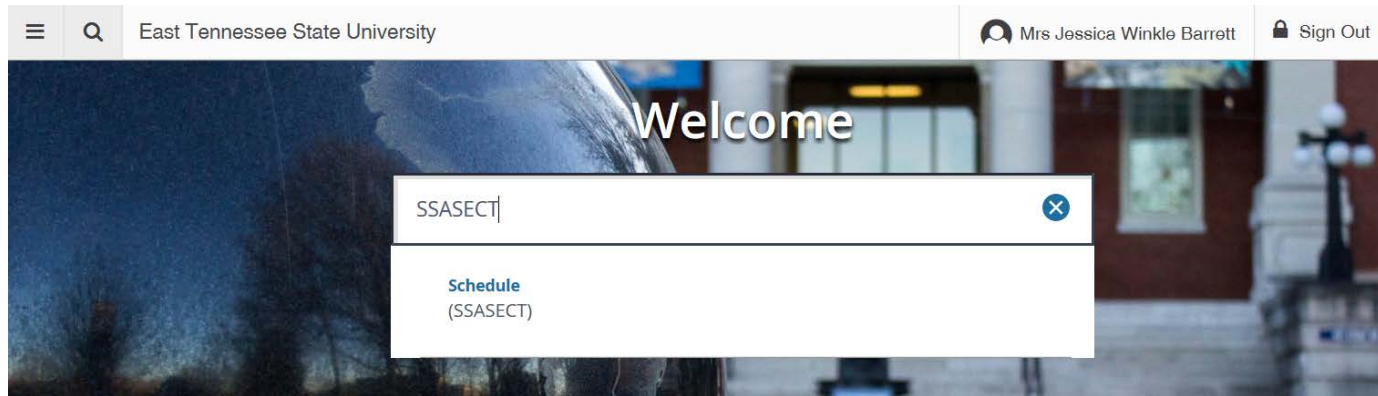


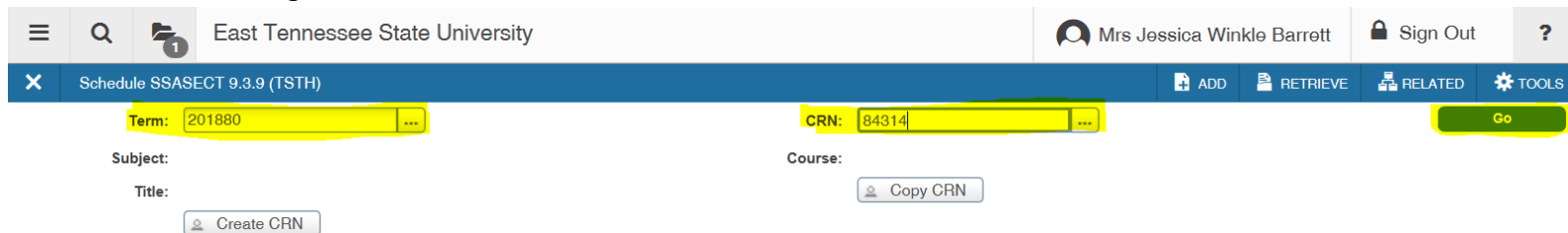
How To Check Variable Credit Hours

Banner 9 Tutorial

1. A course can be built in the inventory as a variable credit course (meaning it can range from 0 to xx credits hours).
2. If a course is listed as a variable credit on SSASECT, then it needs to have a particular credit assigned in the blank “credit hour” and “billing hour” boxes.
3. In the Application Navigator search box, type SSASECT and hit the “enter” key on your keyboard.



4. Once you get to the SSASECT, you will need to enter the Term and CRN into the appropriate boxes, and then hit the green “GO” button on the right.



- Once the course information populates, use the scroll bar on the screen to get to the credit hours box towards the bottom of the screen.

East Tennessee State University

Mrs Jessica Winkle Barrett Sign Out

Schedule SSASECT 9.3.9 (TSTH) ADD RETRIEVE RELATED TOOLS

Term: 201880 CRN: 84314 Subject: ARTH Course: 4957 Title: Special Topics In Art History Start Over

COURSE SECTION INFORMATION Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: ARTH ART HISTORY Campus: 23M ETSU, Main Grade Mode: ...

Course Number: 4957 Status: A Active Session: ...

Title: Special Topics In Art History Schedule Type: LEC Lecture Special Approval: ...

Section #: 001 Instructional Method: CON Conventional Methodology Duration: ...

Cross List: Integration Partner: D2L Desire2Learn Override Duration

CLASS TYPE

Traditional Class

Part of Term	1	08/27/2018	12/14/2018	15
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Open Learning Class

Registration Dates: First Last

Start Dates: Processing Rules

Maximum Extensions: 0

- In the Credit Hours section, any field that has the “TO” radio dials checked is a variable credit course.

CREDIT HOURS

Credit Hours

Credit Hours: 1.000 6.000 3.000

Credit Hours Indicator: None To Or

Billing Hours: 1.000 6.000 3.000

Billing Hours Indicator: None To Or

Contact Hours: 1.000 6.000 3.000

Contact Hours Indicator: None To Or

Lecture

Lecture: 1.000 6.000 3.000

Lecture Indicator: None To Or

Lab

Lab Indicator: None To Or

Other

Other Indicator: None To Or

- To assign a specific credit hour to the course, enter the credit in all the fields where the “TO” radio dial is checked. The hours will go in the box to the right of the credit range.

▼ CREDIT HOURS
Insert

Credit Hours	1.000	6.000	→	3.000	
Credit Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or				
Billing Hours	1.000	6.000	→	3.000	
Billing Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or				
Contact Hours	1.000	6.000	→	3.000	
Contact Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or				

Lecture	1.000	6.000	→	3.000	
Lecture Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or				
Lab					<input type="text"/>
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				
Other					<input type="text"/>
Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				

- Hit F10 or the grey “Save” button at the bottom right of the screen.

▼ CREDIT HOURS
Insert
Delete
Copy
Filter

Credit Hours	1.000	6.000		3.000	
Credit Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or				
Billing Hours	1.000	6.000		3.000	
Billing Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or				
Contact Hours	1.000	6.000		3.000	
Contact Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or				

Lecture	1.000	6.000		3.000	
Lecture Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or				
Lab					<input type="text"/>
Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				
Other					<input type="text"/>
Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or				

▼ CLASS INDICATORS
Insert
Delete
Copy
Filter

Prerequisite Check	<input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP	Daily Contact Hours	
Method	<input type="radio"/> Degree/Work		<input type="checkbox"/> Long Title

SAVE