

How to Change Credit Hours for Variable Credit Classes during Registration Period

Step 1) Log in MyUWG at <http://myuwg.westga.edu/cp/home/loginf>

Welcome to myUWG
This is the Student Web Portal for
The University of West Georgia

Pay Fees By Credit Card
[Click here to pay fees by credit card.](#)


What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.
and much more...

Use your "UWG ID" to login to myUWG
Enter the same ID & Password you use for:
CourseDen and Wireless

UWG ID:
Password:

Trouble Logging In ?
Are you using your UWG ID ? (i.e. same as CourseDen)
Make sure you have Set your UWG ID password and your Self-Service Reset Questions.

 CourseDen
myUWG
Wireless
Gmail

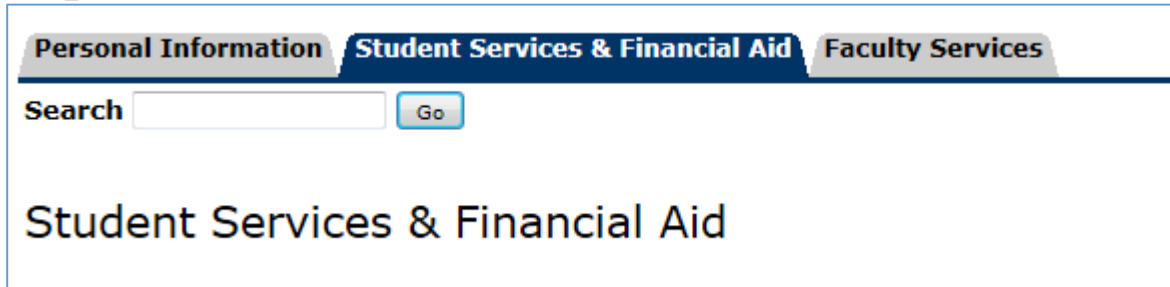
Click on the Paw for details on the UWG ID

Step 2) Click on the BanWeb Tab.

My Account
Content Layout

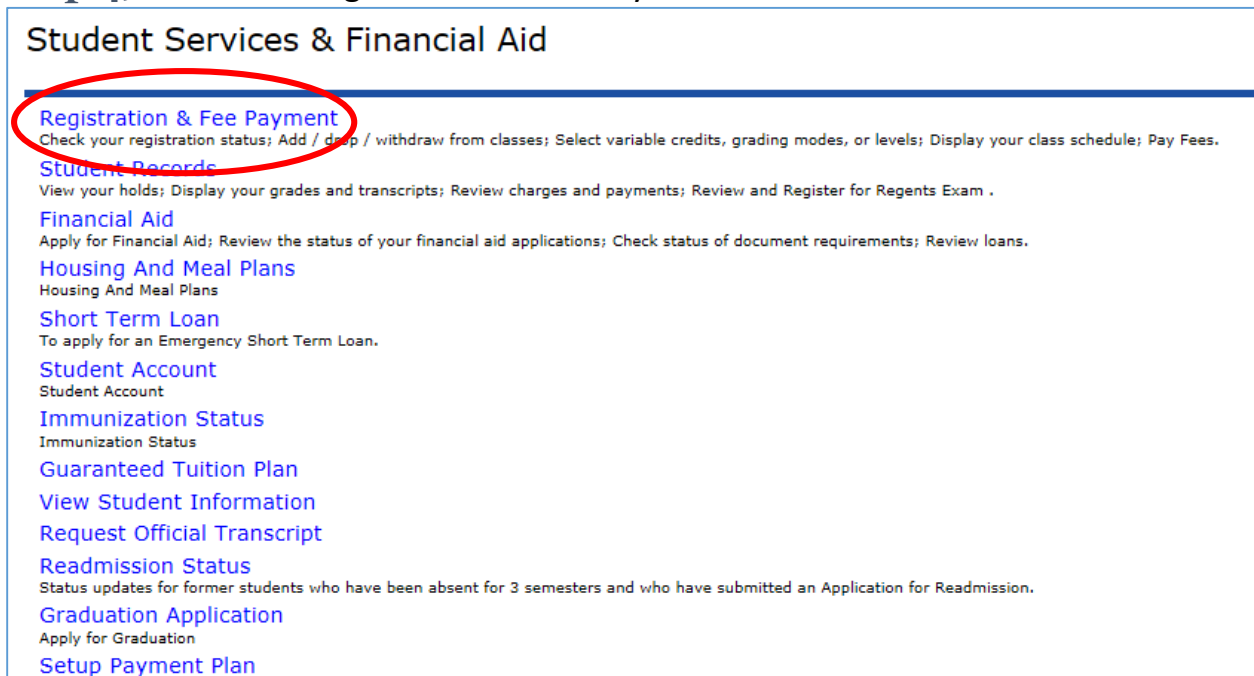
Main **My Campus** **My Courses** **Banweb** **External Resources** **Support** **Sample**

Step 3) Select 'Student Services & Financial Aid' Tab.



The screenshot shows a navigation bar with three tabs: 'Personal Information', 'Student Services & Financial Aid' (which is highlighted in dark blue), and 'Faculty Services'. Below the tabs is a search bar with the text 'Search' and a 'Go' button. The main content area displays the title 'Student Services & Financial Aid'.

Step 4) Select 'Registration & Fee Payment' Link



The screenshot shows the 'Student Services & Financial Aid' page. The title 'Student Services & Financial Aid' is at the top. Below it is a list of links. The link 'Registration & Fee Payment' is circled in red. The other links are: 'Student Records', 'Financial Aid', 'Housing And Meal Plans', 'Short Term Loan', 'Student Account', 'Immunization Status', 'Guaranteed Tuition Plan', 'View Student Information', 'Request Official Transcript', 'Readmission Status', 'Graduation Application', and 'Setup Payment Plan'. Each link is followed by a brief description of its function.

Step 5) Select Add/Drop Classes

Registration

[Select Term](#)
[Withdraw from Classes](#)
[Add/Drop Classes](#)
Schedule Builder New!!!
Create the perfect class schedule.
[Schedule Builder Registration Cart](#)
[Look-up Classes to Add](#)
[Change Class Options](#)
To adjust credit hours for variable credit courses.
[Account Summary by Term](#)
[Student Detail Schedule](#)
[Registration Fee Assessment](#)
[Student Breakdown Bill](#)
[Check Your Registration Status](#)
[Dynamic Catalog](#)
Course descriptions, requirements and pre-requisites
[Pay Fees with Credit Card](#)
[Pay Fees by Electronic Check \(This information can be located on the bottom of your personal check\)](#)
Webcheck allows you to make payments directly from your checking or savings account and is an alternative to credit cards. This option has no convenience fee.
[View the current schedule of classes](#)
View the current schedule of classes
[My Withdrawal Count](#)
[Concise Student Schedule](#)

Step 6) Select the appropriate term from the dropdown menu and click 'Submit.'

Select Term

Select a Term: ▼

Step 7) Enter the CRN# of the class or classes you wish to register for into the Worksheet and click 'Submit Changes.'

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Class Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule. If you have selected a class which can be taken for variable credit hours and you would like to change your registered credit hours, you must go to the Change Class Options screen.

If you wish to register for an independent study course, a course with a Drop Course Status, two or more sections of the same course number, or you wish to audit a course, you must contact the Registrar's Office.

You are responsible for reading [Drop / Add / Withdrawal Policies](#).

Please note important changes to the Fall 2015 Drop/Add dates. Beginning Fall 2015 there will be 3 days of Open Drop and 4 days of Open Add for Full Term and Session I courses. Please visit the [SCOOP](#) for specific dates.

Add Classes Worksheet

CRNs

Step 8) Once registered, you will see the total credit hours and total billing hours of the class or classes.

Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Current Schedule section. Additional classes may be added in the Add Class Worksheet. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

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Current Schedule

Status	Action	CRN	Subj Crse Sec Level	Cred	Grade Mode	Title
Web Registered on Oct 08, 2015	None	82831	CRIM 4286 05	6.000	Undergrad.	Standard Letter Internship

Instructional Method: Not Technology Enhanced (N)

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000

Step 9) Return to the Registration Menu by clicking the 'Return to Menu' link to change the credit hours and total billing hours for variable credit classes.

Personal Information Student Services & Financial Aid Faculty Services

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add/Drop Classes:


Step 10) Click on 'Change Class Options' link.

Registration

[Select Term](#)
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[Concise Student Schedule](#)

Step 11) If you have selected a class which has multiple grading options such as variable credits, you can change the credit hours of enrollment here. The class with the multiple credit options will appear. Insert the correct number of credit hours you wish to receive credit for and click 'Submit Changes.' Your options for credit hours will be listed to the left of the open field box.

Change Class Options:

 If you have selected a class which has multiple grading options, such as pass/fail or audit, variable credits, or different levels for which you can register, and you would like to change any of these available options, you may do so here.

Internship
Course: 82831 CRIM 4286 05
Credit Hours (3.000 to 6.000):
Grade Mode: Undergrad. Standard Letter
Course Level: Undergraduate-Semester System

[Return to Previous](#)

Step 12) Please review your schedule to confirm accuracy.