is a section titled 'Enter Your Search Criteria' with a sub-header 'Term: Fall 2021'. It contains three input fields: 'Subject', 'Course Number', and 'Keyword'. Below these fields are buttons for 'Search', 'Clear', and 'Advanced Search'.

For the variable hour course, click on the Hours for the class. This should be a hyperlink.

The screenshot shows the Athena interface for the 'Register for Classes' page, specifically the 'Schedule and Options' tab. The breadcrumb trail is 'Student > Registration > Select a Term > Register for Classes'. The page title is 'Register for Classes'. Below the title are tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options' (which is highlighted). Under the 'Schedule and Options' tab, there is a section titled 'Summary' with a sub-header 'Term: Fall 2021'. Below the summary is a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
Doctoral Research	EDHI 9000, 0	1	20030	Doctoral Research*	Satisfactory/Unsatisfactory	Masters	None	09/20/2021	Registered	Web Registered@92...

At the bottom of the table, it says 'Records: 1'. Below the table, there is a summary line: 'Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 3 | Max: 18'. The 'Hours' cell in the table is highlighted with a red box.

Enter the number of hours in the box and click Submit at the bottom of the page. There will be a green Save Successful message in the upper right corner of the page.



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Save Successful