

Application Setup Procedures

12.10 SETTING UP COURSE FEES

Overview Course Fees provide you with additional flexibility in assessing fees. For example you may define extra fees for courses with lab or studio sections. If there is only one instance of the course, the course fee acts as the class fee. However if there is a difference between a course fee and a class fee, the class fee overrides the course fee.

Key Points A course may have multiple fees.

It is absolutely imperative that fees be added to courses prior to registering students. If students are registered prior to setting up the fees, you must manually calculate tuition for each student already registered.

Refer to 12.05 Setting up Class Fees for more information about class fees.

Navigation There are several navigations that lead to the Course Fees setup page:

Curriculum Management > Course Catalog > Course Catalog
 Set Up SACR>Product Related>Student Financials > Course and Class Fees > Course Fees
 Set Up SACR>Product Related>Student Financials > Course and Class Fees > Course Fees Modal

You may choose to add one or more of these navigations to your Favorites Menu.

SR Navigation Curriculum Management > Course Catalog > Course Catalog

If navigating to a page within the Course Catalog menu, click [Add a New Value](#). The following page appears.

The screenshot shows a web form titled "Course Catalog". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there is a text input field labeled "Course ID:" containing the value "000000". At the bottom of the form, there is a yellow "Add" button.

Enter the Course ID and click [Add](#).

Click the **Components** tab. The following page appears.

The screenshot shows the 'Components' tab in a software interface. The interface is divided into several sections:

- Course Information:** Course ID: 000000, Effective Date: 05/18/2009, Status: Active.
- Course Component:** *Course Component: Lecture (dropdown), Instructor Contact Hours: (input), Default Section Size: 30, Workload Hours: (input), OEE Workload Hours: (input), *Final Exam: (dropdown). Checkboxes: Auto Create (unchecked), Graded Component (checked), Primary Component (checked), Optional Component (unchecked), Generate Class Mtg Attendance (unchecked). An 'Add Fee' button is present.
- Course Attendance:** Instruction Mode: (input), *Attendance Type: (dropdown). Checkboxes: Use Present (checked), Use Reason (checked), Use Tardy (checked), Use Left Early (checked), Use Contact Minutes (checked), Use To and From Time (checked), Override Template Date / Time (unchecked).
- Room Characteristics Required:** A table with columns: *Room Characteristic, Description, *Room Characteristic, Quantity. The table shows one row with a search icon in the first column and the value '1' in the Quantity column.

At the bottom, there are buttons for Save, Notify, Add, Update/Display, Include History, and Correct History.

Chose the Course Component for which the course fee will apply. The most common choices will be:

- Clinical
- Laboratory
- Lecture

Click **Add Fee** and continue with Step 1 below.

SF Navigation Set Up SACR>Product Related>Student Financials > Course and Class Fees > Course Fees
 Set Up SACR>Product Related>Student Financials > Course and Class Fees > Course Fees Modal

Note Following the navigation above, click [Add a New Value](#).


Enter the Course ID.

Click [Add](#) and continue with Step 1 below.

Detailed Directions

Step 1 Following one of the navigation paths listed above, the Course Fees component appears. Click the [Course Fees](#) tab. The Course Fees page appears.

Field Definitions Enter, update, or view the appropriate fields.

Field	Description/Instructions
Component	Click the  and chose the course component on which the course fee will be added.
Institution	Enter NV280 .
Campus	Do not populate this field.
Location	Do not populate this field.
Copy Course Fee	Select this option to copy a definition from one term to another.
Term	Enter the term in which the fee will be charged.
Session	If applicable, select the session in which the fee will be charged.
Charge Method	Chose Always .
Charge for Wait Listed Class	Do not populate this field.
Include in Pro-Rata	Check this box.
Include in Other Withdrawal	Check this box.

Step 2 Click [Course Sub Fees Modal](#). The following page appears.

Course Fees Modal
Course Sub Fees Modal

SetID: NV280
Course ID: 513610 New Employee Orientation
Component: LEC

Institution:
Campus:
Location:

Term / Session
Term: 2009 Summer
Session:

Sub Fees
Audit Rate specified

*Account Type:

*Item Type:

Fee Trigger: Use Criteria Use Equation

Course Rate ID:

Amount/Unit:

Amount/Unit (Audit):

Minimum Amount:

*Adjustment Code:

Waiver Group:

Exclude HECS Students

Fee Amt Equation:

Flat Amount:

Flat Amount (Audit):

Maximum Amount: USD

*Due Date Code:

Save
Notify
Refresh

Add
Update/Display

[Course Fees Modal](#) | [Course Sub Fees Modal](#)

Field Definitions Enter, update, or view the appropriate fields.

Field	Description/Instructions
Audit Rate Specified	Do not check.
Account Type	Chose TUT for credit classes. Chose NCR for CE/WFD classes.
Item Type	Select the item type to which you want the course fee posted.
Fee Trigger	Click Use Criteria .
Course Rate ID	N/A
Fee Amt Equation	Do not populate this field.
Amount/Unit	Specify the amount to charge per unit if the class fee will be charged by credit or CE unit. Generally this field will be left blank .
Flat Amount	Specify a flat amount to charge regardless of units taken. Generally this field will contain the amount of the class fee .
Amount/Unit (Audit)	Do not populate this field.
Flat Amount (Audit)	Do not populate this field.
Minimum Amount	Do not populate this field.
Maximum Amount	Do not populate this field.
Adjustment Code	Chose CR STAND for 16W, 12W, 8W and 6W credit classes. Chose CR DYN for DYN credit classes. Chose NCR for CE/WFD classes. Chose CE MOTOR CE motorcycle classes only.
Due Date Code	Chose STANDARD for credit classes. Chose NONCR for CE/WFD classes.
Waiver Group	See 3.15B Waiver Groups for instructions on how to populate this field to waive class fees for CE/WFD classes.
Exclude HECS students	Do not check this box.

Step 3 Click  to save the page.