How to view variable credit sections

1. How do I know if the course is a variable credit course?

<table>
<thead>
<tr>
<th>Credit Hours:</th>
<th>None</th>
<th>To</th>
<th>Or</th>
<th>12.000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Hours:</td>
<td>None</td>
<td>To</td>
<td>Or</td>
<td>12.000</td>
</tr>
<tr>
<td>Contact Hours:</td>
<td>None</td>
<td>To</td>
<td>Or</td>
<td>12.000</td>
</tr>
<tr>
<td>Lecture:</td>
<td>None</td>
<td>To</td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Lab:</td>
<td>None</td>
<td>To</td>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>None</td>
<td>To</td>
<td>Or</td>
<td>12.000</td>
</tr>
</tbody>
</table>

   The word TO lets you know that this course is a variable credit course. This means that a student can take this course for as little as 1 hour of credit and as many as 12 hours of credit.

2. How do I view the Credit and Billing Hours once I know the class is a variable credit course?

   Credit Hours: 1.000
   Billing Hours: 1.000

   Because I see the word TO I am going to leave the credit and billing hours BLANK.

3. How do I view the correct number of Contact Hours?

   Contact Hours: 1.000
   Lecture: None
   Lab: None
   Other: 1.000

   I am going to leave the contact hours BLANK and MAX out the contact hours under the activity type. Once I do this the contact hours will be filled in for me.

4. What if my maximum number of contact hours is less than my number of credit or billing hours?
   a. I am still going to use the MAXIMUM number of contact hours listed.

   Other: .000
   1.000

   Academic Support & Facilities Resources