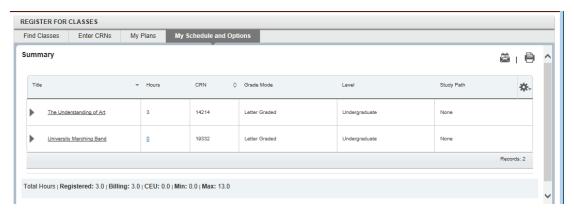# *how to* **ENROLL**

Change Variable Credit Hours

Some courses have variable credit, meaning that they can be worth 1 to 3 credit hours at the discretion of the student enrolling. Variable credit course numbers typically end in a zero (ex. MUTE 1130).

Once you enroll in a course that has variable credit hours, the system will automatically enter you in the minimum number of hours for that course. To receive the desired amount of credit, you must manually change the number.

While on the **Register for Classes** page, click on **My Schedule and Options** to change the number of hours.

Click on the credit hours and it will give you the credit hour range for the course in question.
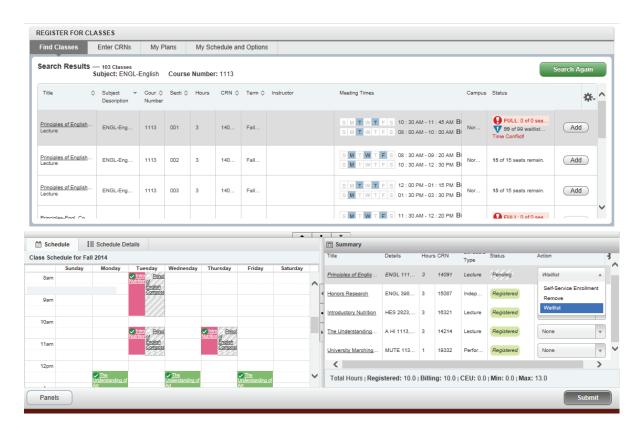

Change the credit hours to the desired amount within the credit hour range and then click **Submit**.

Once you have submitted the change you will get a message that states "Save Successful."

Working the Waitlist

Although a section of the course may be full, you might be able to add yourself to a waitlist.

Once you click **Add**, it will place the course in your Summary view as pending. (Notice that a course that is pending is shaded in the summary view.) You will need to change the status from "Self-Service Enrollment" to "Waitlist" and then submit your request.

Once a seat in the course opens up, you will receive an email informing you that you can now enroll in the course. A copy of the email is displayed below.

IMPORTANT: You will only have 24 hours to add the course before you are dropped off the waitlist. This email will only be sent to your OU email address.

A seat has become available in the waitlisted (Course - CRN in the subject line). You have 24 hours to enroll.
If you do not enroll yourself in the course within the 24 hours and are still interested in the course you will need
to add yourself back to the waitlist. If you are not interested in enrolling in a course for which you are waitlisted,
please drop yourself from the waitlist for the course.
Enrollment Services

Login to one.ou.edu and go to your schedule. In your Summary view, change the **Action** to "Self-Service Enrollment." You will need to take care of any error messages before submitting.