

CHANGE THE MINIMUM OR MAXIMUM REGISTRATION UNITS

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	2
Related Policies, Regulations, Guiding Principles, and Common Practices	2
Impacted Departments, Units, Programs, and Centers	3
Before You Begin.....	3
pages.....	3
Procedures	4
Final Quiz	4

REVISION HISTORY

Version	Date	Name	Description
	6/25/18	Gabby O.	Banner 9 updates.
	10/4/18	Gabby O.	Policy updates.

INTRODUCTION AND PURPOSE

Maximum unit rules for students are calculated based on the rules met from the Registration Minimum/Maximum Hours page (SFAMHRS) for the first pass of registration when undergraduates are limited to 17 units, as well as by rules for earned academic standing. Maximum hours are then adjusted for the second pass when undergraduates may be permitted to enroll in more than 17 units.

Minimum units are adjusted in accordance with groups on campus (such as athletics, who will enforce them starting the first day of instruction) that require the student to attend a certain amount of units to be eligible to compete. These changes are coordinated with the Registrar's Office or Graduate Division Academic Affairs as needed.

This guide will demonstrate how to alter a student's minimum or maximum registration units.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. UCR Graduate Rate Task Force Report. On January 28, 2014, the proposal increasing the unit cap for undergraduate students to 17 units during the first pass of enrollment was endorsed.
2. Per the International Student Resource Center, nonimmigrant students with certain visa types must maintain their nonimmigrant visa status as it is essential to living, working, and studying in the United States. They must maintain a full course load (12 units) at all times regardless of whether Banner enforces it.
3. Undergraduate students undertaking an approved course load of 10 units or fewer in any quarter receive a 50% tuition reduction for that quarter. Students considering part-time study should discuss their plans with the associate dean of their college, whose approval is required.
4. Graduate students approved for half-time status may not enroll in more than 6 units at any level.
5. To be eligible to participate in organized practice sessions, compete, and receive an athletics scholarship a student-athlete must be enrolled in at least 12 units. If student-athletes have concerns with classes counting toward eligibility, have them consult their Student-Athlete Academic Counselor.
6. All graduate students are expected to carry a full academic course load unless good reasons exist for not doing so. Graduate students are considered to be full-time if they are carrying 12 graduate units, with one exception. MBA students, excluding Flex MBA, are considered full-time at 16 units.
7. Governed by the Academic Senate of the Riverside Division: HSR2.3.3, HSR2.3.4, HSR2.3.6, ENR2.3.1, ENR2.3.2, NR2.3.1, NR2.3.4, NR2.3.7.

HSR2.3.3 A student is expected to make regular progress toward the degree. For undergraduate students, enrollment in less than 12 units must have the approval of the Associate Dean. (Am 4 Feb 88) (Am 25 May 00)

- HSR2.3.4** An undergraduate student on probation may not enroll in more than 17 units without the consent of the student’s academic advisor. An undergraduate who is subject to dismissal may not enroll in more than 15 units without the consent of the student's academic advisor. (Am 25 May 00) (Am 30 May 06)
- HSR2.3.6** Courses may be added until the end of the third week of instruction with the consent of the instructor. No course may be added after that time without approval of the Associate Dean. Any addition that would increase the student's academic load to more than 20 units must also be approved by the student's academic advisor. (Am 23 Feb 78) (Am 25 May 00)
- ENR2.3.1** Each quarter, students will secure enrollment in each of their courses by the deadlines and methods published in the Schedule of Classes. Changes in enrollment after the published deadlines require the approval of the Associate Dean of the college. Course schedules of fewer than 12 units must have the approval of the Associate Dean of the college. (Am 21 Nov 02)
- ENR2.3.2** Students on Probation or Subject to Dismissal status are required to consult with an academic advisor prior to the third week of each quarter in which they are in academic difficulty. A student on Probation or Subject to Dismissal may not enroll in more than 13 units without the approval of the Associate Dean of the college. (En 21 Nov 02)
- NR2.3.1** Course enrollments in any quarter of fewer than 12 units must have the approval of the Dean of the college. (Am 21 Nov 02)
- NR2.3.4** A student on probation may enroll for more than 15 quarter units only with the consent of the Dean of the college. (Am 30 May 06)
- NR2.3.7** Students in "Good Standing" may enroll for more than 20 quarter units only with the consent of the Dean of the College. (En 30 May 06)

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Academic Advisors
3. Registrar’s Office
4. Graduate Division of Academic Affairs

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

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	Page Name	Description
SFAREGS	Student Course Registration	Provides an automated mechanism for registering students into sections created by the Class Schedule module. This form also assesses the charges related to the registration and passes them to the Accounts Receivable module.


PROCEDURES

1. Go to **SFAREGS**.
2. Enter the **Term** and the **SID**. Click **Go**.
3. Stay on **Enrollment Information**.
 - a. **Note:** If you receive a message that enrollment status prohibits registration, ensure that the Status in the Enrollment Information box is EL (Eligible to Register). If the value is not EL, the student has cancelled or withdrawn from the term.
 - i. **Note:** *If the student has a registration hold, you will get an error message and the student will have to resolve the hold before you can adjust the units.*
4. Place the cursor in the **Maximum hours** field and **change the value**.
 - a. As discussed above, minimum hours are likely adjusted for students who have policies requiring them to be enrolled in a certain number of units (such as student athletes) and should be adhered to.



The screenshot shows the 'ENROLLMENT INFORMATION' section of a software interface. The 'Status' dropdown is set to 'EL'. The 'Maximum' field is highlighted with a red box and contains the value '17,000'. The 'Minimum' field contains '0.000'. The 'Source' for both is 'MHRS'. The 'Acceptance' section has radio buttons for 'Confirmed', 'None' (which is selected), and 'Accepted'. There are also buttons for 'Insert', 'Delete', 'Copy', and 'Filter' in the top right corner.

5. **Save twice.**
 - a. This will ensure fees are assed to student account.

 Fee Assessment processed.

FINAL QUIZ

1. What two populations on campus must maintain 12 units of registration at all times?
 - a. International Students
 - b. Learning Community Students
 - c. International Students and Athletes
 - i. Answer: C
2. Advisors may adjust the maximum units in SFARS if appropriate for the student. TRUE
3. Adjustments are made to the maximum units based on student's academic standing. TRUE