On-Line Registration for Variable Credit Hour Courses

On the following pages are screen shots to guide you through the procedure to follow for registering on-line for Variable Credit courses.

The two major categories of courses which allow variable credit registration for School of Medicine students are Special Topics courses and Directed Research courses.

Special Topics courses: these are courses offered as a “one-time” or “exploratory” course offering and are set by the academic unit for a number of credit hours (within the variable limit) for each Special Topics section. School of Medicine units all utilize the Course Number of 691 or 692 for Special Topics offerings; e.g. BIOL 691, PHTX 692 with the difference between 691 and 692 being the grading scheme for the course (All 691 courses are “letter graded” A-F while all 692 courses are graded S/U/F or P/F). Each Special Topics course has a defined range of possible credit hours, e.g. “1-4 credits”. Each “Special Topics” Section will have an assigned number of credit hours which applies to the Section. Use the Schedule of Classes listing for a specific semester or consult with your Program Director for the number of credit hours appropriate for the Section.

It is possible to have multiple “Special Topics” sections as distinct course offerings which may have different appropriate credit hours. For example there may be a Special Topics Section 001 on the “Anatomy of the Premier League” set for 2 credit hours and another Special Topics course offered by the same department, Special Topics Section 002 on “Microbiology of the National Football League” for 1 credit hour.

Consult with your Program Director to avoid errors as you are entering the appropriate number of credit hours when you register on-line.

Directed Research courses: these are “courses” related to the participation of a student in a research project, typically the research related to their thesis or dissertation. School of Medicine units typically use the Course Number 697 for a variable credit course offering with a possible range of 1-15 credit hours; e.g. MICR 697. “Directed Research” courses are graded as S/U/F where the grade awarded is an indicator of the overall performance of the student in research for the semester.

However, the number of credit hours for which the student enrolls is NOT regarded as a measure of time or effort devoted to research. Since “course work”, meaning didactic instruction is largely complete relatively early for most Masters and PhD students, the specific number of credit hours for which registration is made is governed by administrative requirements of the institution. For example, if a student must be full-time enrolled to meet that standard, the individual must be enrolled for a specific number of credit hours. In the School of Medicine we ask that full-time students enroll for a total of 15 credit hours in the Fall and Spring semester and 3 credit hours in the Summer term.

“Directed Research” registration is used as a variable to bring the total credit hours for which the individual is registered up to the required level after “didactic” courses have been entered. For example, in the Fall semester, a program requires that a student register for a 1 credit hour Journal Club course and a 3 credit hour elective offering. The student must should thus register for a total of 15 credit hours, with the balance of credit hours to reach the total of fifteen made up by registration for 9 credit hours of Directed Research.

Consult with your Program Director for guidance for correct registration.
Variable credit registration in eServices
Last updated Oct 20, 2015

1) Register for the class as usual. Note that the credit hours (Cred) for the class will be highlighted:

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2) Click on the highlighted credit hours (Cred) for the class. That will take you to the Change Class Options screen:

You may change a selected class which has variable credits, within the university's published registration deadlines. Change the credit hours and then click "Submit Changes". Then click "Return to Previous" and also click on "Submit Changes" on that screen. The change to your credit hours will then appear.

**TEST COURSE: VARIABLE CREDITS**

**Course:** 34063 BIOC 691 999

**Credit Hours (1.000 to 4.000):** 1.000

**Grade Mode:** Standard Letter

**Course Level:** Graduate

[ View Holds ]
3) Follow the directions on this screen. You may change the credit hours for the variable credit course using the Credit Hours field. The appropriate range for that course will be displayed. After changing the credit hours, click “Submit Changes”. Your changes are not yet complete!! Next you must click “Return to Previous” to return to the previous page, then submit your changes again:

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**eServices/VCU Self Service TEST8 System**

**Change Class Options**

You may change a selected class which has variable credits, within the university's published registration deadlines. Change the credit hours and then click "Submit Changes". Then click "Return to Previous" and also click on "Submit Changes" on that screen. The change to your credit hours will then appear.

**TEST COURSE - VARIABLE CREDITS**

Course: 34063 BIOC 691 999
Credit Hours (1.000 to 4.000): 3.000
Grade Mode: Standard Letter
Course Level: Graduate

Submit Changes  Reset

Return to Previous

[ View Holds ]

RELEASE: 8.7

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4) After clicking “Submit Changes” again on the Add or Drop Classes screen, your changes are complete:

![Image of eServices/VCU Self Service TEST8 System](https://bannertest.vcu.edu:8280/entlib/banwebcomp2.P_Rapp)

**eServices/VCU Self Service TEST8 System**

**Add or Drop Classes**

*Note: eServices is now enforcing course prerequisites. Enrollment in courses where prerequisites have not been met or are not currently in progress will be blocked. For further information click here.*

To add a class, enter the Course Reference Number in the Add Classes section. To drop or withdraw from a class, use the options available in the Action pull-down list.

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Sub</th>
<th>Crse Sec Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration done on web on Oct 19, 2015</td>
<td>None</td>
<td>34063</td>
<td>BIOC 691</td>
<td>999 Graduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>TEST COURSE: VARIABLE CREDITS</td>
</tr>
</tbody>
</table>

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 9.000
Date: Oct 20, 2015 01:15 pm

**Add Classes Worksheet**

**CRNs**

Submit Changes  Class Search  Reset