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



Go to ACTIVITIES HOURS AND UNITS.

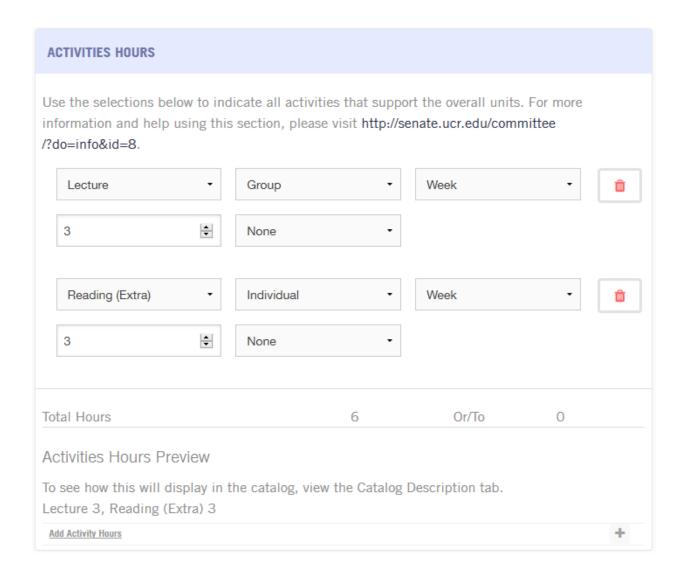
Enter the Activities: Lecture 3, Reading (Extra) 3. Enter Unit Bearing activity first, then secondary scheduled activity, then non-scheduled activities.

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).

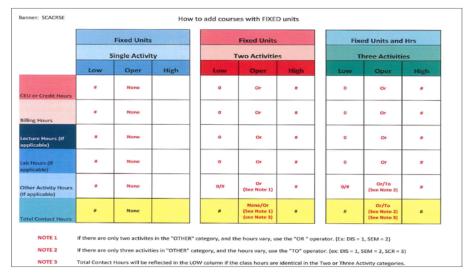
Courses listing only individual activities such as 1981, 198G, 298I or 298G courses require the activity that will be offered in a term to be listed first within the CRS list.

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.



Matrix for adding course with fixed units and fixed activities



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.

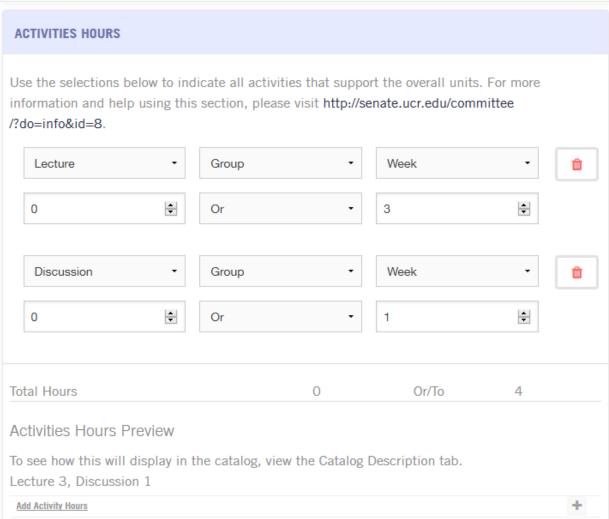
Select Week or Quarter (quarter hours are divided by 10 when entered into Banner).

Enter in 0 (zero) for minimum.

Select "OR" for your unit indicator.

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





	Single Activity Variable Units and Fixed Hrs			Т	wo Activitie	Three Activities			
				Variable Units and Fixed Hrs			Variable Units and Fixed Hrs		
	Low	Oper	High	Low	Oper	High	Low	Oper	High
CEU or Credit Hours		то		0	то .	•	0	то	•
Billing Hours	•	то		0	то	•	0	то	
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		o	None/Or	•	0	то	
Total Contact Hours		None		0	то		o	то	

For other helpful hints for adding courses with two or three scheduled activities: See <u>Appendix 1</u>. 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.

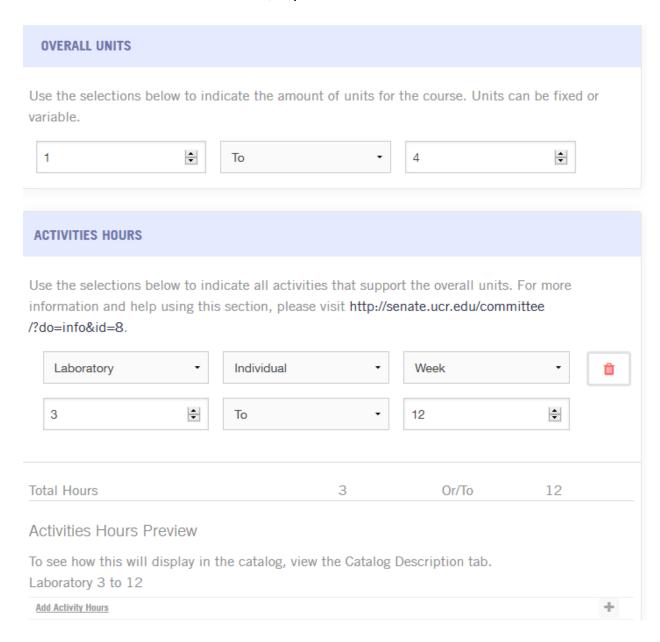
Select Week or Quarter (quarter hours are divided by 10 when entered into Banner).

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.



	Si	ngle Activi	ty	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		то		0	то .	•	0	то	
Billing Hours	•	то	**	0	то	•	0	то	
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	то	
Total Contact Hours	#	None		0	то		0	то	

For other helpful hints for adding courses with two or three scheduled activities: See <u>Appendix 1</u>.

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