Task Analysis: How to Adjust Credit Hours

1. Go to https://salukinet.siu.edu/

2. Sign in

   a. Located on the right hand side of the page, in the white bar, underneath the search bar

   b. Click on the green button “sign in,” and input your Dawg Tag and password.

3. Scroll down, and select “Register for Your Classes.”
4. Click on “Add or Drop Classes.”

Add or Drop Classes
Register for classes or make changes to your class schedule ... resulting in you still being registered for the selected term.

5. Select appropriate term, then click “Submit.”

Registration Term

Click on pull-down list and select a term. Then click “Submit” button.

Select a Term: Spring 2018

Submit

RELEASE: 8.7.1


Registration Agreement

In order to register for classes, you must agree to the follow:

By registering for classes at Southern Illinois University Carbondale on SalukiNet each month. Further, I acknowledge that I am only authorized to access College of Education and its agents wireless devices, regarding my student account, loan, or any telephone dialing equipment, artificial or pre-recorded voice calls.

If I am already registered but not attending classes, I understand financial aid applied to my account.

Agree  Disagree

RELEASE: 8.7.1
7. Find your current schedule, with your courses listed.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crase</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><strong>Registered for Class</strong></em> on Nov 05, 2017</td>
<td>None</td>
<td>21182 REHB 508</td>
<td>001</td>
<td>Graduate, Masters</td>
<td>3.000</td>
<td>Standard/Normal</td>
<td>Complex Behavior Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em><strong>Registered for Class</strong></em> on Nov 06, 2017</td>
<td>None</td>
<td>21218 REHB 594B 709</td>
<td>Graduate, Masters</td>
<td>3.000</td>
<td>Letter grade/Deferred Prac:Behav Analysis&amp;Ther</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 16.000  
Date: Dec 04, 2017 12:37 pm

8. Place your mouse over the credit hour (highlighted in purple if it has never been opened before, or red if it has not been opened before), and click.

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9. If the course is applicable for a credit hour change, a box will appear where the student can enter the correct amount of credit hours to be taken for that course.

**Complex Behavior Analysis**

Course: 21182 REHB 508 001  
Credit Hours: 3.000  
Grade Mode: Standard/Normal  
Course Level: Graduate, Masters

**Prac:Behav Analysis&Ther**

Course: 21218 REHB 594B 709  
Credit Hours (1.000 to 12.000): 3.000  
Grade Mode: Letter grade/Deferred  
Course Level: Graduate, Masters

a. Multiple courses may be changed at once (if applicable).
10. Once the correct number of credit hours has been filled, click on “Submit Changes.”

**Complex Behavior Analysis**
- Course: 21182 REHB 508 001
- Credit Hours: 3.000
- Grade Mode: Standard/Normal
- Course Level: Graduate, Masters

**Prac:Behav Analysis&Ther**
- Course: 21218 REHB 594B 709
- Credit Hours (1.000 to 12.000): 3.000
- Grade Mode: Letter grade/Deferred
- Course Level: Graduate, Masters

![Submit Changes button highlighted]

1. **The page should refresh, but not change pages.**

To double check your changes made:

11. Click on the blue “Student” tab at the top of the page.

12. Repeat Step 4

13. Confirm the credit hour has been changed for the selected course

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