# How To Check Variable Credit Hours

Banner 9 Tutorial

1. A course can be built in the inventory as a variable credit course (meaning it can range from 0 to xx credits hours).
2. If a course is listed as a variable credit on SSASECT, then it needs to have a particular credit assigned in the blank "credit hour" and "billing hour" boxes.
3. In the Application Navigator search box, type SSASECT and hit the "enter" key on your keyboard.
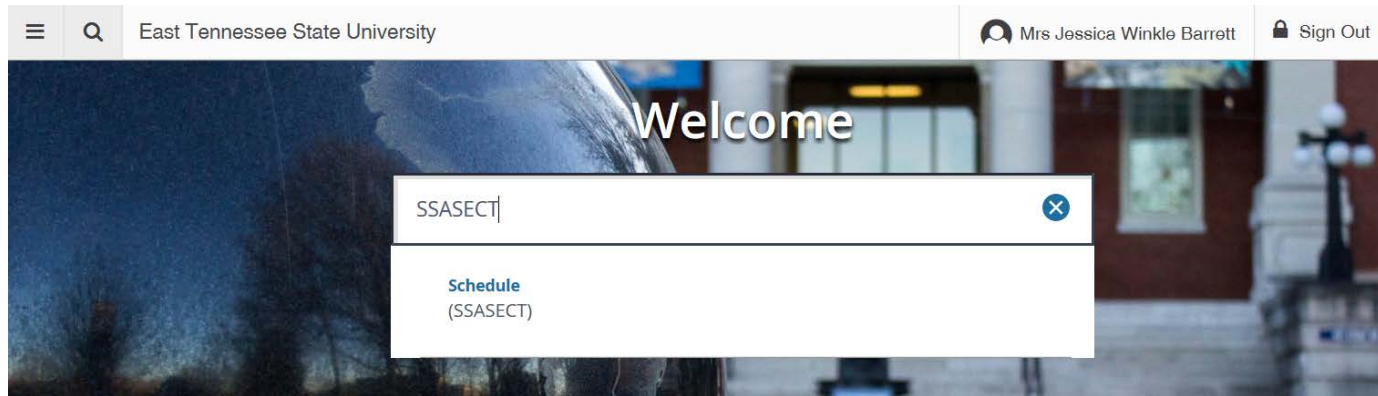
4. Once you get to the SSASECT, you will need to enter the Term and CRN into the appropriate boxes, and then hit the green "GO" button on the right.
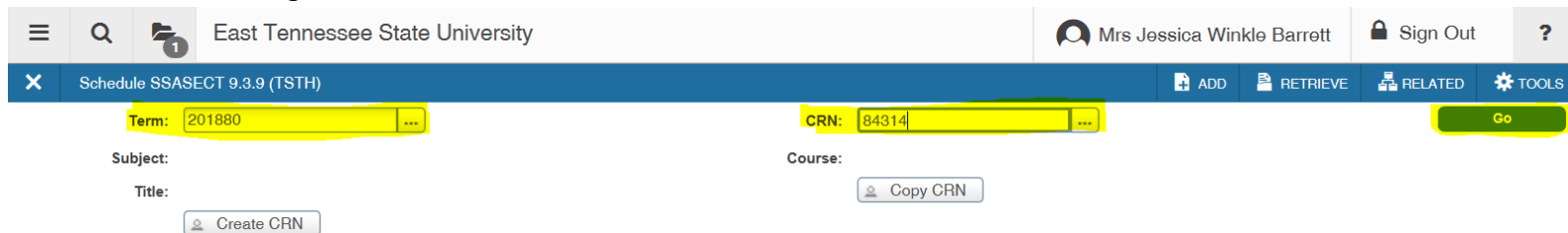
5. Once the course information populates, use the scroll bar on the screen to get to the credit hours box towards the bottom of the screen.

6. In the Credit Hours section, any field that has the "TO" radio dials checked is a variable credit course.

7. To assign a specific credit hour to the course, enter the credit in all the fields where the "TO" radio dial is checked. The hours will go in the box to the right of the credit range.

8. Hit F10 or the grey "Save" button at the bottom right of the screen.