How to Change Variable Hours

- 1. Login to Bearweb
- 2. Select Student Academic Services
- 3. Select Registration
- 4. Select Registration + Planning

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Browse	
BearWeb	
Home > Student Academic Services > Registration	
Personal Information Employee Student Academic Services Student Financial Services Distinct Student Populations	
Registration Student Records Advisement	
Registration + Planning Registration Status Purchase Your Books	
Withdrawal Information Math Pre-requisites Old Registration Menu	

5. Select Register for Classes

🕶 📴 Baylor University	
Student • Registration	
Registration	
What would you like to do?	
Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	Register for Classes Search and register for your casses. You can also view and manage your schedule.
Plan Ahead Build one or more registration plans ahead of time. **NOTE: Plans are not actual registrations.	Browse Classes Looking for classes? In this section you can browse classes you find interesting.
View Registration Information View your past schedules and your ungraded classes.	Browse Course Catalog Look up basic course information like subject, course and description.
6. Select the correct Term the class will be taken	Select a Term
	Terms Open for Registration

7. Open "Schedule and Options" Tab towards the top under the title "Register for Classes"

Fall 2021

Summer 2021 Term 2 Summer 2021

• Baylor University									
Student • Registration • Select a Term • Register for Classes									
Register for Classes									
Find Classes Enter CRNs Plans Schedule and Options									
Enter Your Search Criteria Term: Fall 2021 Subject Course Number Keyword Search Clear Advanced Search									
Find Classes Enter Crive Plans Schedule and Options Summary Term: Fall 2021 Term: Fall 2021 Term: Fall 2021									
Title	Details	Hours	CRN \$	Schedule Type	Grade Mode				
Foundation Internship I	SWO 5491, 80	4	26278	Internship/Practicum	Standard				
Introduction to the Profession	SWO 5221, 02	2	41609	Class Instruction	Standard				
Mentoring in Ministry	MENT 7V00, 01	5	10316	Internship/Practicum	Standard				
Professional Practice with Groups	SWO 5362, 02	3	37806	Class Instruction	Standard				
Professional Practice with Individuals and Fa	Professional Practice with Individuals and Fa SWO 5561, 02 5 37816 Class Instruction Standard								
Total Hours Registered: 19 Billing: 19 CEU: 0 Min: 0 Max: 19									

8. Select the hours slot next to the class you need to change (the number should be underlined) and manually select # of hours needed.

Find Classes Enter CRNs	Plans	Schedule and Options						
Summary Term: Fall 2021								
Title	Ŧ	Details		Hours	CRN	Ŷ	Schedule Type	Grade Mode
Foundation Internship I		SWO 5491, 80		4	26278		Internship/Practicum	Standard
Introduction to the Profession		SWO 5221, 02	6	2	41609		Class Instruction	Standard
<u>Mentoring in Ministry</u>		MENT 7V00, 01		5 Must be from 1 to 9	10316		Internship/Practicum	Standard
Professional Practice with Group	<u>15</u>	SWO 5362, 02		3	37806		Class Instruction	Standard
Professional Practice with Individ	duals and Fa	SWO 5561, 02		5	37816		Class Instruction	Standard
Total Hours Posistored: 10.1 Billi	na: 10 CEII: 0	Min+0 Max+10						