

# ENROLLING A STUDENT INTO OR ADJUSTING THE UNITS OF A VARIABLE UNIT COURSE

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## REVISION HISTORY

Version	Date	Name	Description
1	09.24.18	Liz Alday	Banner 9 Upgrade

## INTRODUCTION AND PURPOSE

A student may enroll for courses during their assigned registration period via R'web. After their initial enrollment appointment a student may make changes to their schedule including adjusting the units for variable credit courses during open enrollment via R'web. Please visit the Academic Calendar online at [registrar.ucr.edu](http://registrar.ucr.edu) for dates.

Undergraduate students may continue to make changes to their class schedule after R'web closes by completing an online Enrollment Adjustment Form (EAF) available at [MyForms.ucr.edu](http://MyForms.ucr.edu). Graduate Students seeking to make changes to their enrollment after R'web closes may obtain a paper EAF from their department's graduate program coordinator.

The EAF is utilized to add or drop a course(s), and/or change the grading basis, or unit value of a course(s). All enrollment adjustments after open enrollment are completed by the Registrar's Office. Please visit the [Academic Calendar](#) to determine when the EAF has a \$4 processing fee.

This tutorial will demonstrate how to:

- [Enroll a Student Into a Variable Unit Course](#)
- [Adjusting the Units of a Variable Unit Course When a Student Is Already Enrolled](#)

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

All enrollment adjustments after open enrollment are completed by the Registrar's Office.

Guidelines for approving a variable unit course are governed by the Academic Senate Committee on Courses, Riverside Division.

At the time of writing this procedure, the Committee on Courses will apply the following standardization to all courses:

- I. Titles and Numbers for Special Undergraduate Courses
  - 90 Special Studies (1-5)
  - 190 Special Studies (1-5)
  - 192 Junior Seminar (1-4)
  - 192H Junior Honors Seminar (1-4)
  - 193 Senior Seminar (1-4)
  - 193H Senior Honors Seminar (1-4)
  - 194 Independent Reading (1-2, with a maximum of 4 units)
  - 195 or 195H Senior Thesis (4-4-4 or less, maximum 12)
  - 196 or 196H Senior Research Paper (1-4, not repeatable)

- 197 Research for Undergraduates (1-4)
- 198G Internship, Group (1-12, repeatable to 16)
- 198H Junior Honors Research (1-4)
- 198I Internship, Individual (1-12, repeatable to 16)
- 199 Senior Research (1-4)
- 199H Senior Honors Research (1-5)

II. Titles and Numbers for Special Graduate Courses

- 290 Directed Studies (1-6)
- 292 Concurrent Studies in [Department/Program] (1-4, repeatable for credit; concurrent enrollment by graduate student in undergraduate course, with credit for additional graduate level participation)
- 297 Directed Research (1-6)
- 298G Internship, Group (1-12, repeatable to 16)
- 298I Internship, Individual (1-12, repeatable to 16)
- 299 Research for the Thesis or Dissertation (1-12)

III. Professional Courses (500-699 courses are not in common use in Riverside)

- 302 "Apprentice Teaching" or "Teaching Practicum", variable (1-4) units. Open to all appropriate Academic Student Employees (ASE's) with units assigned to reflect teaching activity during the applicable quarter. To be graded S/NC.
- 398G Internship, Group (1-12, repeatable to 16)
- 398I Internship, Individual (1-12, repeatable to 16)

IV. Internships:

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Riverside Division Regulation R1.9 adopted in December 1976 states: "A maximum of 16 units of credit may be obtained through internship courses, with a maximum of 12 units of internship scheduled in a single quarter. Internship course credit is given for academic work related to the experience of the internship, not for the work experience alone."

V. Guidelines: The following internship guidelines were also adopted:

...

5. The essential criterion for one unit credit is one hour of academic work plus two or more hours of internship per week. Internship courses should normally be listed as 1-12 units, repeatable to a maximum of 16. The normal expectation is that each local internship will not count for more than 4 or 5 units in a single quarter, larger numbers of units being reserved for quarter-away types of situations.

VI. All courses must be approved through the Committee on Courses process. It is best practice to [verify](#) the course has been approved and to check for repeatability and unit count.

## 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

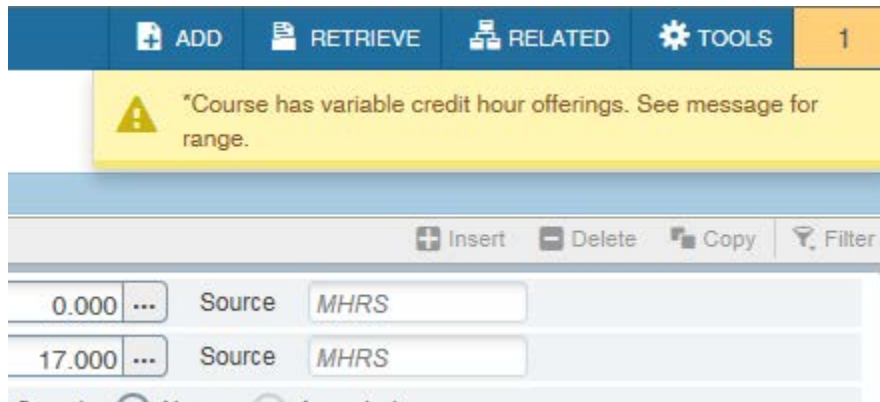
The Pages listed below are covered in this training.

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.

## PROCEDURES

### ENROLL A STUDENT INTO A VARIABLE UNIT COURSE

1. Go to **SFAREGS**.
2. Enter the **Term** and the **SID**.
3. Press **Go**
4. Click on the **Course Information** section.
  - a. **Please 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.
5. Navigate to the next available CRN field.
  - a. **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 change registration for the student.*
6. Enter the **CRN**.
  - a. If you don't know the CRN, please review the instructions for "Adding a Student into a Course".



7. A message will notify you that the course is a **variable unit course**
  - a. Note: If you hover over either message field or expand the message field under Course Information it will display the range of variable units allowed for the course.

COURSE INFORMATION										
Section Detail				View Detailed Results						
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status H	
36359	HNPG	015	002	Registered-18-SEP-2018	L	4.000	4.000	4.000		
37067	MCS	001	001	Registered-25-SEP-2018	L	4.000	4.000	4.000		
34418	ENGL	001B	005	Registered-25-SEP-2018	L	4.000	4.000	4.000		
37069	MCS	001	022	Registered-25-SEP-2018	L	0.000	0.000	0.000		
43274	MCS	020	001	Registered-25-SEP-2018	L	4.000	4.000	4.000		
43275	MCS	020	021	Registered-25-SEP-2018	L	0.000	0.000	0.000		
44981	PSYC	012	011	Registered-09-OCT-2018	L	0.000	0.000	0.000		
44980	PSYC	012	002	Registered-09-OCT-2018	L	6.000	6.000	6.000		
31564	BPSC	299	B17	VARIABLE UNITS - This course is a variable unit course. Please select the number of units 1.000TO12.000.	P					

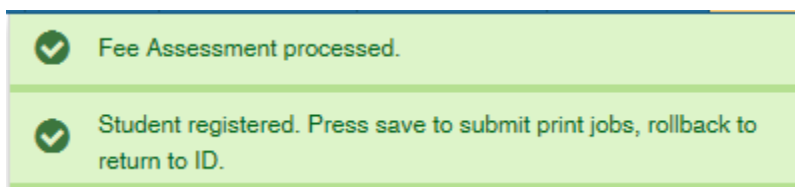
Error Flag In Progress  
 Status Type In Progress  
 Message VARIABLE UNITS - This course is a variable unit course. Please select the number of units 1.000TO12.000.

8. Tab to **Credit Hours** field and enter units.
9. Tab to **Bill Hours** and enter the same amount of units entered in credit hours. The credit hours and bill hours must match.

44980	PSYC	012	002	Registered-09-OCT-2018	L	6.000	6.000	6.000	6.000	RE
31564	BPSC	299	B17		P	2.000	2.000	2.000	2.000	RE

Error Flag In Progress  
 Status Type In Progress  
 Message

10. **Save twice.**
  - a. The **Page** dialog box will appears.



## ADJUSTING THE UNITS OF A VARIABLE UNIT WHEN A STUDENT IS ALREADY ENROLLED

1. Go to **SFAREGS**.
2. Enter the **Term** and the **SID**.
3. Navigate to the course that needs to be changed, and change Credit Hours and the change can be made directly to the record.
  - a. **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 change registration.*
4. Navigate to the variable unit course you are going to change the units for and go to the field **Credit Hours** field and change the units.
  - a. Note: If you hover over either message field or expand the message field under Course Information it will display the range of variable units allowed for the course.

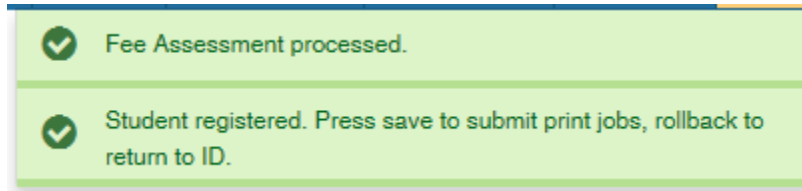
CRN	Subject *	Course *	Section *	Message	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Oven
36359	HNPG	015	002	Registered-18-SEP-2018	L	4.000	4.000	4.000	4.000	RW	U	<input type="checkbox"/>	
37067	MCS	001	001	Registered-25-SEP-2018	L	4.000	4.000	4.000	4.000	RE	U	<input checked="" type="checkbox"/>	
34418	ENGL	001B	005	Registered-25-SEP-2018	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	
37069	MCS	001	022	Registered-25-SEP-2018	L	0.000	0.000	0.000	0.000	RE	U	<input type="checkbox"/>	
43274	MCS	020	001	Registered-25-SEP-2018	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	
43275	MCS	020	021	Registered-25-SEP-2018	L	0.000	0.000	0.000	0.000	RE	U	<input type="checkbox"/>	
44981	PSYC	012	011	Registered-09-OCT-2018	L	0.000	0.000	0.000	0.000	RE	U	<input type="checkbox"/>	
44980	PSYC	012	002	Registered-09-OCT-2018	L	6.000	6.000	6.000	6.000	RE	U	<input type="checkbox"/>	
31564	BPSC	299	B17	VARIABLE UNITS - This course is a variable ...	P	4.000	2.000	2.000	2.000	RE	G	<input type="checkbox"/>	

Error Flag In Progress  
 Status Type In Progress  
 Message VARIABLE UNITS - This course is a variable unit course. Please select the n

5. Tab to **Bill Hours** and enter the same amount of units entered in credit hours. The credit hours and bill hours must match.

44980	PSYC	012	002	Registered-09-OCT-2018	L	0.000	0.000	0.000	0.000	RE			
31564	BPSC	299	B17		P	4.000	4.000	4.000	4.000	RE			

6. **Save twice.**
  - a. The **Pages** dialog box appears.



## FINAL QUIZ

1. When you enter the CRN or Subject, Course and Section you will get a message that the course is a variable unit course.
  - a. You must know the range for this course, because you are not prompted with this information during registration.  
FALSE
2. If you are unsure of the unit range for the course, the message on the right hand side does include the range. Highlight and drag your mouse over the message to view the unit range for the course.
3. Can I adjust variable units once I have input the information and saved the Page? Yes or No
  - a. Answer: YES, when you go back into the Page you can overwrite the information in the Credit Hours and Bill Hours fields.
4. Can the Billing Hours be left at zero? Yes or No
  - a. Answer: NO, the billing hours must equal the credit hours. This impacts the billing of the per unit charges like the Technology Fee.