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.

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.
Overall Units

Use the selections below to indicate the amount of units for the course. Units can be fixed or variable.

| 0 | Or | 4 |

Activities Hours

Use the selections below to indicate all activities that support the overall units. For more information and help using this section, please visit [http://senate.ucr.edu/committee/?do=info&id=8](http://senate.ucr.edu/committee/?do=info&id=8).

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Group</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Or</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Group</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Or</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Hours

| 0 | Or/To | 4 |

Activities Hours Preview

To see how this will display in the catalog, view the Catalog Description tab.
Lecture 3, Discussion 1

Add Activity Hours
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.
For other helpful hints for adding courses with two or three scheduled activities: See Appendix 1.

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