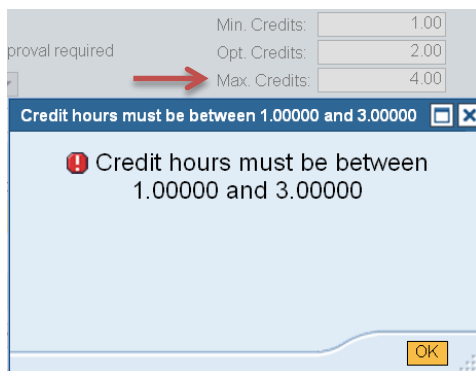


Add Variable Credit

For courses with variable credits, the **default** credit number (what appears on the portal) is the **Optimum Credit**. When entering courses with variable credits, you may dictate the default number of credit hours for that unique section and for that specific semester, by updating the Minimum, Optimum, and/or Maximum Credits.

Note: If all credit hours reflect the same number for a section, a student attempting to register for that specific section will be unable to change the credit hour.

1. Create section
2. Go to Advanced tab
3. Edit credit hours as needed



The screenshot shows a web form with three input fields for credit hours: "Min. Credits" (1.00), "Opt. Credits" (2.00), and "Max. Credits" (4.00). A red arrow points to the "Max. Credits" field. Below the form, a blue error message box displays the text: "Credit hours must be between 1.00000 and 3.00000". The error message box has a title bar that reads "Credit hours must be between 1.00000 and 3.00000" and an "OK" button at the bottom right.

Note: If any credit hour value entered is not within the approved range, an error message will be received.

4. Click Save
5. Click Back to continue

Maintaining Course Minimum/Maximum Credits

The minimum and maximum credit hours are determined from the University Curriculum Committee process. The Event Planning application is not where the minimum and/or maximum credit hours **for a course** are altered. If the minimum and/or maximum credit hours for a course should be changed, please visit the [UCC website \(http://access.nku.edu/ucc/index.aspx\)](http://access.nku.edu/ucc/index.aspx). The Event Planning2 application allows for sections with variable credits to be altered.