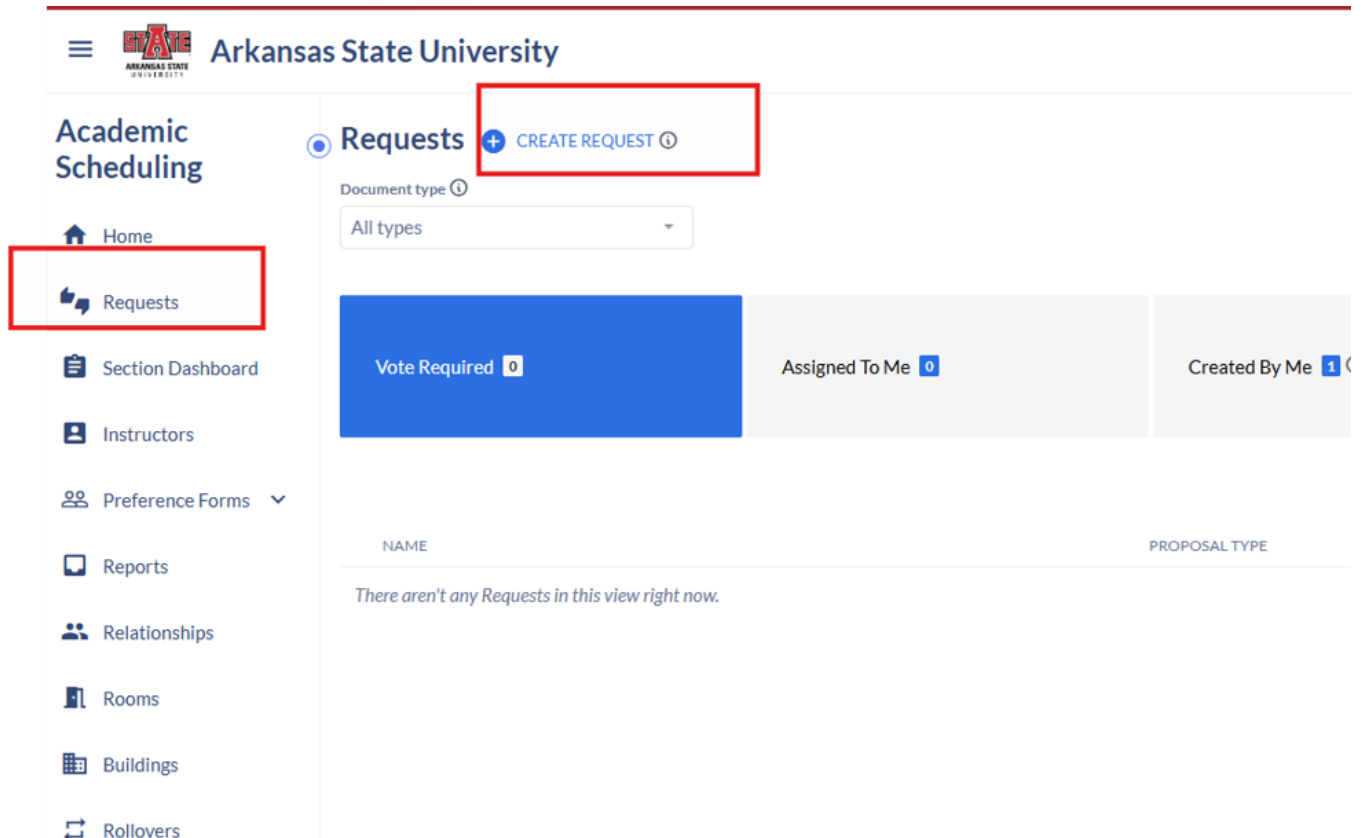


Variable credit course process

Please complete the following steps to create the section:

1. Select **Requests ? Create Request**.



The screenshot displays the Arkansas State University Academic Scheduling interface. On the left, a sidebar menu under 'Academic Scheduling' includes links for Home, Requests, Section Dashboard, Instructors, Preference Forms, Reports, Relationships, Rooms, Buildings, and Rollovers. The 'Requests' link is highlighted with a red box. The main content area is titled 'Requests' and features a 'CREATE REQUEST' button, also highlighted with a red box. Below the button is a 'Document type' dropdown menu set to 'All types'. A summary bar shows 'Vote Required 0', 'Assigned To Me 0', and 'Created By Me 1'. At the bottom, a table header with columns 'NAME' and 'PROPOSAL TYPE' is visible, followed by the message 'There aren't any Requests in this view right now.'

2. Choose **Section Change** and select **Create Request**.

Assigned To Me 0 Created By Me 1 All Requests 1

New Request

Request Type

Section Change

CANCEL CREATE REQUEST

- Set the term to your desired semester.
- Choose **Add Section** or **Add section from Course Inventory** (if first time course is to be offered in desired semester).
- Enter the course.
- Complete all fields as usual (**delivery method, instructor, and set the credit/contact hours to the desired number-4 text boxes**).

Missing or invalid fields.

- Credit Hours cannot be empty
- Billing Hours cannot be empty
- Other Hours cannot be empty
- Contact Hours cannot be empty

Credit Hours (fixed, or minimum) ?	Credit Hours Operator ?	Credit Hours (maximum) ?	Credit Hours required ? ?
1	TO	6	
			? Credit Hours cannot be empty
Lecture Hours (fixed, or minimum) ?	Lecture Hours Operator ?	Lecture Hours (maximum) ?	Lecture Hours ?
—	—	—	
Lab Hours (fixed, or minimum) ?	Lab Hours Operator ?	Lab Hours (maximum) ?	Lab Hours ?
—	—	—	
Billing Hours (fixed, or minimum) ?	Billing Hours Operator ?	Billing Hours (maximum) ?	Billing Hours required ? ?
1	TO	6	
			? Billing Hours cannot be empty
Other Hours (fixed, or minimum) ?	Other Hours Operator ?	Other Hours (maximum) ?	Other Hours required ? ?
1	TO	6	
			? Other Hours cannot be empty
Contact Hours (fixed, or minimum) ?	Contact Hours Operator ?	Contact Hours (maximum) ?	Contact Hours required ? ?
1	TO	6	
			? Contact Hours cannot be empty

- Submit the form

