

ADDING A GRADUATE COURSE TO UNDERGRADUATE STUDENT REGISTRATION

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Undergraduate students have the option to take a graduate level course toward fulfilling a requirement for undergraduate credit with permission as described below.

Undergraduate students may also opt to take a graduate level course to count toward his or her graduate academic history. **Note:** This option generates a graduate transcript even if the student has not applied to a graduate program.

This tutorial details the following procedures:

- Providing permission for the student to enroll in the graduate course (performed by academic staff).
- How to view when the level for a course has been changed from “G” to “U” (performed by the Registrar’s Office).

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. Governed by the Academic Senate of the Riverside Division:
 - a. **Bourns College of Engineering**
 - i. **ENR2.6.1** - An upper division student who has a grade point average of at least 3.00 in all courses taken in the University may take a graduate course for undergraduate credit with the permission of the Faculty advisor and the instructor concerned.
 - b. **College of Humanities, Arts and Social Sciences**
 - i. **HSR2.6.1** - A student who has a grade point average of at least 3.00 in all courses taken in the University or who has shown exceptional ability in a special field may take a graduate course for undergraduate credit, with the permission of the instructor concerned, within the limitations specified by System wide Regulation 740C (Am 27 Jan 76)
 - c. **College of Natural and Agricultural Sciences**
 - i. **NR2.6.1** - An upper division student who had a grade point average of at least 3.0 in all courses taken in the University may take a graduate course for undergraduate credit with the permission of the Faculty adviser and the instructor concerned. Enrollment in more than 8 units of graduate courses requires submission of a petition and approval by the Associate Dean (or equivalent student affairs administrator of the College). (Am 29 Nov. 2011)

The following descriptions give an overview of the approval process for **BCOE**, **CHASS**, and **CNAS**, respectively:

BCOE

Students who wish to take a graduate course(s) while registered as a BCOE undergraduate student must first consult with their academic advisor. After confirming eligibility, the advisor then refers the student to the instructor of the graduate level course to explain their intentions for taking the course and request permission to enroll.

The student is expected to notify the instructor via email and copy their advisor, including in the email a request to “Reply All” in the response. If the instructor grants permission to enroll in the course, the student’s advisor will contact the department’s graduate assistant via email requesting that the student be enrolled in the course.

The course will not count in the student’s undergraduate record unless the Registrar’s Office is contacted and the student advising office ensures the undergraduate faculty advisor receives the online petition with permission from the instructor.

The undergraduate advisor then communicates with the student advisors and they accordingly arrange the student’s registration and determine the appropriate credit.

BCOE prints the petition and verifies the call number, term, and signature are present on the document. The petition is then sent to the Registrar’s Office.

NOTE: BCOE undergraduates taking a graduate level course may not double count said course to fulfill unit requirements for pursuing a master’s degree. If graduate courses are taken for undergraduate technical education credit, these units may only be applied toward

the student’s undergraduate degree. However, if a student chooses to take a graduate level course for extra credit or personal enrichment, they may count these units toward fulfilling graduate level requirements.

CHASS

Students who wish to take a graduate course(s) while registered as a CHASS undergraduate student must consult the major advisor to begin the petition process. A copy of the CHASS Student Petition form can be found at the following URL:

http://chassstudentaffairs.ucr.edu/petitions_forms/yellpet.pdf.

The Director of Academic Advising approves or denies the petition. If approved, the Academic Advisor enters the course on the student’s registration. Course credit is invariably counted as undergraduate credit.

CNAS

Students who wish to take a graduate course(s) while registered as a CNAS undergraduate have to submit a blue petition at the CNAS Undergraduate Academic Advising Center (UAAC). The CNAS UAAC academic advisor advises the student through the petition and approval process, and if approved enrollment is done by EMC2 personnel.

Petitions must be approved by the Lead Faculty Advisor for the student’s major and the course instructor. Once those approvals are acquired, the petition is routed to the appropriate personnel in the UAAC (staff or divisional dean depending on the student’s academic record). All courses are assumed to be reserved for graduate credit unless the petition requests to have the graduate course credit counted for the undergraduate degree.

SOBA

The School of Business Administration (SOBA) does not allow undergraduate students to take graduate level courses.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. College Offices
2. Academic Departments (Enrollment Managers)
3. Registrar’s Office

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.

SFASRPO	Student Registration Permit-Override	Use this form to assign specific permit-override codes to individual students on a term and course, or section basis.
SHACRSE	Course Summary	Provides a view of all institutional work at UCR.

PROCEDURES

ADDING THE PERMIT

When adding an undergraduate student to a graduate course the **RESTRICT** permit code must be entered on the student’s behalf in SFASRPO, or the student/staff will receive a “**LEVEL RESTRICTION**” error message in SFAREGS similar to the below screenshot:

Student Course Registration SFAREGS 8.9.2 (BANSBXE)

Term: 201710 ID: [REDACTED] Date: 14-DEC-2016 Holds: [REDACTED]

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

Enrollment Information

Status: EL Eligible to Register Process Block: Minimum: .000 MHRs Confirmed
Reason: . Status Date: 14-DEC-2016 Delete All CRNs Maximum: 20.000 USER None Accepted

Course Information

CRN	Subject	Course	Message	Hours	Status	Level	Appr	Part of	Method of
				Hours			Recd	Term	Instruction
31230	BIOL	252	LEVEL RESTRICTION - This course is restricted by level (u)	.000	RE	G	<input type="checkbox"/>	1	I
31229	BIOL	252	LEVEL RESTRICTION - This course is restricted by level (u)	1.000	RE	G	<input type="checkbox"/>	1	I

Error Flag: Fatal error Status Type: In Progress

Student schedule has errors. Correct or delete to continue.

Record: 1/2 <OSC>

Note: For detailed steps on adding permit codes, please refer to the procedures “**How to Add Permits**”.

Now that the permit has been entered on SFASRPO, the student can enroll themselves in the class through R’Web or staff can enroll the student in the graduate course on SFAREGS.

Note: For detailed steps on adding the course in SFAREGS, please refer to the procedures “**Adding a Student to a Course**”.

HOW THE COURSE APPLIES IN ACADEMIC HISTORY

An additional step is required if the course is approved to count for an undergraduate student at the **undergraduate level**. After the student is enrolled, the college offices need to send a copy of the approved petition to the **Registrar's Office**. Once the grade is posted at the end of the term, the Registrar's Office will update the student's record. To see this change, go to SHATCKN, enter the SID and term, and next block. Use the first scroll bar to navigate to the course and if the Level block at the bottom has a U, the change has been made.

Student Course Maintenance SHATCKN 8.10.2 (PPRDXE)

ID: [REDACTED] Term: 201540 Validation Check: Schedule

Course Detail

CRN: 16913 Subject: MSE Course: 238 INTRO MICROELECTROMECH SYSTEMS

Section: 001 Campus: C Repeat: (None) System: Extension:

Schedule Type: Part of Term: 1 Comment:

Continuing Education Units Co-op Education: Start/End Dates:

Grades

Sequence Number	Grade	Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	User
1	A-	L	4.000	4.000	CV Conversion			11-DEC-2015		CONVERS...

Level

Code: U Undergraduate

Primary Level Indicator:

Alternatively, if the course is approved to count for an undergraduate student at the **graduate level**, no further action is needed. The graduate level is the default level when the student is enrolled.