IOWA STATE UNIVERSITY
Office of the Registrar

Have no fear! The room you’re looking for is right here.
Student Course Fee Training
ENTERING AND APPROVAL OF STUDENT COURSE FEES IN THE ACCESS+ SYSTEM

January 31, 2023
What Are Student Course Fees

Course fees are warranted when the proposed fee results in enhancement of the educational experience beyond what is ordinarily provided.

Ordinary costs of a course are expected to be borne by the department offering the course.

Applicable course fees are listed with the specific course in the Schedule of Classes. Course fees also appear on each student’s schedule detail available on AccessPlus.
Who Enters Course Fees?

Starting in January of the spring semester, department coordinators, selected by the Department Chair, will enter the fees for the following catalog year. At this time, you will be entering fees for the 2023-2024 catalog year (F23, S24, and 124).
How do I get access to enter/update fees?

If you are new to the department or the process of entering student course fees, your supervisor will need to submit a request form on the Student Course Fees page on our [website](http://www.iastate.edu).
Timeline for Course Fees

- A new catalog year starts Fall semester. Currently, we are in the 2022-2023 catalog year. The catalog year starts with the year Fall semester is in. The catalog year includes Fall, Spring, Summer semesters, in that order.

- This order is important because you will be entering fees for two different catalog years during the Spring semester.

- You will enter fees for the new catalog year starting in January, the deadline for approval is March 1st. At the same time, you will enter any updates to the current catalog year for summer session.

- During the month of August, you will begin updating any fees for Spring semester, with a deadline for approval by October 1st.

- Why is the deadline so early for Fall semester? By law, we must disclose any course fees to students prior to registration. Students can find these fees listed in the Schedule of Classes.
Is there a minimum or maximum we can charge for a student course fee?

The minimum a department can charge for a student course fee is $25. There is not a maximum limit.
ProTips!

• How you determine to set-up the process within your Department is up to your team. Some Departments use an excel spreadsheet, some use a word document. In order to enter the fees, there needs to be an agreed upon process within the Department/College.

• If you need a Workday Tag Number, please contact Patrick Heffernan in Accounts Receivable in Beardshear Hall.

• To assist you in updating and creating fees for the 2023-2024 catalog year, you have been sent the noroll report. This report has course fees that have not rolled over from the 2022-2023 catalog year. You will need to enter those fees again if they will be offered in the new catalog year.

• You can pull a SCF list of your pending fees. I will demonstrate this later in the presentation. This list will assist you in knowing which fees need to be updated or created.

• Once you have the fees determined for the catalog year, you are ready to update and create the fees into AccessPlus system.
Step One: Log into the AccessPlus System
Updating Fees

Step Two: Click on the uBusiness tab on the right-hand side of the page:
Updating Fees

Step Three: Click on SCF Auth – Coord on the left side of the page:

-ProTip! SCF AUTH – Coord is the initiator of the fees
SCF AUTH – Dpt /Dean are the approvers of the fees
Updating Fees

**Step Four:** Click on Browse by Crse on the left side of the page:
Updating Fees

**Step Five:** Enter the Dept and Crse that you would like to update. When you click on Browse by Course, you will also see a list of all courses you have access to; you can find the course by scrolling down instead on putting in the department and course.

💡 **Pro Tip!** Make sure that you are in the correct catalog year:

- **123** 2022-2023 Ctlg Yr.
- **F23, S24, and 124** 2023-2024 Ctlg Yr.
Updating Fees

**Step Six:** Click on a course that you would like to update by clicking the AGENCY number that is highlighted:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Course</th>
<th>Sect</th>
<th>Seq Num</th>
<th>Description</th>
<th>Type</th>
<th>Min</th>
<th>Max</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2552</td>
<td>A B E201</td>
<td>001</td>
<td></td>
<td>SMNR-PREP FOR WRKPL</td>
<td>B</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>3008</td>
<td>A B E340</td>
<td>001</td>
<td></td>
<td>ANLYS SOIL,CROP,MAC</td>
<td>B</td>
<td>25.00</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>1130</td>
<td>A B E342</td>
<td>001</td>
<td></td>
<td>AGRI TRACTOR POWER</td>
<td>B</td>
<td>30.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>1367</td>
<td>A B E363</td>
<td>001</td>
<td></td>
<td>ELEC PDWRAELECTRONC</td>
<td>B</td>
<td>65.00</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>3620</td>
<td>A B E380</td>
<td>001</td>
<td></td>
<td>PRIN BIOL SYS ENGR</td>
<td>B</td>
<td>35.00</td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>3819</td>
<td>A B E403</td>
<td>001</td>
<td></td>
<td>MODELG&amp;CONTROLS SYS</td>
<td>B</td>
<td>50.00</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>1296</td>
<td>A B E413</td>
<td>001</td>
<td></td>
<td>FLUID POWER ENGR</td>
<td>B</td>
<td>50.00</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>1138</td>
<td>A B E469</td>
<td>001</td>
<td></td>
<td>GRAIN STORAGE&amp;BHANDL</td>
<td>B</td>
<td>65.00</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>A B E480</td>
<td>001</td>
<td></td>
<td>ENGR ANALY BIOL SYS</td>
<td>B</td>
<td>25.00</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>3819</td>
<td>A B E503</td>
<td>001</td>
<td></td>
<td>MODELG&amp;CONTROLS SYS</td>
<td>B</td>
<td>50.00</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>9791</td>
<td>A B E510</td>
<td>001</td>
<td></td>
<td>ELE SYS INTEGRAT AG</td>
<td>B</td>
<td>40.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>2192</td>
<td>A B E515</td>
<td>001</td>
<td></td>
<td>INTEG CROP&amp;VSTK SY</td>
<td>J</td>
<td>60.00</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>3545</td>
<td>A B E533</td>
<td>001</td>
<td></td>
<td>EROSION&amp;SED TRANSPT</td>
<td>F</td>
<td>25.00</td>
<td>25.00</td>
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</tr>
<tr>
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<td>A B E569</td>
<td>001</td>
<td></td>
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<td>65.00</td>
<td>65.00</td>
<td></td>
</tr>
<tr>
<td>1704</td>
<td>A ECL312</td>
<td>001</td>
<td></td>
<td>ECOLOGY</td>
<td>B</td>
<td>50.00</td>
<td>50.00</td>
<td></td>
</tr>
</tbody>
</table>
Updating Fees

**Step Seven:** Once you click on the Agency link, you will come to a page where you will update the course fee for the 2023-2024 catalog year. This is the page where you will spend the majority of your time entering fees.
Updating Fees

Fee Type Definitions:

Single Categories
• Field Trips & Travel – Student travel expenses for field trips; conferences; competitions; practical; supervised field experiences
• Materials – Consumable materials & supplies
• Equipment Use – Rental of equipment & instructional aids
• Professional Support – Expenditures for instructor visits & professionals who support the delivery of a curriculum in a class

Combination Categories
• Materials, and field trips & travel
• Equipment use, and field trips & travel
• Professional support, and field trips & travel
• Materials, and equipment use
• Materials, and professional support
• Professional support and equipment use
Updating Fees

Authorize Fee without changes – in the event the information presented to you for that particular course does not need to be changed you must enter your Justification for Fee and then may select the Authorize Fee or Save Work button. Once the information has been Authorized or Saved the system will run through multiple edits to insure that the information is still valid within the Iowa State University administrative systems. You will also have the option to provide additional comments in the Condition field. The revision comment field will be used in the next version.

Authorize Fee with changes – you may update all fields within the record detail with the exception of Title and Approval Department which are hard coded into the system. Once you have updated any field within the record detail you may continue to Save Work or Authorize Fee. After the information has been Authorized or Saved the system will run through multiple edits to insure that the information is still valid within the Iowa State University administrative systems. You will also have the option to provide additional comments in the Condition field. The revision comment field will be used in the next version. It is encouraged to retain notes from fees which have been denied when sending through for Reauthorization.

Save Work – the Save Work option will allow you to enter or update information and hold the course fee in your queue. The system edits will run at the point you choose the Save Work option.

Move to the Next Course – in selecting this option you will move to the next course fee in the ascending order.

Drop Fee – if you choose to eliminate a fee from a course you may do so by selecting this option. Please pay close attention when dropping a fee from dual listed courses.
Updating Fees

Workflow Demonstration of updating course fees
**ENTERING NEW COURSE FEES**

**Step One:** Enter the Department and Course at the top of the screen:

You will notice that once you hit enter, the course does not populate in the list below where you entered the course.
Entering New Course Fees

**Step Two**: Click on Authorize/Add:

![Image of the SCF Auth - Coed screen](image)

**ProTip!** You will not be able to enter a course that is not an approved course in the ADIN system. Once approved, you will be able to create the fee in AccessPlus.
Entering New Course Fees

You can now enter the fee for the 2023-2024 catalog year:

Workflow Demonstration of entering new course fees
Step One: As the Department Chair or Dean, any courses that are ready for your approval, will show up on the list once you click on Browse Pending Crse. Click on the course you would like to approve:
## Approving Course Fees

**Step Two:** Verify that the information entered by the Coordinator on the left side is correct:

<table>
<thead>
<tr>
<th>Proposed 2023 - 001</th>
<th>Current 2022 - 001</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency</strong></td>
<td>2353</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>SCF B M S 448</td>
</tr>
<tr>
<td><strong>Fund Acct Sect Proj</strong></td>
<td>202-05-25-00-0448</td>
</tr>
<tr>
<td><strong>Worktag</strong></td>
<td>PG101052 H M S 448X</td>
</tr>
<tr>
<td><strong>Department Detail</strong></td>
<td>DD0253B SCF B M S 448X</td>
</tr>
<tr>
<td><strong>Student Contact</strong></td>
<td>Shatto, Seth</td>
</tr>
<tr>
<td><strong>Business Contact</strong></td>
<td>Hartwigsen, Audra</td>
</tr>
<tr>
<td><strong>Approval Department</strong></td>
<td>05070 - BIOMEDICAL SCI</td>
</tr>
<tr>
<td><strong>Fee Type</strong></td>
<td>M - MATERIALS</td>
</tr>
<tr>
<td><strong>Fee Minimum</strong></td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Fee Maximum</strong></td>
<td>$150.00</td>
</tr>
<tr>
<td><strong>Semesters Apply</strong></td>
<td>Spring 2024</td>
</tr>
<tr>
<td><strong>Justification for Fee</strong></td>
<td>FEES TO COVER SUPPLIES AND CONSUMABLES, ANIMALS, AND PERFUSION. AMORTIZE REPLACEMENT COSTS OF TECHNOLOGY TO TEACH LAB.</td>
</tr>
</tbody>
</table>

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Office of the Registrar

Iowa State University
Approving Course Fees

**Step Three:** Enter any comments into the appropriate space and click Approve or Deny:

<table>
<thead>
<tr>
<th>Special Conditions</th>
<th>TECHNOLOGY TO TEACH LAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Explanation</td>
<td>TECHNOLOGY TO TEACH LAB</td>
</tr>
<tr>
<td>Courses</td>
<td>B M S 448 – PRIN HUMN GROS ANAT</td>
</tr>
<tr>
<td>Courses</td>
<td>B M S 448 – PRIN HUMN GROS ANAT</td>
</tr>
</tbody>
</table>

Comment by Dept Chair

Comment by Dean

Comment by Admin

[Approve] [Deny] [Save Work] [Next Course] [Next Pending Course] [Post]

**Step Four:** You can then go to the next course. If you are the Department Chair, the next approval will be the Dean of the College.
Changes happen, and sometimes will need to make a change to the approved course fees. Any changes should be made prior to registration beginning. In this example, we are going to update a fee for Summer 2023. Make sure you are in the 2022-2023 catalog to change this fee.

**Step One:** Click on Browse by Crse and enter the Dept and Crse number:
**Step Two:** This page is very important in order to update the amount of a fee correctly. Let’s say you want to increase the fee for S23 and 123 (doing this in October, for example). It is currently $20.00 and you want to increase it to $25.00. You would enter the new min/max to $25.00.

Next, you want to click NO for F22, and Yes for S23/123. If you click F22 as yes, the system will refund the F22 fee that is already on the student account. This would not be a good thing! If you click yes, the system thinks “oh, they are updating the fee, so it needs to be approved by the Dept Chair and Dean, so I better refund until that new amount is approved.”

The reason you want to click NO for F22 is because you are not increasing the amount for F22, just S23/123. Fall is staying at $20. Additionally, make sure you put in the justification for the change.
Updating an Approved Fee

Step Three: Click on Apply Change:

<table>
<thead>
<tr>
<th>Title</th>
<th>SCF H S 275</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Driver Worktag Type*</td>
<td>Program</td>
</tr>
<tr>
<td>Driver Worktag</td>
<td>P3112239 KIN Course Fees - CFEE - HSCI</td>
</tr>
<tr>
<td>Department Detail</td>
<td>DD03684 SCF H S 275</td>
</tr>
<tr>
<td>Student Contact</td>
<td>Smith-Witrock, Jennifer</td>
</tr>
<tr>
<td>Business Contact</td>
<td>Sobota, Fran</td>
</tr>
<tr>
<td>Approval Department</td>
<td>10701 H S</td>
</tr>
<tr>
<td>Fee Type</td>
<td>MATERIALS, EQUIPMENT</td>
</tr>
<tr>
<td>Sect</td>
<td>^Sect required if fee type is Delivery. e.g. XW for single section or X* for all sections.</td>
</tr>
<tr>
<td>Fee Minimum</td>
<td>25.00</td>
</tr>
<tr>
<td>Fee Maximum</td>
<td>15.00</td>
</tr>
</tbody>
</table>

If the course is offered, the fee will be assessed for the following terms you selected YES.

- **Fall 2022**: YES  NO
- **Spring 2023**: YES  NO
- **Summer 2023**: YES  NO

Justification for Fee

TO REPLENISH DISPOSABLE SUPPLIES USED IN DIFFERENT CONTENT AREAS OF CLASS AND TO PURCHASE SPECIFIC SMALL EQUIPMENT ITEMS USED TO DEMONSTRATE TECHNIQUES AND PROVIDE VISUAL EXAMPLES OF CONCEPTS.

Special Condition

Apply Change  Next Course  Next Pending Course

**ProTip!** The first approval of a course fee will have 001 as a sequence number. If the sequence number is numbered 002 or higher, the course has had changes to the originally approved fee. When making changes, ensure that you are in the correct sequence number.
CANCELING A COURSE FEE

Step One: Choose Browse by Course on the left side of the page:
Canceling a Course Fees

Step Two: Enter the Dept and Crse that you would like to cancel, and open the course:
Canceling a Course Fees

Step Three: Click on Drop Fee at the bottom of the page:
ProTips! for Canceling a Course Fees

• Once the Coordinator clicks on “drop fee”, the Office of the Registrar will receive a notice. If the fee drop occurs during the semester, the student accounts will be updated on the next tuition update.

• Department Chair and College Dean approval are not required for a dropped fee.

• Dropping fees during the semester should be entered no later than the November 1\textsuperscript{st}, April 1\textsuperscript{st}, and July 1\textsuperscript{st}. After these dates, tuition will stop running automatically. The fees will need to be manually credited to the student account. This should be a rare occurrence. Fees are not usually dropped after courses start unless there has been a change or an error made.

• Dual listed courses will be linked throughout the process. If one dual listed fee is authorized, approved or denied then all courses linked to that particular fee and selling agency will be authorized, approved or denied.

• Remember, you only want to drop the fee for the current semester, make sure you click no on the other radio buttons!
**LATE FEES**

- The deadline for Summer/Fall approved fees is March 1\(^{st}\). Spring updates are due by October 1\(^{st}\).

- We will still accept fees after this date, but it becomes a manual process on our end to process. Ideally, all fees should be submitted by October 1\(^{st}\)/March 1\(^{st}\), but we understand there are approvals happening last minute with courses and budgets.

- Once registration begins, late fees are more of an issue. Approval depends on how many students are registered, the cost of the fee, and the reason the fee is being submitted late.

- If our office denies the fee, the departments can submit an appeal to the Office of the Provost.

- Students do not like surprise fees! Once their bill is paid or financial aid has applied to their account, any additional tuition and fees can become an issue for the student and/or parent.
Important Reminders and ProTips!

• In order to view all course fee’s, you are approved to view/update/approve, you will need to ensure that the DEPT/CRSE, and AGENCY blocks are blank in the blue banner line:

<table>
<thead>
<tr>
<th>SCF Auth - Coord</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

• A common error is when the fee minimum is more than the fee maximum! Make sure they are equal or minimum/maximum ($250/$350).

• It is important to always remember that when you are entering Fees for 2023-2024 in January/February 2023, you are entering fees for two different catalog years: 123 for 2022-2023, and F23, S24, and 124 in the 2023-2024 catalog year.
Important Reminders and ProTips!

- We often receive a call because a fee does not appear on the Schedule of Classes. This is usually because the fee is pending approval by the Department Chair or College Dean. You can check the status of the fee by searching for the fee in “Browse Pending Course. At the top of the page, you will see when you submitted the fee and if the fee has been approved:

You will see on the above example that the Coordinator has authorized the fee, but it has not been approved like the fee below:

Fees will not show in the Schedule of Classes until approximately March 7th.
Important Reminders and ProTips!

- The Help function is available and located at the top right of the welcome page. The Help function will contain this training manual for quick reference as well as useful web links.
Important Reminders and ProTips!

- Throughout the SCF process, check the **Browse Pending Crse option** to check for courses that may come into your queue.

- If you enter the SCF system in AccessPlus and do not see any course, you may not have access and need to have your supervisor submit an [access request form](mailto:schedfees@iastate.edu), or there may be an issue with the departments you have been given access to. In the case of this, please email schedfees@iastate.edu and state what departments you are having an issue seeing. Please copy your supervisor.

- The **Browse Pending Crse** function allows you to sort your course fees by the course which they are attached to. The view is in ascending order by course number.
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Important Reminders and ProTips!

Please reach out to our office with any questions regarding the Student Course Fee process. By entering these fees prior to course registration, we are ensuring that students have all information needed to make a decision regarding the courses they hope to enroll.
“I first had the idea of writing a popular book about the universe in 1982. My intention was partly to earn money to pay my daughter's school fees.”

~Stephen Hawking
Contact Us

Office of the Registrar
Scheduling, Tuition & Fees, and Records

schedfees@iastate.edu
(515)294-2331
www.registrar.iastate.edu