

# EDIT OVERALL UNITS

Enter the OVERALL UNITS.

Select “None” or “OR” or “TO.”

## Example 1:



Fixed unit course with one group activity

ETST 104

Activities: Lecture 3, Reading (Extra) 3

**OVERALL UNITS**

Use the selections below to indicate the amount of units for the course. Units can be fixed or variable.

4  None 

Go to ACTIVITIES HOURS AND UNITS.

Enter the Activities: Lecture 3, Reading (Extra) 3. Enter Unit Bearing activity first, then secondary scheduled activity, then non-scheduled activities.

Enter Unit Bearing Activity (or group activity) first, then secondary Scheduled Activity (or group activity such as Discussion, that will be linked in SSASECT), then enter in non-scheduled activities (or individual activities, these individual activities will not be loaded into SCACRSE if they are a secondary activity).

Courses listing only individual activities such as 198I, 198G, 298I or 298G courses require the activity that will be offered in a term to be listed first within the CRS list.

**Note:** If you make a mistake, select the trashcan icon to remove your entry and start over.

Select “None” in the units indicator if you have one scheduled (group) activity.

## ACTIVITIES HOURS

Use the selections below to indicate all activities that support the overall units. For more information and help using this section, please visit <http://senate.ucr.edu/committee/?do=info&id=8>.

|                 |            |      |  |
|-----------------|------------|------|--|
| Lecture         | Group      | Week |  |
| 3               | None       |      |  |
| Reading (Extra) | Individual | Week |  |
| 3               | None       |      |  |

Total Hours 6 Or/To 0

### Activities Hours Preview

To see how this will display in the catalog, view the Catalog Description tab.

Lecture 3, Reading (Extra) 3

[Add Activity Hours](#)



### Matrix for adding course with fixed units and fixed activities

Banner: SCACRSE

How to add courses with FIXED units

|                                      | Fixed Units     |      |      | Fixed Units    |                         |      | Fixed Units and Hrs |                       |      |
|--------------------------------------|-----------------|------|------|----------------|-------------------------|------|---------------------|-----------------------|------|
|                                      | Single Activity |      |      | Two Activities |                         |      | Three Activities    |                       |      |
|                                      | Low             | Oper | High | Low            | Oper                    | High | Low                 | Oper                  | High |
| CEU or Credit Hours                  | #               | None |      | 0              | Or                      | #    | 0                   | Or                    | #    |
| Billing Hours                        | #               | None |      | 0              | Or                      | #    | 0                   | Or                    | #    |
| Lecture Hours (If applicable)        | #               | None |      | 0              | Or                      | #    | 0                   | Or                    | #    |
| Lab Hours (If applicable)            | #               | None |      | 0              | Or                      | #    | 0                   | Or                    | #    |
| Other Activity Hours (If applicable) | #               | None |      | 0/#            | Or<br>(See Note 1)      | #    | 0/#                 | Or/To<br>(See Note 2) | #    |
| Total Contact Hours                  | #               | None |      | #              | None/Or<br>(See Note 3) | #    | #                   | Or/To<br>(See Note 2) | #    |

**NOTE 1** If there are only two activities in the "OTHER" category, and the hours vary, use the "OR" operator. (Ex: DIS = 1, SEM = 2)

**NOTE 2** If there are only three activities in "OTHER" category, and the hours vary, use the "TO" operator. (ex: DIS = 1, SEM = 2, SCR = 3)

**NOTE 3** Total Contact Hours will be reflected in the LOW column if the class hours are identical in the Two or Three Activity categories.

### Matrix for adding courses with variable units and activities

**Example 2:**

Fixed unit course with more than one group activity

CHEM 135/ENSC 135/ENTX 135

Fixed unit course with 3 hours of lecture and 3 hours of discussion

Go to OVERALL Units and ACTIVITIES HOURS AND UNITS.

Select "OR" in the units indicator if you have more than one scheduled (group) activity.

Enter in minimum OVERALL hours as 0 (zero).

Enter "OR" in the units indicator.

Enter 4 in the maximum units field.

In ACTIVITIES HOURS AND UNITS, select your activities.

Select the activity using the dropdown arrow.

Select Group or Individual.

Select Week or Quarter (quarter hours are divided by 10 when entered into Banner).

Enter in 0 (zero) for minimum.

Select "OR" for your unit indicator.

Enter in the amount of max hours the activity will have.

## OVERALL UNITS

Use the selections below to indicate the amount of units for the course. Units can be fixed or variable.

|                                |    |                                |
|--------------------------------|----|--------------------------------|
| <input type="text" value="0"/> | Or | <input type="text" value="4"/> |
|--------------------------------|----|--------------------------------|

## ACTIVITIES HOURS

Use the selections below to indicate all activities that support the overall units. For more information and help using this section, please visit <http://senate.ucr.edu/committee/?do=info&id=8>.

|                                |       |                                |  |
|--------------------------------|-------|--------------------------------|--|
| Lecture                        | Group | Week                           |   |
| <input type="text" value="0"/> | Or    | <input type="text" value="3"/> |  |
| Discussion                     | Group | Week                           |  |
| <input type="text" value="0"/> | Or    | <input type="text" value="1"/> |  |

Total Hours  Or/To

### Activities Hours Preview

To see how this will display in the catalog, view the Catalog Description tab.

Lecture 3, Discussion 1

[Add Activity Hours](#)



| Banner: SCACRSE   |                              |      |      |  |                              |         |      |  |                              |         |      |
|---|------------------------------|------|------|--|------------------------------|---------|------|--|------------------------------|---------|------|
| How to add courses with VARIABLE units  |                              |      |      |  |                              |         |      |  |                              |         |      |
|   | Single Activity              |      |      |  | Two Activities               |         |      |  | Three Activities             |         |      |
|   | Variable Units and Fixed Hrs |      |      |  | Variable Units and Fixed Hrs |         |      |  | Variable Units and Fixed Hrs |         |      |
|   | Low                          | Oper | High |  | Low                          | Oper    | High |  | Low                          | Oper    | High |
| CEU or Credit Hours   | #                            | TO   | #    |  | 0                            | TO      | #    |  | 0                            | TO      | #    |
| Billing Hours   | #                            | TO   | #    |  | 0                            | TO      | #    |  | 0                            | TO      | #    |
| Lecture Hours (If applicable)   | #/NONE                       | None |      |  | 0                            | None/Or | #    |  | 0                            | None/Or | #    |
| Lab Hours (If applicable)   | #/NONE                       | None |      |  | 0                            | None/Or | #    |  | 0                            | None/Or | #    |
| Other Activity Hours (If applicable)  | #/NONE                       | None |      |  | 0                            | None/Or | #    |  | 0                            | TO      | #    |
| Total Contact Hours   | #                            | None |      |  | 0                            | TO      | #    |  | 0                            | TO      | #    |
| <b>NOTE</b> Use the "TO" operator if any of the class activity types were approved with variable class hours. |                              |      |      |  |                              |         |      |  |                              |         |      |

For other helpful hints for adding courses with two or three scheduled activities: See [Appendix 1](#).

See below for completed example AHS 008 201010 in Banner with two or more scheduled activities.

### Example 3:

Variable unit course

NEM 197

1 to 4 units

1 activity variable laboratory

Go to OVERALL Units and ACTIVITIES HOURS AND UNITS.

Select "To" in the units indicator if you have a variable unit course.

In ACTIVITIES HOURS AND UNITS, select your activities.

Select the activity using the dropdown arrow.

Select Group or Individual.

Select Week or Quarter (quarter hours are divided by 10 when entered into Banner).

Enter in 0 (zero) for minimum.

Select "OR" for your units indicator.

Enter in the amount of max hours the activity will have.

Select "To" in the units indicator, if you have a variable unit course.

### OVERALL UNITS

Use the selections below to indicate the amount of units for the course. Units can be fixed or variable.

|   |    |   |
|---|----|---|
| 1 | To | 4 |
|---|----|---|

### ACTIVITIES HOURS

Use the selections below to indicate all activities that support the overall units. For more information and help using this section, please visit <http://senate.ucr.edu/committee/?do=info&id=8>.

|            |            |      |   |
|------------|------------|------|---|
| Laboratory | Individual | Week |  |
| 3          | To         | 12   |   |

Total Hours 3 Or/To 12

### Activities Hours Preview

To see how this will display in the catalog, view the Catalog Description tab.

Laboratory 3 to 12

[Add Activity Hours](#)



| Banner: SCACRSE   |                              |      |      |  |                              |         |      |  |                              |         |      |
|---|------------------------------|------|------|--|------------------------------|---------|------|--|------------------------------|---------|------|
| How to add courses with VARIABLE units  |                              |      |      |  |                              |         |      |  |                              |         |      |
|   | Single Activity              |      |      |  | Two Activities               |         |      |  | Three Activities             |         |      |
|   | Variable Units and Fixed Hrs |      |      |  | Variable Units and Fixed Hrs |         |      |  | Variable Units and Fixed Hrs |         |      |
|   | Low                          | Oper | High |  | Low                          | Oper    | High |  | Low                          | Oper    | High |
| CEU or Credit Hours   | #                            | TO   | #    |  | 0                            | TO      | #    |  | 0                            | TO      | #    |
| Billing Hours   | #                            | TO   | #    |  | 0                            | TO      | #    |  | 0                            | TO      | #    |
| Lecture Hours (If applicable)   | #/NONE                       | None |      |  | 0                            | None/Or | #    |  | 0                            | None/Or | #    |
| Lab Hours (If applicable)   | #/NONE                       | None |      |  | 0                            | None/Or | #    |  | 0                            | None/Or | #    |
| Other Activity Hours (If applicable)  | #/NONE                       | None |      |  | 0                            | None/Or | #    |  | 0                            | TO      | #    |
| Total Contact Hours   | #                            | None |      |  | 0                            | TO      | #    |  | 0                            | TO      | #    |
| <b>NOTE</b> Use the "TO" operator if any of the class activity types were approved with variable class hours. |                              |      |      |  |                              |         |      |  |                              |         |      |

For other helpful hints for adding courses with two or three scheduled activities: See [Appendix 1](#).

See below for completed example AHS 008 201010 in Banner with two or more scheduled activities.