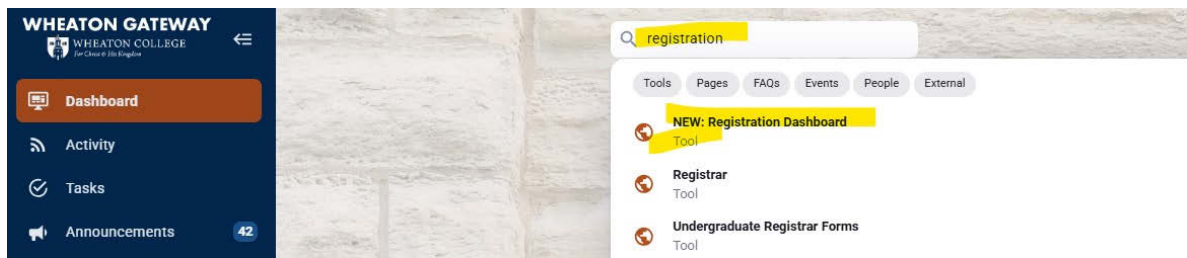


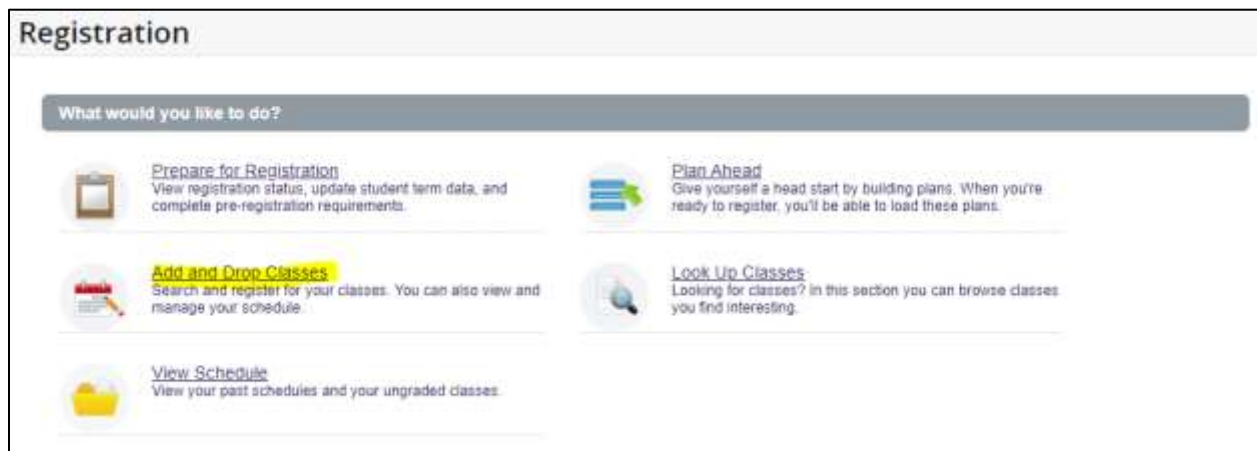
How to Register for Variable Credit Courses

Some course registrations will require students to choose the number of credits for which they register. Here's how.

1. In the Wheaton Gateway, using the search, enter "registration." Click on NEW: Registration Dashboard



2. Click on "Add and Drop Classes:"



3. Select the term and click Continue:

A screenshot of a form titled 'Select a Term'. It features a dropdown menu labeled 'Select a Term for Class Search' with 'Fall 2023' selected. Below the dropdown is a 'Continue' button.

4. Click on the “Enter CRNs” tab, enter the appropriate CRN, then click “Add to Summary:”

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN

Student Teaching EDUC 496, 0

CRN

[+ Add Another CRN](#)

Add to Summary

5. Click Submit to register for the course section:

Summary

CRN	Title	Details	Hours	Schedule Type	Status	Action
80625	<u>Student Teaching</u>	EDUC 496, 0	9	Internship	Pending	**Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit

6. After registration, click on the “Schedule and Options” tab:

Register for Classes

Find Classes **Enter CRNs** Plans **Schedule and Options**

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2023

CRN

[+ Add Another CRN](#)

Add to Summary

7. Click on the Hours number, which will be underlined in blue:

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: Fall 2023

CRN	Title	Hours	Grade Mode	Level
80625	Student Teaching	<u>9</u>	Normal Grading-in Progress All	Undergraduate

Records: 1

8. Click on the number of hours for which you need to take the course, and then click on “Submit” at the bottom right of the screen:

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: Fall 2023

CRN	Title	Hours	Grade Mode	Level
80625	Student Teaching	10	Normal Grading-in Progress All	Undergraduate

Records: 1

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999,999

9. You should see the “Save Successful” notification at the top right of the screen, and your Registered and Billing Hours should adjust accordingly:

Student • Registration • Select a Term • Register for Classes

Save Successful

Register for Classes

Find Classes Enter CRNs Plans **Schedule and Options**

Summary

Term: Fall 2023

CRN	Title	Hours	Grade Mode	Level
80625	Student Teaching	<u>10</u>	Normal Grading-in Progress All	Undergraduate

Records: 1

Total Hours | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 999,999,999