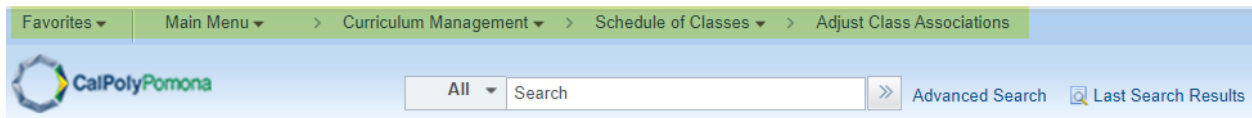


Variable Unit Course

When scheduling a variable unit course, the units must be specified in the “Adjust Class Associations” page. To modify the units for a variable unit course, please follow the steps provided below.

1. Navigate to “Adjust Class Associations” and search for an existing class.
 - a. Required fields:
 - i. Academic Institution: POCMP
 - ii. Term
 - iii. Subject
 - iv. Catalog Nbr



Adjust Class Associations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Academic Institution =	▼	POCMP	<input type="text"/>	<input type="button" value="Search"/>
Term =	▼		<input type="text"/>	<input type="button" value="Search"/>
Subject Area =	▼		<input type="text"/>	<input type="button" value="Search"/>
Catalog Nbr	begins with	▼	<input type="text"/>	
Academic Career =	▼		<input type="text"/>	<input type="button" value="Search"/>
Session =	▼		<input type="text"/>	<input type="button" value="Search"/>
Course ID	begins with	▼	<input type="text"/>	<input type="button" value="Search"/>
Course Offering Nbr =	▼		<input type="text"/>	<input type="button" value="Search"/>
Description	begins with	▼	<input type="text"/>	

Case Sensitive

2. Specifying Units in the Class Associations Tab

- a. Sections are identified by their “Associated Class” number in the “Class Associations” page. Each section should have a unique number assigned to it in the Schedule of Classes (please refer to the “Associated Class Number” document for further information)

Course ID 000921 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Spring Semester Undergrad
2020
Subject Area AVS Animal & Veterinary Science
Catalog Nbr 2990 Spec Topic for LD Students
Session 1 Regular Academic Session [Class Roll](#)

Class Associations Find | View All First 1 of 11 Last

Associated Class 1	
Minimum Units 1.00	Maximum Units 1.00
Academic Progress Units 1.00	FA Units 1.00
Course Count 1.00	Course Contact Hours 1.00
Billing Factor 1.000	*Instructor Edit No Enrollment Choice
Tuition Group	
<input type="checkbox"/> Use Blind Grading	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

3. Modify the following fields only:

- a. Minimum Units
- b. Maximum Units
- c. Course Contact Hours
- d. Do not modify the Course Count of the Billing Factor fields. These fields will always default to 1.00.