

A photograph of the Iowa State University campus, featuring the Old Capitol building on the left and a large tree in the foreground. The entire image is covered with a semi-transparent red overlay.

# 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*

IOWA STATE UNIVERSITY

## What Are Student Course Fees

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**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?

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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](#).

### Department Access to Student Course Fees in AccessPlus:

If a person needs access to the Student Course Fee system in AccessPlus, their supervisor should submit the form below. You can expect the individual to receive access within 5 working days.

Requester's Name *	<input type="text"/>
College *	<input type="text"/>
Department *	<input type="text"/>
Requester's Email Address *	<input type="text"/>
Name of Person needing Course Fee Access? *	<input type="text"/>
Position Title: *	<input type="text"/>
Email of person needing access: *	<input type="text"/>
Date access is needed? *	<div>Year <input type="text" value="2020"/> Month <input type="text" value="01"/> Day <input type="text" value="01"/></div>
Access/Approval Level: Coordinator, Department Chair, or College Dean? *	<input type="text"/>
Which Departments should the person have access to? (use department numbers) *	<input type="text"/>
Who is the individual the new approver is replacing?	<input type="text"/>
Should the person being replaced be deleted from the system? If yes, please list date to delete access:	<input type="text"/>
Notes to the Office of the Registrar:	<div><input type="text"/></div>
<div>Submit</div>	

## Timeline for Course Fees

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- 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 1<sup>st</sup>. 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 1<sup>st</sup>.
- 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?

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





## ProTips!

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- 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.





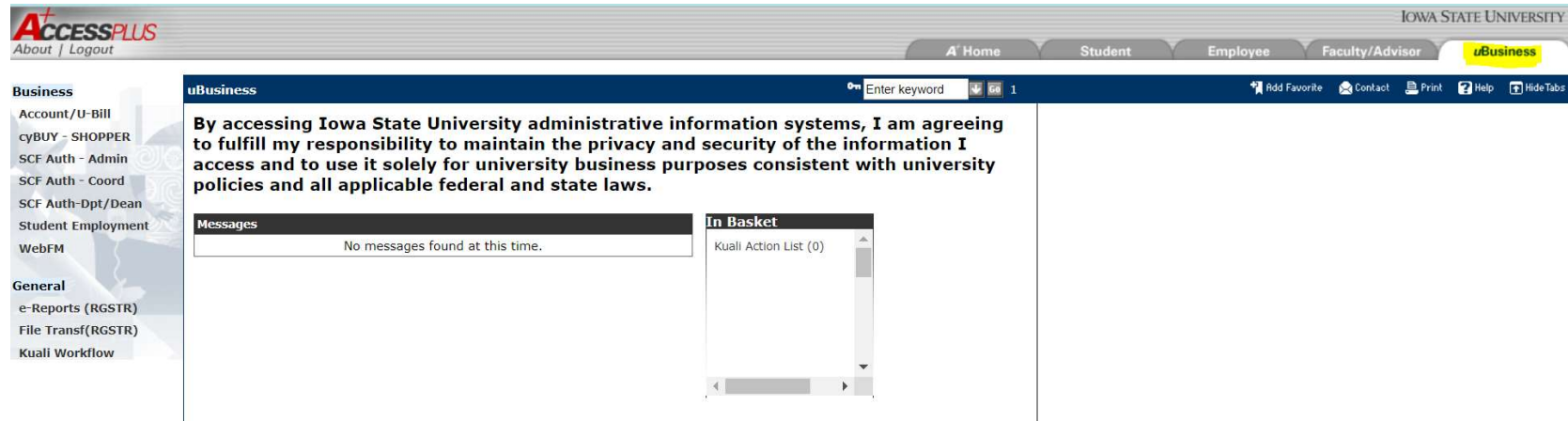
## UPDATING FEES

### Step One: Log into the AccessPlus System

The screenshot shows the AccessPlus system interface. At the top, there is a header bar with the "ACCESSPLUS" logo on the left and "IOWA STATE UNIVERSITY" on the right. Below the logo are links for "About" and "Logout". The header bar also contains a navigation menu with tabs for "A+ Home", "Student", "Employee", "Faculty/Adviser", and "uBusiness". Below the header bar is a search bar with the text "Enter keyword" and a search button. To the left of the main content area is a sidebar with a list of links: "Emergency Contact", "Favorites Admin", "ISU Alert", "ISU IDs", "Login w/Cnfrm Num", "Login w/3rd Party", "Password Admin", and "Preferences". The main content area is divided into four sections: "Personal Messages" (with the message "You do not have any personal messages at this time."), "System Messages" (with the message "No System messages found at this time."), "Favorites" (with a list of items: "uBusiness", "SCF Auth - Admin", "File Transf(RGSTR)", "SCF Auth - Admin", "Class Lists", and "Class Lists"), and "In Basket" (with the message "Kuali Action List (0)").

# 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:

The screenshot displays the uBusiness portal interface. On the left, a navigation menu is visible with two main sections: 'Business' and 'General'. Under 'Business', the following items are listed: 'Account/U-Bill', 'cyBUY - SHOPPER', 'SCF Auth - Admin', 'SCF Auth - Coord' (which is highlighted with a yellow background), 'SCF Auth-Dpt/Dean', 'Student Employment', and 'WebFM'. Under 'General', the items are 'e-Reports (RGSTR)', 'File Transf(RGSTR)', and 'Kuali Workflow'. The main content area of the portal has a dark blue header with the text 'uBusiness' and a search bar containing the placeholder 'Enter keyword'. Below the header, a bold statement reads: 'By accessing Iowa State University administrative information systems, I am agreeing to fulfill my responsibility to maintain the privacy and security of the information I access and to use it solely for university business purposes consistent with university policies and all applicable federal and state laws.' Below this statement, there are two panels. The 'Messages' panel on the left shows 'No messages found at this time.' The 'In Basket' panel on the right shows 'Kuali Action List (0)' and a scrollable list area.

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

# Updating Fees

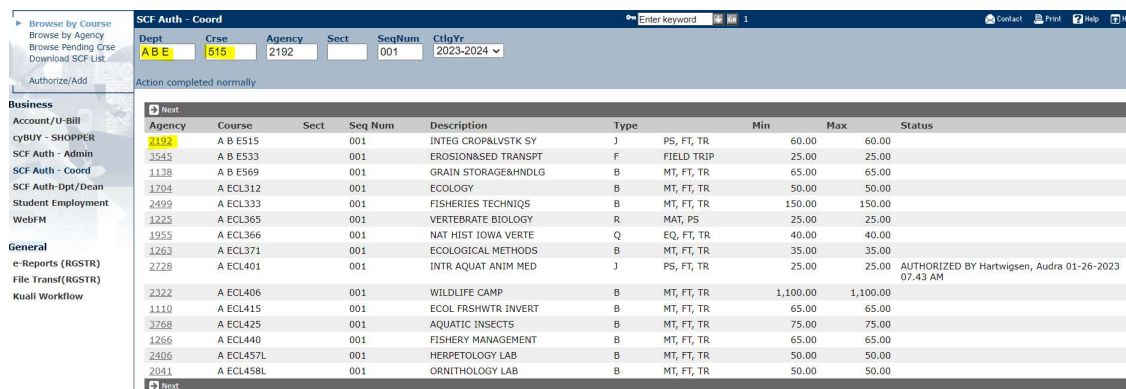
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**Step Four:** Click on Browse by Crse on the left side of the page:



# 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.



Agency	Course	Sect	Seq Num	Description	Type	Min	Max	Status
2192	A B E515	001		INTEG CROP&LVSTK SY	J	60.00	60.00	
3545	A B E533	001		EROSION&SED TRANSP	F	25.00	25.00	
1138	A B E569	001		GRAIN STORAGE&HNDLG	B	65.00	65.00	
1704	A ECL312	001		ECOLOGY	B	50.00	50.00	
2499	A ECL333	001		FISHERIES TECHNIQS	B	150.00	150.00	
1225	A ECL365	001		VERTEBRATE BIOLOGY	R	25.00	25.00	
1953	A ECL366	001		NAT HIST IOWA VERTE	Q	40.00	40.00	
1263	A ECL371	001		ECOLOGICAL METHODS	B	35.00	35.00	
2728	A ECL401	001		INTR AQUAT ANIM MED	J	25.00	25.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07:43 AM
2322	A ECL406	001		WILDLIFE CAMP	B	1,100.00	1,100.00	
1110	A ECL415	001		ECOL FRSHWTR INVERT	B	65.00	65.00	
3768	A ECL425	001		AQUATIC INSECTS	B	75.00	75.00	
1266	A ECL440	001		FISHERY MANAGEMENT	B	65.00	65.00	
2406	A ECL457L	001		HERPETOLOGY LAB	B	50.00	50.00	
2041	A ECL458L	001		ORNITHOLOGY LAB	B	50.00	50.00	



**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:

SCF Auth - Coord Enter keyword 1

Dept  Crse  Agency  Sect  SeqNum  CtlgYr 2023-2024 ▼

Action completed normally

Agency	Course	Sect	Seq Num	Description	Type	Min	Max	Status
2557	A B E201		001	SMNR:PREP FOR WRKPL	B	MT, FT, TR	30.00	30.00
3008	A B E340		001	ANLYS SOIL,CROP,MAC	B	MT, FT, TR	25.00	25.00
1130	A B E342		001	AGRI TRACTOR POWER	B	MT, FT, TR	30.00	30.00
1367	A B E363		001	ELEC POWR&ELECTRONC	B	MT, FT, TR	65.00	65.00
3820	A B E380		001	PRIN BIOL SYS ENGR	B	MT, FT, TR	35.00	35.00
3819	A B E403		001	MODEL&CONTROLS SYS	B	MT, FT, TR	50.00	50.00
1296	A B E413		001	FLUID POWER ENGR	B	MT, FT, TR	50.00	50.00
1138	A B E469		001	GRAIN STORAGE&HANDL	B	MT, FT, TR	65.00	65.00
3009	A B E480		001	ENGR ANALY BIOL SYS	B	MT, FT, TR	25.00	25.00
3819	A B E503		001	MODEL&CONTROLS SYS	B	MT, FT, TR	50.00	50.00
9791	A B E510		001	ELE SYS INTEGRAT AG	B	MT, FT, TR	40.00	40.00
2192	A B E515		001	INTEG CROP&LVSTK SY	J	PS, FT, TR	60.00	60.00
3545	A B E533		001	EROSION&SED TRANSP	F	FIELD TRIP	25.00	25.00
1138	A B E569		001	GRAIN STORAGE&HNDLG	B	MT, FT, TR	65.00	65.00
1704	A ECL312		001	ECOLOGY	B	MT, FT, TR	50.00	50.00

# 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.

SCF Auth - Coord

Enter keyword

1

Dept	Crse	Agency	Sect	SeqNum	CtlgYr
A B E	201	2557		001	2023-2024

Record Found

Authorize Fee Save Work Next Course Next Pending Course Drop Fee

Title SCF A B E/TSM 201

\* Driver Worktag Type: Program \*

\* Driver Worktag: PG107216 Abe-Cals-Spec Course Fees - CFEE - CALS \*

\* Department Detail: DD04111 SCF A B E/TSM 201 \*

\* Student Contact: Bell, Steven \*

\* Business Contact: Moore, MICHAEL RAE \*

\* Approval Department: 01130 A B E \*

\* Fee Type: MATERIALS, FIELD TRIP, TRAVEL \*

Sect ^Sect required if fee type is Delivery. e.g. XW for single section or X\* for all sections.

\* Fee Minimum: 30.00 \*

\* Fee Maximum: 30.00 \*

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

Fall 2023 YES NO \*

Spring 2024 YES NO \*

Summer 2024 YES NO \*

\* Justification for Fee

FIELD TRIP EXPENSES, FEE TO COVER THE STRENGTHS QUEST CODE, MATERIALS AND PROFESSIONAL SUPPORT, UG HOURLY -LAB SUPPORT \*

Authorize Fee Save Work Next Course Next Pending Course Drop Fee

# Updating Fees

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## 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

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**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

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Workflow Demonstration of updating course fees



## ENTERING NEW COURSE FEES

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

SCF Auth - Coord Enter keyword 1 Contact Print Help Hide

Dept: **A B E** Crse: **102** Agency:  Sect:  SeqNum:  CtlgYr: **2023-2024**

Action completed normally

Agency	Course	Sect	Seq Num	Description	Type	Min	Max	Status
2557	A B E201		001	SMNR:PREP FOR WRKPL	B	MT, FT, TR	30.00	30.00
3008	A B E340		001	ANLYS SOIL,CROP,MAC	B	MT, FT, TR	25.00	25.00
1130	A B E342		001	AGRI TRACTOR POWER	B	MT, FT, TR	30.00	30.00
1367	A B E363		001	ELEC POWR&ELECTRONC	B	MT, FT, TR	65.00	65.00
3820	A B E380		001	PRIN BIOL SYS ENGR	B	MT, FT, TR	35.00	35.00
3819	A B E403		001	MODELG&CONTROLS SYS	B	MT, FT, TR	50.00	50.00
1296	A B E413		001	FLUID POWER ENGR	B	MT, FT, TR	50.00	50.00
1138	A B E469		001	GRAIN STORAGE&HANDL	B	MT, FT, TR	65.00	65.00
3009	A B E480		001	ENGR ANALY BIOL SYS	B	MT, FT, TR	25.00	25.00
3819	A B E503		001	MODELG&CONTROLS SYS	B	MT, FT, TR	50.00	50.00
9791	A B E510		001	ELE SYS INTEGRAT AG	B	MT, FT, TR	45.00	45.00
2192	A B E515		001	INTEG CROP&LVSTK SY	J	PS, FT, TR	60.00	60.00
3545	A B E533		001	EROSION&SED TRANSP	F	FIELD TRIP	25.00	25.00
1138	A B E569		001	GRAIN STORAGE&HNDLG	B	MT, FT, TR	65.00	65.00
1704	A ECL312		001	ECOLOGY	B	MT, FT, TR	50.00	50.00

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:

Browse by Course

Browse by Agency

Browse Pending Crse

Download SCF List

Authorize/Add

Business

Account/U-Bill

cyBUY - SHOPPER

SCF Auth - Admin

SCF Auth - Coord

SCF Auth-Dpt/Dean

Student Employment

WebFM

General

e-Reports (RGSTR)

File Transf(RGSTR)

Kuali Workflow

SCF Auth - Coord

Enter keyword

1

Contact

Print

Help

Hide

Dept

Crse

Agency

Sect

SeqNum

CtlgYr

A B E

102

2023-2024

Action completed normally

Next

Agency	Course	Sect	Seq Num	Description	Type	Min	Max	Status
2557	A B E201		001	SMNR:PREP FOR WRKPL	B	MT, FT, TR	30.00	30.00
3008	A B E340		001	ANLYS SOIL,CROP,MAC	B	MT, FT, TR	25.00	25.00
1130	A B E342		001	AGRI TRACTOR POWER	B	MT, FT, TR	30.00	30.00
1367	A B E363		001	ELEC POWR&ELECTRONC	B	MT, FT, TR	65.00	65.00
3820	A B E380		001	PRIN BIOL SYS ENGR	B	MT, FT, TR	35.00	35.00
3819	A B E403		001	MODELG&CONTROLS SYS	B	MT, FT, TR	50.00	50.00
1296	A B E413		001	FLUID POWER ENGR	B	MT, FT, TR	50.00	50.00
1138	A B E469		001	GRAIN STORAGE&HANDL	B	MT, FT, TR	65.00	65.00
3009	A B E480		001	ENGR ANALY BIOL SYS	B	MT, FT, TR	25.00	25.00
3819	A B E503		001	MODELG&CONTROLS SYS	B	MT, FT, TR	50.00	50.00
9791	A B E510		001	ELE SYS INTEGRAT AG	B	MT, FT, TR	45.00	45.00
2192	A B E515		001	INTEG CROP&LVSTK SY	J	PS, FT, TR	60.00	60.00
3545	A B E533		001	EROSION&SED TRANSP	F	FIELD TRIP	25.00	25.00
1138	A B E569		001	GRAIN STORAGE&HNDLG	B	MT, FT, TR	65.00	65.00
1704	A ECL312		001	ECOLOGY	B	MT, FT, TR	50.00	50.00

Next



**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:

The screenshot shows the ACCESSPLUS web application interface for entering new course fees. The top navigation bar includes links for Home, Student, Employee, Faculty/Advisor, and uBusiness. The left sidebar lists various business and general functions. The main form area is titled 'SCF Auth - Coord' and contains several sections for data entry.

**Form Fields and Sections:**

- Header:** Includes a search bar and a list of links: Home, Student, Employee, Faculty/Advisor, uBusiness.
- Navigation:** Links for Browse by Course, Browse by Agency, Browse Pending Crse, and Download SCF List.
- Form Fields:**
  - Dept:** ABE
  - Crse:** 102
  - Agency:**
  - Sect:**
  - SeqNum:**
  - CtlgYr:** 2023-2024
- Action completed normally:** A message indicating the action was successful.
- Buttons:** Add Fee, Save Work, Next Course, Next Pending Course.
- Business Section:**
  - Title:** SCF A B E 102
  - \* Driver Worktag Type:** Program
  - \* Driver Worktag:**
  - \* Department Detail:**
  - \* Student Contact:** Baumann, Mary
  - \* Business Contact:** Baumann, Mary
  - Approval Department:** 01130
  - \* Fee Type:** CHOOSE FEE TYPE
  - Sect:** ^Sect required if fee type is Delivery. e.g. XW for single section or X\* for all sections.
  - \* Fee Minimum:** 0.00
  - \* Fee Maximum:** 0.00
- Terms Section:**

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

  - Fall 2023: YES NO
  - Spring 2024: YES NO
  - Summer 2024: YES NO
- \* Justification for Fee:** A text area for providing justification.



Workflow Demonstration of entering new course fees



## APPROVING 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:

Browse by Course

Browse by Agency

Browse Pending Crse

Download SCF List

Approve/Deny

Business

Account/U-Bill

cyBUY - SHOPPER

SCF Auth - Admin

SCF Auth - Coord

SCF Auth-Dpt/Dean

Student Employment

WebFM

General

e-Reports (RGSTR)

File Transf(RGSTR)

Kuali Workflow

SCF Auth-Dpt/Dean

Enter keyword

1

Contact

Print

Help

Hide

Dept

Crse

Agency

Sect

SeqNum

CtlgYr

A B E

102

2023-2024

Action completed normally

Next

Agency	Course	Sect	Seq Num	Description	Type		Min	Max	Status
2728	A ECL401		001	INTR AQUAT ANIM MED	J	PS, FT, TR	25.00	25.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.43 AM
2326	B M S330		001	PRIN OF MORPHOLGY I	M	MATERIALS	70.00	70.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.38 AM
2327	B M S331		001	PRIN MORPHOLOGY II	M	MATERIALS	190.00	190.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.39 AM
2728	B M S401		001	INTR AQUAT ANIM MED	J	PS, FT, TR	25.00	25.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.43 AM
9912	B M S447		001	INTRO HUM GROS ANAT	M	MATERIALS	200.00	200.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.39 AM
2353	B M S448		001	PRIN HUMN GROS ANAT	M	MATERIALS	150.00	150.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.40 AM
9913	B M S502		001	MTHDS IN BIOMED SCI	M	MATERIALS	500.00	500.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.41 AM
2326	B M S530		001	PRIN MORPHOLOGY I	M	MATERIALS	70.00	70.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.38 AM
2327	B M S531		001	PRIN MORPHOLOGY II	M	MATERIALS	190.00	190.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.39 AM
9912	B M S547		001	INTRO HUM GROS ANAT	M	MATERIALS	200.00	200.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.39 AM
1772	CHEM 163L		001	GENERAL CHEM LAB I	R	MAT, PS	115.00	115.00	AUTHORIZED BY Fernando, Teresa 01-25-2023 17.02 PM
1774	CHEM 167L		001	ENGINR GEN CHEM LAB	R	MAT, PS	115.00	115.00	AUTHORIZED BY Fernando, Teresa 01-25-2023 17.04 PM
1775	CHEM 177L		001	LAB GENERAL CHEM I	R	MAT, PS	115.00	115.00	AUTHORIZED BY Fernando, Teresa 01-25-2023 17.10 PM
1790	CHEM 177N		001	LAB GENERAL CHEM I	R	MAT, PS	115.00	115.00	AUTHORIZED BY Fernando, Teresa 01-25-2023 17.10 DM

# Approving Course Fees

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

SCF Auth - Admin Enter keyword

Dept	Crse	Agency	Sect	SeqNum	CtlgYr
B M S	448	2353		001	2023-2024

Record Found

### 2023-2024 Approve/Deny Course Fee

Agency Status: Reauthorize  
Authorized by: Hartwigsen, Audra 01-26-2023 07:40 AM  
Dept Chair's Approval: **Pending**  
Dean's Approval: **Pending**  
Admin's Approval:  
Posted: **NO**

	Proposed 2023 - 001	Current 2022 - 001
Agency	2353	
Title	SCF B M S 448	SCF B M S 448
Fund Acct Sect Proj	202-05-25-00-0448	202-05-25-00-0448
Worktag	PG101052 ( BMS Course Fees - CFEE - VETM )	PG101052 ( BMS Course Fees - CFEE - VETM )
Department Detail	DD02538 ( SCF B M S 448X )	DD02538 ( SCF B M S 448X )
Student Contact	Shatto, Seth	Shatto, Seth
Business Contact	Hartwigsen, Audra	Hartwigsen, Audra
Approval Department	05070 - BIOMEDICAL SCI	05070 - BIOMEDICAL SCI
Fee Type	M - MATERIALS	M - MATERIALS
Fee Minimum	\$150.00	\$150.00
Fee Maximum	\$150.00	\$150.00
Semesters Apply	Spring 2024	Fall 2022, Spring 2023, Summer 2023
Justification for Fee	FEES TO COVER SUPPLIES AND CONSUMABLES, ANIMALS, AND PERFUSION. AMORTIZE REPLACEMENT COSTS OF TECHNOLOGY TO TEACH LAB.	FEES TO COVER SUPPLIES AND CONSUMABLES, ANIMALS, AND PERFUSION. AMORTIZE REPLACEMENT COSTS OF TECHNOLOGY TO TEACH LAB.

# Approving Course Fees

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

Special Conditions	TECHNOLOGY TO TEACH LAB	TECHNOLOGY TO TEACH LAB
Change Explanation		
Courses	B M S 448 - PRIN HUMN GROS ANAT	B M S 448 - PRIN HUMN GROS ANAT

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.





## UPDATING AN APPROVED FEE

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:

Browse by Course

Browse by Agency

Browse Pending Crse

Download SCF List

Authorize/Add

Business

Account/U-Bill

cyBUY - SHOPPER

SCF Auth - Admin

SCF Auth - Coord

SCF Auth-Dpt/Dean

Student Employment

WebFM

General

e-Reports (RGSTR)

File Transf(RGSTR)

Kuali Workflow

SCF Auth - Coord

Enter keyword

1

Dept	Crse	Agency	Sect	SeqNum	CtlgYr
AGRON	421	3532		001	2022-2023

Agency has already been approved by Dean

Change FeeNext CourseNext Pending CourseDrop Fee

Title SCF AGRON/HORT 421

\* Driver Worktag Type: Program

Driver Worktag: PG104734 Teaching Course Fees - CFEE - CALS

Department Detail: DD11636 SCF AGRON/HORT 421

Student Contact Hop, Debra

Business Contact Hop, Debra

Approval Department 01150 AGRON

Fee Type FIELD TRIP, TRAVEL

Sect ^Sect required if fee type is Delivery. e.g. XW for single section or X\* for all sections.

Fee Minimum 44.00

Fee Maximum 44.00

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

Fall 2022YESNO

Spring 2023YESNO

Summer 2023YESNO

Justification for Fee

TRANSPORTATION BY CIT TO BIOCENTURY FARM (TWO TRIPS). CIT QUOTES WERE REQUESTED AND AMOUNTS INCLUDED HERE ARE BASED ON THOSE QUOTES

Special Condition

If this is a revision for the current catalog year, explain the change

Change FeeNext CourseNext Pending CourseDrop Fee

# Updating an Approved Fee

**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.

Title SCF H S 275  
\* Driver Worktag Type: Program  
Driver Worktag: PG112339 KIN Course Fees - CFEE - HSCI  
Department Detail: DD03884 SCF H S 275  
Student Contact Smith-Wittrock, Jennifer  
Business Contact Sobotka, Fran  
Approval Department 10701 H S

Fee Type MATERIALS, EQUIPMENT  
Sect  ^Sect required if fee type is Delivery. e.g. XW for single section or X\* for all sections.  
Fee Minimum 25.00  
Fee Maximum 25.00

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

# Updating an Approved Fee

Step Three: Click on Apply Change:

Title SCF H S 275

\* Driver Worktag Type: Program

Driver Worktag: PG112339 KIN Course Fees - CFEE - HSCI

Department Detail: DD03884 SCF H S 275

Student Contact Smith-Wittrock, Jennifer

Business Contact Sobotka, Fran

Approval Department 10701 H S

Fee Type MATERIALS, EQUIPMENT

Sect  ^Sect required if fee type is Delivery. e.g. XW for single section or X\* for all sections.

Fee Minimum 25.00

Fee Maximum 25.00

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

Once a Coordinator submits the change, the new fee will need to be approved by the Dept Chair and Dean.



**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

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**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:

Browse by Course

Browse by Agency

Browse Pending Crse

Download SCF List

Authorize/Add

Business

Account/U-Bill

cyBUY - SHOPPER

SCF Auth - Admin

SCF Auth - Coord

SCF Auth-Dpt/Dean

Student Employment

WebFM

General

e-Reports (RGSTR)

File Transf(RGSTR)

Kuali Workflow

SCF Auth - Coord

On Enter keyword 1

Dept	Crse	Agency	Sect	SeqNum	CtlgYr
AN S	460	2394		001	2022-2023

Agency has already been approved by Dean

Change FeeNext CourseNext Pending CourseDrop Fee

Title SCF AN S 460/560

\* Driver Worktag Type: Program

Driver Worktag: PG109482 Special Course Fees - Animal Science - CFEE - CALS

Department Detail: DD04038 SCF AN S 460/560

Student Contact Sterle, Jodi

Business Contact Sterle, Jodi

Approval Department 01210 AN S

Fee Type MATERIALS, EQUIPMENT

Sect ^Sect required if fee type is Delivery. e.g. XW for single section or X\* for all sections.

Fee Minimum 300.00

Fee Maximum 300.00

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

FEE COVERS DISPOSABLE/CONSUMABLE MATERIALS AND MEATS LAB EQUIPMENT NECESSARY TO TEACH THIS PROCESSED MEATS COURSE.

Special Condition

If this is a revision for the current catalog year, explain the change

Change FeeNext CourseNext Pending CourseDrop Fee

## Canceling a Course Fees

**Step Three:** Click on Drop Fee at the bottom of the page:

**SCF Auth - Coord**

Dept	Crse	Agency	Sect	SeqNum	CtlgYr
AN S	460	2394		001	2022-2023 ▾

Agency has already been approved by Dean

Change Fee

Next Course

Next Pending Course

Drop Fee

**Title** SCF AN S 460/560

**\* Driver Worktag Type:** Program

**Driver Worktag:** PG109482 Special Course Fees - Animal Science - CFEE - CALS

**Department Detail:** DD04038 SCF AN S 460/560

**Student Contact** Sterle, Jodi

**Business Contact** Sterle, Jodi

**Approval Department** 01210 AN S

**Fee Type** MATERIALS, EQUIPMENT

**Sect** ^Sect required if fee type is Delivery. e.g. XW for single section or X\* for all :

**Fee Minimum** 300.00

**Fee Maximum** 300.00

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**

FEE COVERS DISPOSABLE/CONSUMABLE MATERIALS AND MEATS LAB EQUIPMENT  
NECESSARY TO TEACH THIS PROCESSED MEATS COURSE.

**Special Condition**

If this is a revision for the current catalog year, explain the change

Change Fee

Next Course

Next Pending Course

Drop Fee



## ProTips! for Canceling a Course Fees

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- 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<sup>st</sup>, April 1<sup>st</sup>, and July 1<sup>st</sup>. 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

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- The deadline for Summer/Fall approved fees is March 1<sup>st</sup> . Spring updates are due by October 1<sup>st</sup>.
- 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<sup>st</sup>/March 1<sup>st</sup>, 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:

SCF Auth - Coord					
Dept	Crse	Agency	Sect	SeqNum	CtlgYr
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2023-2024 ▼

- 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:

SCF Auth - Coord

Enter keyword 1

Contact Print Help

Dept Crse Agency Sect SeqNum CtlgYr 2023-2024

Action completed normally

Agency	Course	Sect	Seq Num	Description	Type	Min	Max	Status
2499	A ECL333		001	FISHERIES TECHNIQS	B MT, FT, TR	150.00	150.00	
1225	A ECL365		001	VERTEBRATE BIOLOGY	R MAT, PS	25.00	25.00	
1955	A ECL366		001	NAT HIST IOWA VERTE	Q EQ, FT, TR	40.00	40.00	
1263	A ECL371		001	ECOLOGICAL METHODS	B MT, FT, TR	35.00	35.00	
2728	A ECL401		001	INTR AQUAT ANIM MED	J PS, FT, TR	25.00	25.00	AUTHORIZED BY Hartwigsen, Audra 01-26-2023 07.43 AM
2322	A ECL406		001	WILDLIFE CAMP	B MT, FT, TR	1,100.00	1,100.00	

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

Agency	Course	Sect	Seq Num	Description	Type	Min	Max	Status
2728	A ECL401		001	INTR AQUAT ANIM MED	J PS, FT, TR	25.00	25.00	APPROVED BY Knosby, Renee 02-02-2022 16.39 PM , POSTED 10-11-2022 00.15

Fees will not show in the Schedule of Classes until approximately March 7<sup>th</sup>.



## 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.

**ACCESSPLUS**  
About / Logout

Browse by Course  
Browse by Agency  
Browse Pending Crse  
Download SCF List  
Authorize/Add

**Business**  
A/R Applications  
Account/U-Bill  
cyBUY - SHOPPER  
SCF Auth - Admin  
SCF Auth - Coord  
SCF Auth-Dpt/Dean  
Student Employment  
WebFM

**Human Resources**  
UHR Probation

**General**  
e-Content  
e-Reports  
Emergency Plan  
File Transfer  
Kuali Workflow

**Data Warehouse**  
e-Data  
e-Data: Lite

**SCF Auth - Coord**

Dept	Crse	Agency	Sect	SeqNum	CtlgYr
					2019-2020 ▼

**Course Fee & Delivery Fee Authorization**  
Welcome to the Special Course Fee & Delivery Fee Authorization System!

**Authorize Fees**  
1. Choose > Browse by Course  
2. Click on the course you want to authorize.

**If you know the Agency number:**  
1. Enter Agency number at the top of this screen.  
2. Choose > Authorize/Add

**Add Fee**  
1. Enter Department and Course at the top of this screen.  
2. Choose > Authorize/Add

**Approve/Deny Fee**  
1. Choose > Browse Pending Crse  
2. Click on the course or agency you want to approve/deny.

**Change a Previously Approved Fee**  
1. Enter Department and Course at the top of this screen.  
2. Select the course you want to authorize.  
3. Choose > Change Fee  
4. Update the fee amount or fee type  
5. Check the box for the initial term AND all of the remaining terms in the biennium for which the change will be effective.  
6. Add explanation to the Revision to the biennium section.  
7. If needed, add explanation to "Special Conditions" box  
8. Choose > Apply Change  
9. Email your department chair and Dean/Designee to inform them to review fee change.

**Note:** 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.

**\*\* To learn more about Special Course Fee & Delivery Fee Authorization process, select the Help link at the top of the page.**

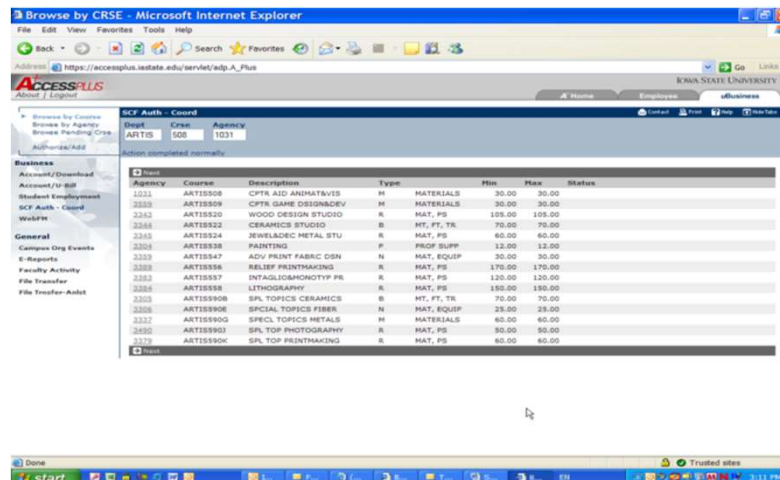
**Deadlines for Reauthorization**

- First Friday of March - Deadline for fully approved authorization for Summer and Fall
- First Friday of October - Deadline for fully approved authorization for Spring



## 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](#), 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](mailto: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.



SCF Auth - Coord

Agency: ARTIS 508 1031

Action completed normally

Agency	Course	Description	Type	Min	Max	Status
1221	ARTIS508	CPR AID ANAPH&VIS	M	MATERIALS	30.00	30.00
3222	ARTIS509	CPR GARE DISBUR&CV	M	MATERIALS	30.00	30.00
3262	ARTIS520	WOOD DESIGN STUDIO	R	MAT, PS	105.00	105.00
3266	ARTIS522	CERAMICS STUDIO	B	MT, PT, TL	70.00	70.00
3265	ARTIS524	JEWELRY&C METAL STU	R	MAT, PS	60.00	60.00
3204	ARTIS538	PAINTING	P	PROF SUPP	12.00	12.00
3223	ARTIS547	ADV PRINT FABRIC DES	N	MAT, EQUIP	30.00	30.00
3263	ARTIS556	RELIEF PRINTMAKING	R	MAT, PS	170.00	170.00
3263	ARTIS557	INTAGLIO&MONOTYP PR	R	MAT, PS	120.00	120.00
3265	ARTIS558	LITHOGRAPHY	R	MAT, PS	150.00	150.00
3203	ARTIS5908	SPL TOPICS CERAMICS	B	MT, PT, TL	70.00	70.00
3206	ARTIS5908	SPECIAL TOPICS FIBER	N	MAT, EQUIP	25.00	25.00
3227	ARTIS5909	SPECIAL TOPICS METALS	M	MATERIALS	60.00	60.00
3262	ARTIS5901	SPL TOP PHOTOGRAPHY	R	MAT, PS	60.00	60.00
3229	ARTIS5904	SPL TOP PRINTMAKING	R	MAT, PS	60.00	60.00



## 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](#), 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](mailto: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.

SCF Auth - Coord

Agency: ARTIS 508 1031

Action completed normally

Agency	Course	Description	Type	Min	Max	Status
1221	ARTIS508	CPR AID ANAPH&VIS	M	MATERIALS	30.00	30.00
3222	ARTIS509	CPR GARE DISBUR&CV	M	MATERIALS	30.00	30.00
3262	ARTIS520	WOOD DESIGN STUDIO	R	MAT, PS	105.00	105.00
3266	ARTIS522	CERAMICS STUDIO	B	MT, PT, TL	70.00	70.00
3265	ARTIS524	JEWEL&DEC METAL STU	R	MAT, PS	60.00	60.00
3204	ARTIS538	PAINTING	P	PROF SUPP	12.00	12.00
3223	ARTIS547	ADV PRINT FABRIC DSN	N	MAT, EQUIP	30.00	30.00
3263	ARTIS556	RELIEF PRINTMAKING	R	MAT, PS	170.00	170.00
3263	ARTIS557	INTAGLIO&MONOTYP PR	R	MAT, PS	120.00	120.00
3265	ARTIS558	LITHOGRAPHY	R	MAT, PS	150.00	150.00
3203	ARTIS5908	SPL TOPICS CERAMICS	B	MT, PT, TL	70.00	70.00
3206	ARTIS5908	SPECIAL TOPICS FIBER	N	MAT, EQUIP	25.00	25.00
3227	ARTIS5909	SPECIAL TOPICS METALS	M	MATERIALS	60.00	60.00
3262	ARTIS5901	SPL TOP PHOTOGRAPHY	R	MAT, PS	60.00	60.00
3229	ARTIS5904	SPL TOP PRINTMAKING	R	MAT, PS	60.00	60.00



## Important Reminders and ProTips!

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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

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### Office of the Registrar

Scheduling, Tuition & Fees, and Records

[schedfees@iastate.edu](mailto:schedfees@iastate.edu)

(515)294-2331

[www.registrar.iastate.edu](http://www.registrar.iastate.edu)