Registering for variable hour/individual study courses (students)

Overview

Students should always consult with their Academic Advisors to request a variable hour course.

Variable credit hour courses are built by the Office of the Registrar on an as needed basis.

Variable hour courses are as follows:

- Directed Study
- Internship
- Independent Study
- Thesis
- Dissertation
- Applied Music

Academic Advisors, faculty, and some student support staff should submit a request for a Variable Credit Hour Course on behalf of a student. They can search for "Variable Credit Hour Section", a subsection of 'Schedule Changes - Registrar's Office' in the Jira Service Desk.

Once completed, the JIRA ticket will route to the Department Chair and then to the Registrar's Office, where the course will be created.

After the course is created in Banner the Registrar's Office will provide the CRN in the ticket and the academic department or advisor will share the CRN with the student for registration, as well as issue a registration override for the course.

FAQs

- **What if I'm not sure of the course number and other information?**
  We encourage you to always consult with your advisor prior to completing this form. They will assist you to make sure all of the registration information is inputted correctly.

- **How can I check the status of my form?**
  Speak with your Academic Advisor or the faculty member who assisted in submitting the request.

- **Who do I contact if I have questions about this?**
  Please contact your Academic Advisor. If you are having issues with registering in the course, email registrar@uwf.edu with any questions or concerns.