ADDING A GRADUATE COURSE TO UNDERGRADUATE STUDENT REGISTRATION

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REVISION HISTORY

Version	Date	Name	Description
	09/20/2018	Liz Alday	Banner 9 Upgrade

INTRODUCTION AND PURPOSE

Undergraduate students have the option to take a graduate level course toward fulfilling a requirement for undergraduate credit with permission as described below.

Undergraduate students may also opt to take a graduate level course to count toward his or her graduate academic history. **Note:** This option generates a graduate transcript even if the student has not applied to a graduate program.

This tutorial details the following procedures:
- Providing permission for the student to enroll in the graduate course (performed by academic staff).
- How to view when the level for a course has been changed from "G" to "U" (performed by the Registrar's Office).

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Governed by the Academic Senate of the Riverside Division:
   a. **Bourns College of Engineering**
      i. **ENR2.6.1 -** An upper division student who has a grade point average of at least 3.00 in all courses taken in the University may take a graduate course for undergraduate credit with the permission of the Faculty advisor and the instructor concerned.

   b. **College of Humanities, Arts and Social Sciences**
      i. **HSR2.6.1 -** A student who has a grade point average of at least 3.00 in all courses taken in the University or who has shown exceptional ability in a special field may take a graduate course for undergraduate credit, with the permission of the instructor concerned, within the limitations specified by System wide Regulation 740C (Am 27 Jan 76)

   c. **College of Natural and Agricultural Sciences**
      i. **NR2.6.1 -** An upper division student who had a grade point average of at least 3.0 in all courses taken in the University may take a graduate course for undergraduate credit with the permission of the Faculty adviser and the instructor concerned. Enrollment in more than 8 units of graduate courses requires submission of a petition and approval by the Associate Dean (or equivalent student affairs administrator of the College). (Am 29 Nov. 2011)

The following descriptions give an overview of the approval process for **BCOE**, **CHASS**, and **CNAS**, respectively:

<u>BCOE</u>

Students who wish to take a graduate course(s) while registered as a BCOE undergraduate student must first consult with their academic advisor. After confirming eligibility, the advisor then refers the student to the instructor of the graduate level course to explain their intentions for taking the course and request permission to enroll.

The student is expected to notify the instructor via email and copy their advisor, including in the email a request to "Reply All" in the response. If the instructor grants permission to enroll in the course, the student's advisor will contact the department's graduate assistant via email requesting that the student be enrolled in the course.

The course will not count in the student's undergraduate record unless the Registrar's Office is contacted and the student advising office ensures the undergraduate faculty advisor receives the online petition with permission from the instructor.

The undergraduate advisor then communicates with the student advisors and they accordingly arrange the student's registration and determine the appropriate credit.

BCOE prints the petition and verifies the call number, term, and signature are present on the document. The petition is then sent to the Registrar's Office.

NOTE: BCOE undergraduates taking a graduate level course may not double count said course to fulfill unit requirements for pursuing a master's degree. If graduate courses are taken for undergraduate technical education credit, these units may only be applied toward the student's undergraduate degree. However, if a student chooses to take a graduate level course for extra credit or personal enrichment, they may count these units toward fulfilling graduate level requirements.

<u>CHASS</u>

Students who wish to take a graduate course(s) while registered as a CHASS undergraduate student must consult the major advisor to begin the petition process. A copy of the CHASS Student Petition form can be found at the following URL: http://chassstudentaffairs.ucr.edu/petitions_forms/yellpet.pdf.

The Director of Academic Advising approves or denies the petition. If approved, the Academic Advisor enters the course on the student's registration. Course credit is invariably counted as undergraduate credit.

<u>CNAS</u>

Students who wish to take a graduate course(s) while registered as a CNAS undergraduate have to submit a blue petition at the CNAS Undergraduate Academic Advising Center (UAAC). The CNAS UAAC academic advisor advises the student through the petition and approval process, and if approved enrollment is done by EMC2 personnel.

Petitions must be approved by the Lead Faculty Advisor for the student's major and the course instructor. Once those approvals are acquired, the petition is routed to the appropriate personnel in the UAAC (staff or divisional dean depending on the student's academic record). All courses are assumed to be reserved for graduate credit unless the petition requests to have the graduate course credit counted for the undergraduate degree.

<u>SOBA</u>

The School of Business Administration (SOBA) does not allow undergraduate students to take graduate level courses.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Academic Departments (Enrollment Managers)
3. Registrar's Office

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The Pages listed below are covered in this training.

Page	Page Name	Description
SFAREGS	Student Course Registration	Provides an automated mechanism for registering students into sections created by the Class Schedule module. This Page also assesses the charges related to the registration and passes them to the Accounts Receivable module.
SFASRPO	Student Registration Permit-Override	Use this Page to assign specific permit-override codes to individual students on a term and course, or section basis.
SHACRSE	Course Summary	Provides a view of all institutional work at UCR.

PROCEDURES

ADDING THE PERMIT

When adding an undergraduate student to a graduate course the **RESTRICT** permit code must be entered on the student's behalf in **SFASRPO**, or the student/staff will receive a "**LEVEL RESTRICTION**" error message in SFAREGS similar to the below screenshot:

Note: For detailed steps on adding permit codes, please refer to the procedures **"How to Add Permits"**.

Now that the permit has been entered on SFASRPO, the student can enroll themselves in the class through R'Web or staff can enroll the student in the graduate course on SFAREGS.

Note: For detailed steps on adding the course in SFAREGS, please refer to the procedures **"Adding a Student to a Course"**.

HOW THE COURSE APPLIES IN ACADEMIC HISTORY

An additional step is required if the course is approved to count for an undergraduate student at the **undergraduate level**. After the student is enrolled, the college offices need to send a copy of the approved petition to the **Registrar's Office**. Once the grade is posted at the end of the term, the Registrar's Office will update the student's record. To see this change, go to SHATCKN, enter the SID and term, and next block. Use the first scroll bar to navigate to the course and if the Level block at the bottom has a U, the change has been made.

Alternatively, if the course is approved to count for an undergraduate student at the **graduate level**, no further action is needed. The graduate level is the default level when the student is enrolled.