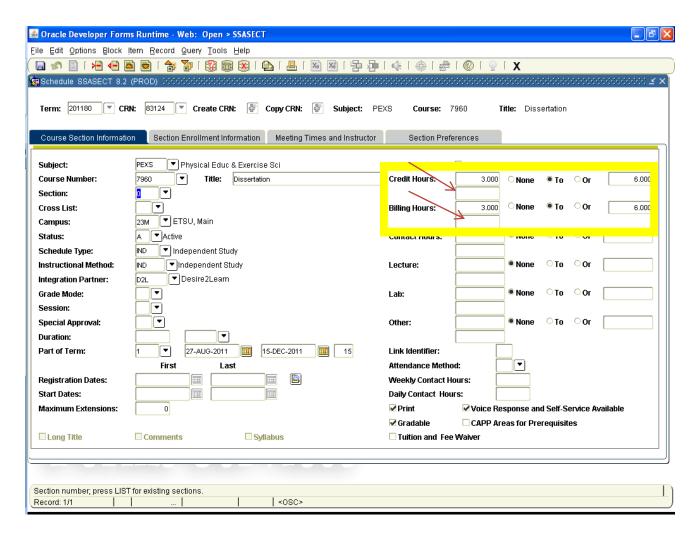
How to Check Variable Credit Hours

- 1. A course can be built in the inventory as a variable credit course (meaning it can range between 0 and 12 credit hours).
- 2. If a course is listed as variable credit on SSASECT, then it needs to have a particular credit hour assigned in the "credit hour" and "billing hour" boxes.
- 3. On the first screen in SSASECT on the right is where the variable credit hours are listed (highlighted).



4. Put the assigned credit in the blank boxes below "credit hours" and "billing hours" (red arrows). Then hit SAVE or F10.