

UC Irvine Notes to Student Credit Hours Reports

Department Offering the Course (DOC)

1. Student credit hours (SCH) are calculated by multiplying the course enrollment by the unit-value of the course. For example, a 4-unit course with 25 students enrolled generates 100 SCH.
2. Reports exclude courses offered by Campus Recreation, Education Abroad, Intercampus Exchange, and the Tutorial Assistance Program. Prior to Summer 2006, Summer Sessions SCH data is excluded.
3. Courses are credited to the academic unit that sponsors each course according to the official Schedule of Classes (SOC) maintained by the Registrar's Office.
4. SCH for cross-listed courses are based on the number of students who actually enrolled in each course in the cross-listed set.
5. Primary courses are regularly scheduled (both meeting time and meeting place) course offerings for which students receive credit toward a degree, of which lectures and seminars are the most frequent examples. Independent study courses are (a) unscheduled (e.g., course meeting days and times are listed as "TBA" in the Schedule of Classes), (b) are numbered 199, 299, or 399, and/or (c) had fewer than 4 students enrolled.
6. Courses and enrollments upon which SCH are calculated are based on the census date for each term (i.e., the end of the 3rd week of each term).

Payroll Home Department of the Instructor (PHD)

1. Student credit hours (SCH) are calculated by multiplying the course enrollment by the unit-value of the course. For example, a 4-unit course with 25 students enrolled generates 100 SCH.
2. Reports exclude courses offered by Campus Recreation, Education Abroad, Intercampus Exchange, and the Tutorial Assistance Program. Prior to Summer 2006, Summer Sessions SCH data is excluded.
3. Courses are credited to the home department of each instructor's primary appointment in the campus payroll system (see [Employee Notes](#) for more information about primary appointments). To receive credit, instructor(s) must be reported as actually teaching the course; instructors "in charge" of the course but not teaching receive no credit. In cases where an instructor has no home department or is not identified, credit is given to the department offering the course (see DOC method above).
4. Instructors receive partial credit (in the proportions reported by departmental staff) when there are multiple instructors for a course.
5. Primary courses are regularly scheduled (both meeting time and meeting place) course offerings for which students receive credit toward a degree, of which lectures and seminars are the most frequent examples. Independent study courses are (a) unscheduled (e.g., course meeting days and times are listed as "TBA" in the Schedule of Classes), (b) are numbered 199, 299, or 399, and/or (c) had fewer than 4 students enrolled.
6. Courses and enrollments upon which SCH are calculated are based on the census date for each term (i.e., the end of the 3rd week of each term).
7. The PHD method of SCH allocation utilizes updated instructor and course meeting data entered into the Course Reporting System (CRS). Because the CRS data are not updated until the 7th week of classes, PHD method SCH reports are not available until late in the term (usually around the 9th week of classes).