

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

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REVISION HISTORY

Version	Date	Name	Description

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 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. 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 participation) for additional graduate level
- 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, open Banner Training (bannersbx.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form 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.

10. **Save twice.**
 - a. When the **Forms** dialog box appears, select **OK**.



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. Press **Next Block** twice so that your cursor is in the **Course Information** block. Navigate to the next empty CRN field.

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 with your mouse go to the field **Credit Hours** field and change the units.

Course Information													Method
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Message	
16034	HIST	190	29T	L	2.000	2.000	2.000	2.000	RE	U	<input type="checkbox"/>	VARIABLE UNITS - This course is a variable unit credit co	
											<input type="checkbox"/>		
											<input type="checkbox"/>		
											<input type="checkbox"/>		

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

Course Information													Method		
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Part of Term	of Instruction	Campus	
16034	HIST	190	29T	L	4.000	4.000	4.000	4.000	RE	U	<input type="checkbox"/>	1	I	C	
											<input type="checkbox"/>				
											<input type="checkbox"/>				
											<input type="checkbox"/>				

6. **Save twice.**

- a. When the **Forms** dialog box appears, select **OK**.



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.
 - i. 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 form? Yes or No
 - i. Answer: YES, when you go back into the form 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
 - i. Answer: NO, the billing hours must equal the credit hours. This impacts the billing of the per unit charges like the Technology Fee.