Credit set-up is dependent upon the format (stand-alone or multi-format) and schedule type (lecture, lab, discussion, seminar, independent study) that can be offered. The credit set-up is established on the catalog record, which is maintained by the dean’s office, advising office or the graduate school, depending upon your school’s arrangement. The credit set-up from the catalog pulls to the section. At the section level, the credits should reflect the format and scheduling type of the course offering for a given semester.

### Catalog Record

![Catalog Record Diagram]

### Section Record

![Section Record Diagram]

Credit Set Up from the catalog pulls to the section
The Catalog Record Credit Set-Up

The credit set-up on the catalog will determine if the course can be offered as a fixed credit course, a variable credit course or a multi-format course and the scheduling type(s) that can be offered. This is achieved by setting the number of credits or a range of credits and checking the None/To/Or radio buttons in the Credit, Billing Contact, Lecture, Lab and Other boxes. The dean’s office, advising office or graduate school, depending upon your school’s arrangement, maintains the catalog record.

- **None** is used on fixed credit, stand-alone courses or on the non-credit bearing schedule type of a multi-format course.
- **To** is used for variable credit courses.
- **Or** is used for multi-format courses. The **Or** must be on the Credit Hours, Billing Hours, Contact Hours and the credit bearing schedule type (Lecture/Lab/Other). On the non-credit bearing schedule type, either Or or None can be used.
  - Fixed credit, stand-alone courses can have **Or**. This is done when courses may be offered in fall or spring semesters as a multi-format course, but in the summer as a stand-alone course.

In order to set the credits on the section of the course, the catalog record must be set up properly. The correct None/To/Or radio buttons must be checked and the credit value or range must be on the Credit, Billing, and Contact areas and on the Lecture, Lab and Other areas corresponding to the scheduling types that can be offered. To correct errors on the catalog record, contact the office that maintains the catalog records for your school.

Course Section Configurations

**Stand-Alone Course** - a credit bearing course that has only one part or scheduling type. Examples:

- Lecture
- Discussion
- Seminar
- Activity
- Independent Study

**Multi-Format (Linked) Course** - a course that has multiple parts/schedule types that the student is required to register for in order to receive credit. In multi-format courses, there is one credit bearing section and one or more non-credit bearing sections. Examples:

- Lecture and discussion
- Lecture, discussion and activity
- Lecture and activity
- Discussion and activity
The Course Section Credit Set-Up

When you build a course, you need to add values in the Credit Hours, Billing Hours, Contact Hours and type (Lecture/Lab/Other) that matches the scheduling type. The gradable check box and the grade mode are also related to the credit set-up and have different rules depending upon whether a course is credit bearing or non-credit bearing (see below). Note, that for variable credit courses (courses with “To”), a value does not need to be added to Credit Hours, Billing Hours, Contact Hours and type (Lecture/Lab/Other). Leaving the boxes blank will allow the number of credits to be set at registration. If values are added, the course will no longer be variable credit, i.e. all students will receive the number of credits set on the course.

Credit Bearing Sections

- For fixed credit courses, credit value must be indicated in the Credit Hours, Billing Hours, Contact Hours, and the type (Lecture/Lab/Other) that matches the scheduling type of the section. For variable credit courses the fields can be left blank.
- The gradable box must be checked
- A grade mode can be specified or left blank. Leaving the grade mode blank will allow the student to select a grade mode when they register.
  - Different schools have different rules that apply to grade modes on courses. Check with your dean’s office on your school’s policy.

Non-Credit Bearing Sections

- Must have zeros in the Credit Hours, Billing Hours, Contact Hours and the type (Lecture/Lab/Other) that matches the scheduling type of the section.
- The gradable box must be un-checked
- Non-credit bearing sections must always have a grade mode indicated

The None/To/Or determines if the course can be offered as a stand-alone, multi-format or variable credit course. The values you need to add on the course section are dependent upon whether a course is credit bearing, non-credit bearing or variable credit. The following examples are arranged by these categories.

The highlighted boxes show the fields that get filled in on the course to set the credits. These boxes may or may not need to be filled in depending on the course format, the schedule type, and credits being offered.

The gradable box and grade mode are also highlighted.
Set-Up for Credit Bearing Sections (Stand-Alone or Multi-Format)

The example below shows a course that can only be offered as a stand-alone lecture (None and credits on lecture):

The example below shows a course that is being offered as a stand-alone lecture this semester, but the Or indicates that the course can be offered as a multiple format course. Note if this course needs to be offered as a discussion only, the catalog record would need to be updated:
The example below shows the set-up for the credit bearing lecture section of a multi-format lecture and lab course:
Set Up for Non-Credit Bearing Sections

The example below shows the set up for the non-credit bearing lab section of a course that is being offered as a multi-format lecture and lab course (Or and credits on lecture and None on lab):

![Image of the set up for the non-credit bearing lab section of a course]

The example below shows the set-up for a non-credit bearing section of a course that can be offered as a multi-format course or as a stand-alone (Or and credits on lecture and other):

![Image of the set up for a non-credit bearing section of a course]

Subject: HIST - History
Course Number: 100A
Title: Foundations Of America (DIS)
CEU Indicator: 0.00
Credit Hours: 0.00
None To Or 4.00
Billing Hours: 0.00
None To Or 4.00
Contact Hours: 0.00
None To Or 4.00
Lecture: 0.00
None To Or 4.00

Subject: NURS - Nursing
Course Number: 321
Title: Nurs Assessment of Clients (ACT)
CEU Indicator: 0.00
Credit Hours: 0.00
Billing Hours: 0.00
Contact Hours: 0.00
Lecture: 0.00
Set Up for Variable Credit Sections

The example below shows the credit set up for a variable credit course:

Note: If the credits are left blank, the credits are set at registration. If credits are filled in, the course is no longer offered as a variable credit course, i.e. all students will receive the number of credits set on the course.