

Electronic Course Fee/Delivery Fee System Training Manual

To gain access to the system, your supervisor must e-mail the Office of the Registrar at schedfees@iastate.edu. It is important that your supervisor includes the level of access you need in addition to the departments that you should have access to.

You can view and update/authorize/approve your Course Fees in AccessPlus in either the **uBusiness** or **Faculty/Advisor** tab under the **SCF Auth** option.

Depending on your role in the process your option will be:

- SCF Auth – Coord (initiator of fees)
- SCF Auth – Dpt/Dean (approver of fees)

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

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I. General Information

Terms:

Authorize vs. Approved: Coordinators will **Authorize** their course fees which will move that particular course on to the Dean or their Designee to be Approved. The course fee process is not complete at the college level until the Dean or their Designee has **Approved** it. Please continue to check your **Browse Pending Crse** option for course fees which may come into your queue.

II. Browse By Course

The **Browse By Course** 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.

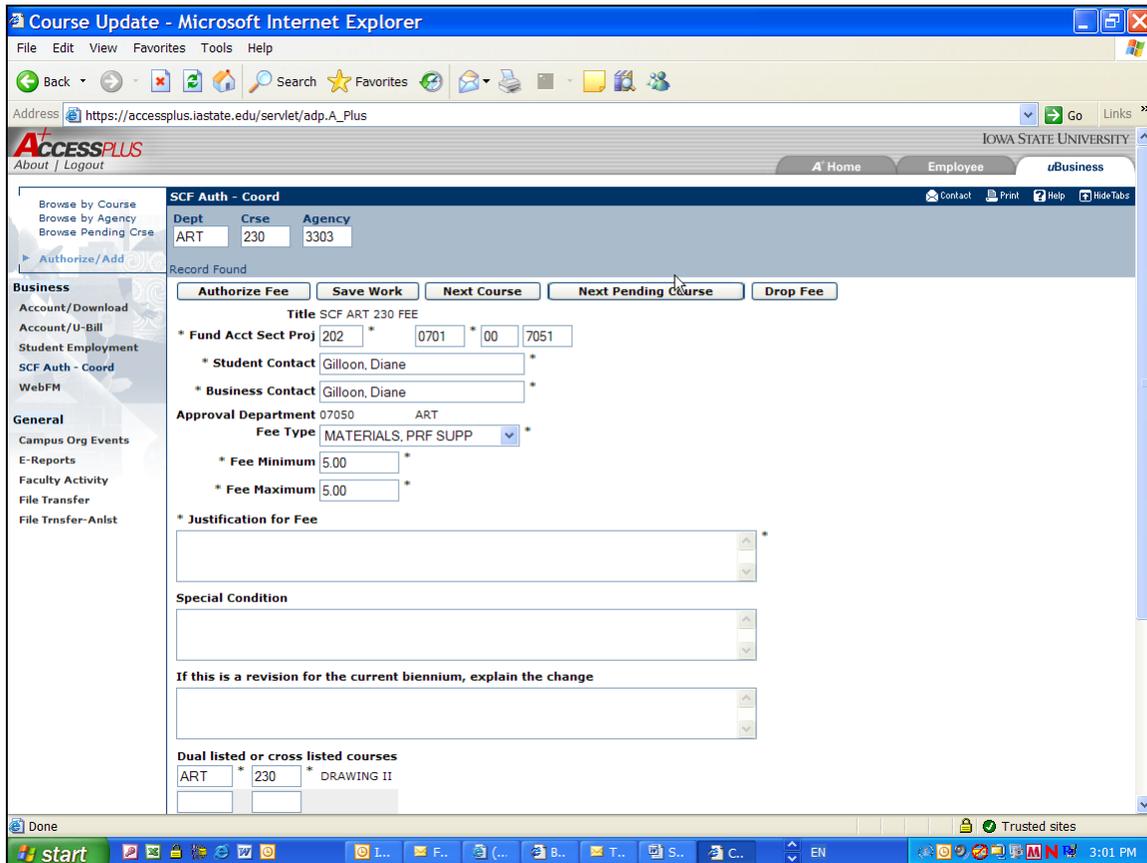
Note: In order to view all course fees you will need to insure that the Dept Crse Agency blocks are blank in the blue banner line.

The screenshot displays the 'Browse by CRSE' web application. The main content area shows a table of course fees. The table has the following columns: Agency, Course, Description, Type, Min, Max, and Status. The data is as follows:

Agency	Course	Description	Type	Min	Max	Status
	ART 230	DRAWING II	R	5.00	5.00	
1395	ART 501	ART & DESIGN SEMINAR	F	0.00	15.00	
3446	ART H280	HISTORY OF ART I	F	0.00	15.00	
3446	ART H281	HISTORY OF ART II	F	0.00	15.00	
3455	ART H383	GREEK & ROMAN ART	F	0.00	15.00	
1035	ART H384	ART OF ISLAM	F	0.00	15.00	
3480	ART H385	RENAISSANCE ART	F	0.00	15.00	
3526	ART H394	WOMEN/GENDER IN ART	F	0.00	15.00	
3451	ART H481	ART&ARCHIT OF INDIA	F	0.00	15.00	
3517	ART H487	19TH CENTURY ART	F	0.00	15.00	
3520	ART H488	MODERNISM TO 1945	F	0.00	15.00	
3527	ART H495	ART&THRY SINCE 1945	F	0.00	15.00	
3528	ART H496	HIST OF PHOTOGRAPHY	F	0.00	15.00	
3529	ART H498	TOPICS IN ART HIST	F	0.00	15.00	
3451	ART H581	ART & ARCH OF INDIA	F	0.00	15.00	

You will be able to page down through your course fees by selecting the **Next** arrow at the top and bottom of the **Agency** column. To return to the first course fee in your view you will need to select the **Browse By Course** option.

You can access the record detail for each individual course fee by selecting the underlined **Agency** number in the first column.



III. Browse By Agency

The **Browse By Agency** function allows you to sort your course fees by the selling agency which they are attached to. The view is in ascending order by selling agency number.

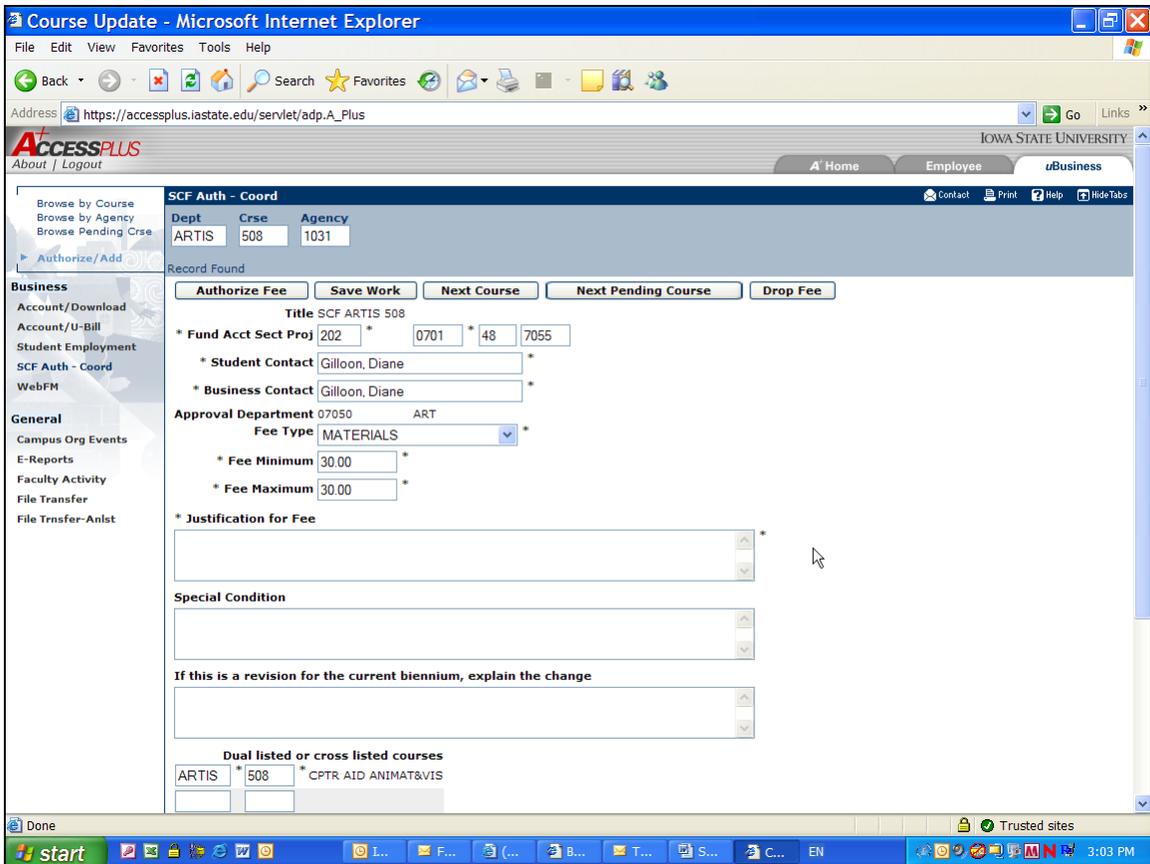
Note: In order to view all course fees you will need to insure that the Dept Crse Agency blocks are blank in the blue banner line.

The screenshot shows the ACCESSPLUS web application interface. The main content area displays a table of course fees sorted by agency. The table has the following columns: Agency, Course, Description, Type, Min, Max, and Status. The 'Agency' column is underlined, indicating it is a clickable link. The status of the table is 'Action completed normally'.

Agency	Course	Description	Type	Min	Max	Status
1031	ARTIS508	CPTR AID ANIMAT&VIS	M	30.00	30.00	
1035	ART H384	ART OF ISLAM	F	0.00	15.00	
1044	ARTIS207	STUDIO FUNDAMTLS II	M	60.00	60.00	
1045	ARTIS205	STUDIO FUNDAMTLS I	M	70.00	70.00	
1078	ARTGR372	GR DSN MTRLS&PROCES	R	50.00	50.00	
1105	ARTIS211	STUDIO FUNDMNTLS IV	M	21.00	21.00	
1114	ARTIS209	STUDIO FUNDMNTS III	M	95.00	95.00	
1301	ARTIS229	PHOTOGRAPHY I	R	50.00	50.00	
1302	ARTIS329	PHOTOGRAPHY II	R	50.00	50.00	
1329	DSN S131	DESIGN REPRESENTATN	M	5.00	5.00	
1395	ART 501	ART &DESIGN SEMINAR	F	0.00	15.00	
1396	ARTID468	INT DSN URBAN SETNG	F	675.00	675.00	
3303	ART 230	DRAWING II	R	5.00	5.00	
3304	ARTIS538	PAINTING	P	12.00	12.00	
3305	ARTIS490B	INDEP STDY CERAMICS	B	70.00	70.00	

You will be able to page down through your course fees by selecting the **Next** arrow at the top and bottom of the **Agency** column. To return to the first course fee in your view you will need to select the **Browse By Agency** option.

You can access the record detail for each individual course fee by selecting the underlined **Agency** number in the first column.



IV. Browse Pending Crse

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.

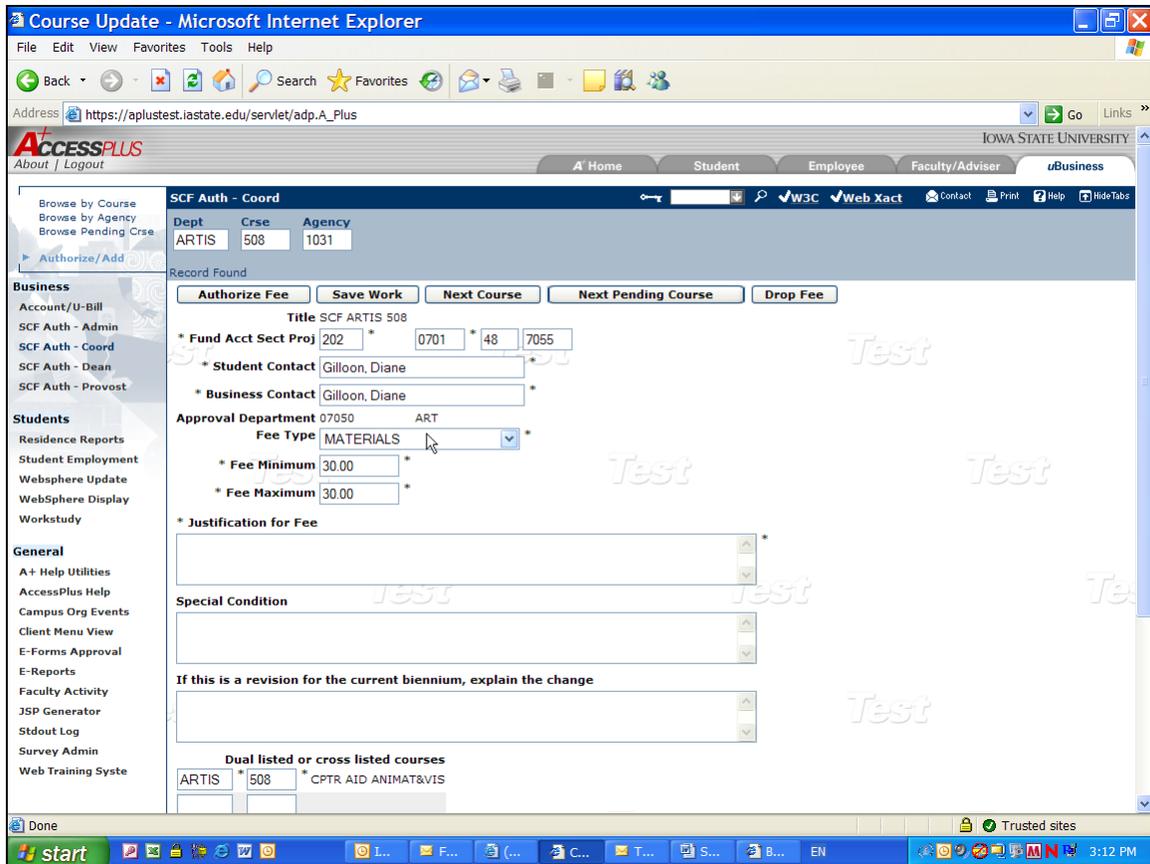
Note: In order to view all course fees you will need to insure that the Dept Crse Agency blocks are blank in the blue banner line.

Browser: Microsoft Internet Explorer
 Title: Browse by CRSE - Microsoft Internet Explorer
 Address: https://accessplus.iastate.edu/servlet/adp.A_Plus
 Page: ACCESSPLUS IOWA STATE UNIVERSITY
 Section: SCF Auth - Coord
 Dept: ARTIS, Crse: 508, Agency: 1031
 Message: Action completed normally

Agency	Course	Description	Type	Min	Max	Status
<u>1031</u>	ARTIS508	CPTR AID ANIMAT&VIS	M	30.00	30.00	
<u>3559</u>	ARTIS509	CPTR GAME DSIGN&DEV	M	30.00	30.00	
<u>3343</u>	ARTIS520	WOOD DESIGN STUDIO	R	105.00	105.00	
<u>3344</u>	ARTIS522	CERAMICS STUDIO	B	70.00	70.00	
<u>3345</u>	ARTIS524	JEWEL&DEC METAL STU	R	60.00	60.00	
<u>3304</u>	ARTIS538	PAINTING	P	12.00	12.00	
<u>3359</u>	ARTIS547	ADV PRINT FABRC DSN	N	30.00	30.00	
<u>3389</u>	ARTIS556	RELIEF PRINTMAKING	R	170.00	170.00	
<u>3383</u>	ARTIS557	INTAGLIO&MONOTYP PR	R	120.00	120.00	
<u>3384</u>	ARTIS558	LITHOGRAPHY	R	150.00	150.00	
<u>3305</u>	ARTIS590B	SPL TOPICS CERAMICS	B	70.00	70.00	
<u>3306</u>	ARTIS590E	SPECIAL TOPICS FIBER	N	25.00	25.00	
<u>3337</u>	ARTIS590G	SPECL TOPICS METALS	M	60.00	60.00	
<u>3490</u>	ARTIS590J	SPL TOP PHOTOGRAPHY	R	50.00	50.00	
<u>3379</u>	ARTIS590K	SPL TOP PRINTMAKING	R	60.00	60.00	

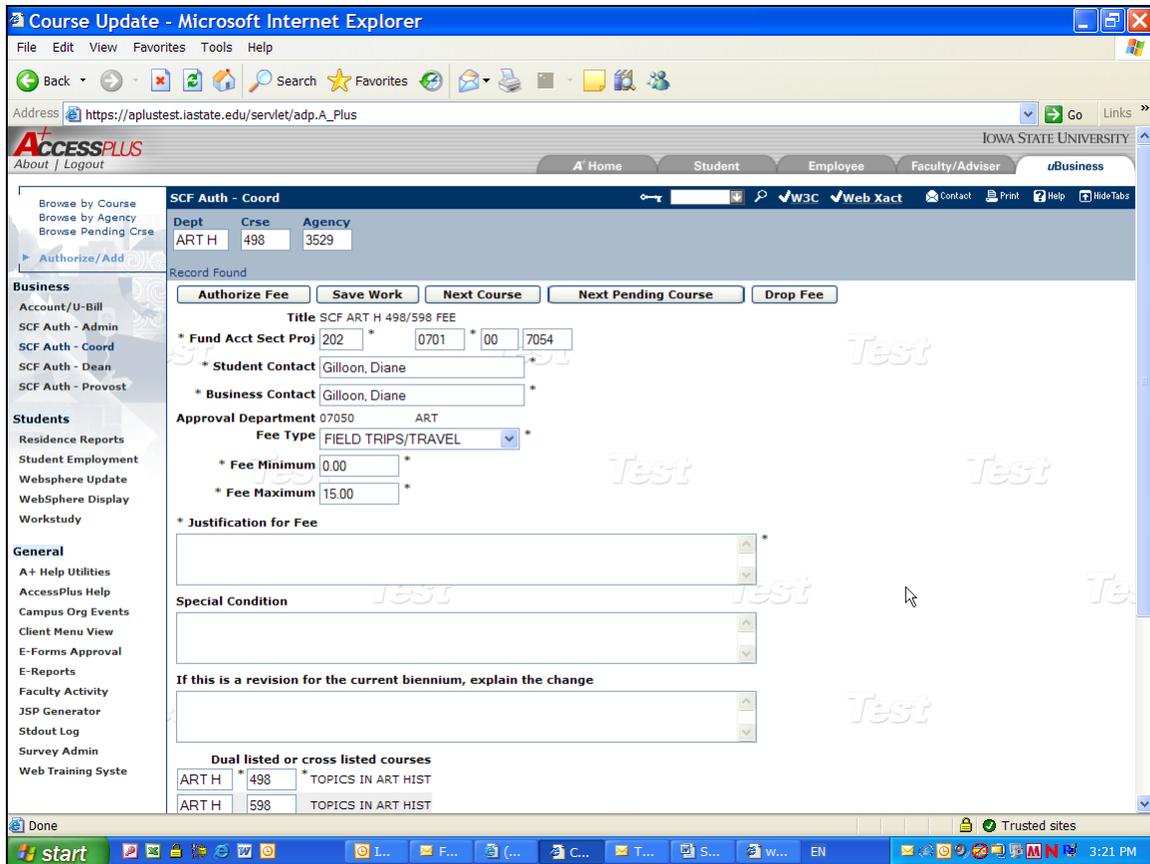
You will be able to page down through your course fees by selecting the **Next** arrow at the top and bottom of the **Agency** column. To return to the first course fee in your view you will need to select the **Browse Pending Crse** option.

You can access the record detail for each individual course fee by selecting on the underlined **Agency** number in the first column.



V. Authorize/Save/Drop Course Fee

Once you have accessed the course fee record detail you may **Authorize Fee** without changes, **Authorize Fee** with changes, **Save** your work, Move to the **Next Course**, Move to the **Next Pending Course** or **Drop Fee**.



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.

Move to the Next Pending Course - in selecting this option you will move to the next course which is Pending in the ascending order.

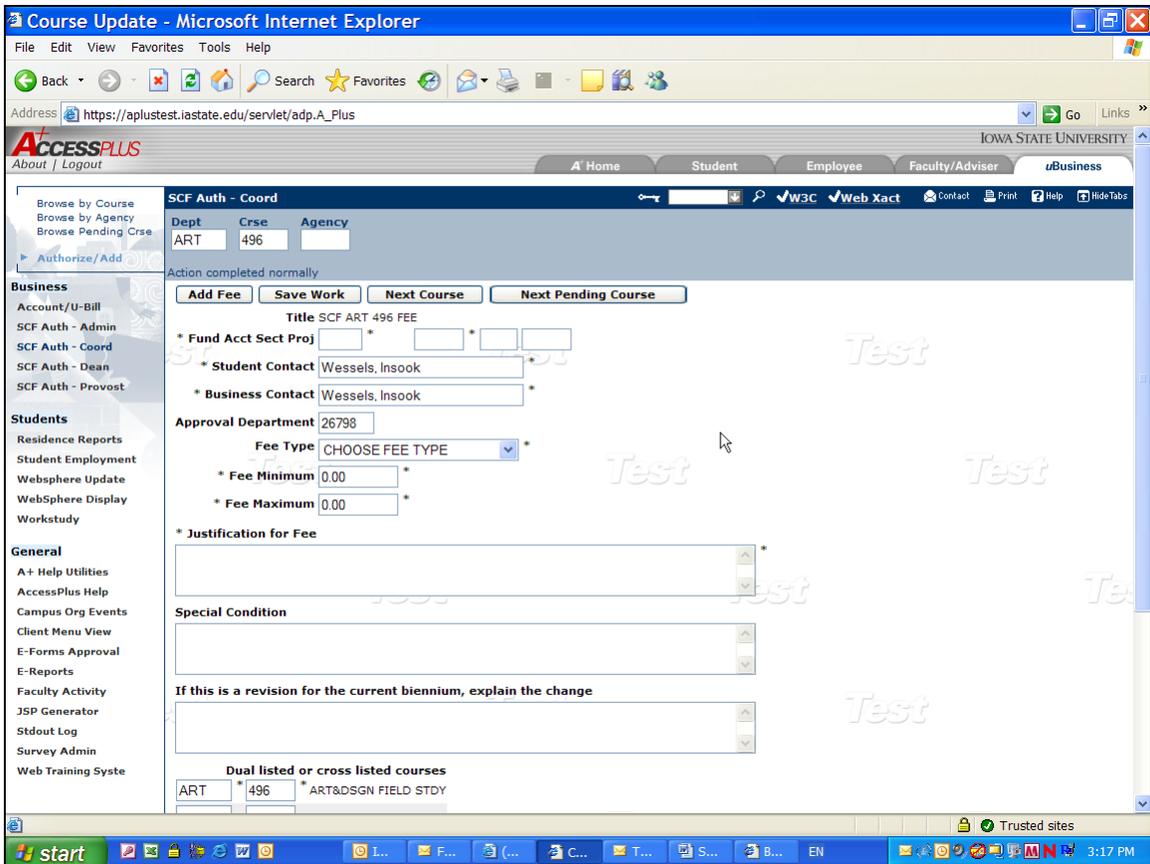
Drop Fee – if you choose to eliminate a fee from a course you may do so by selecting this option. Please pay close attention when dropping a fee from dual listed courses.

*** Note: 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.**

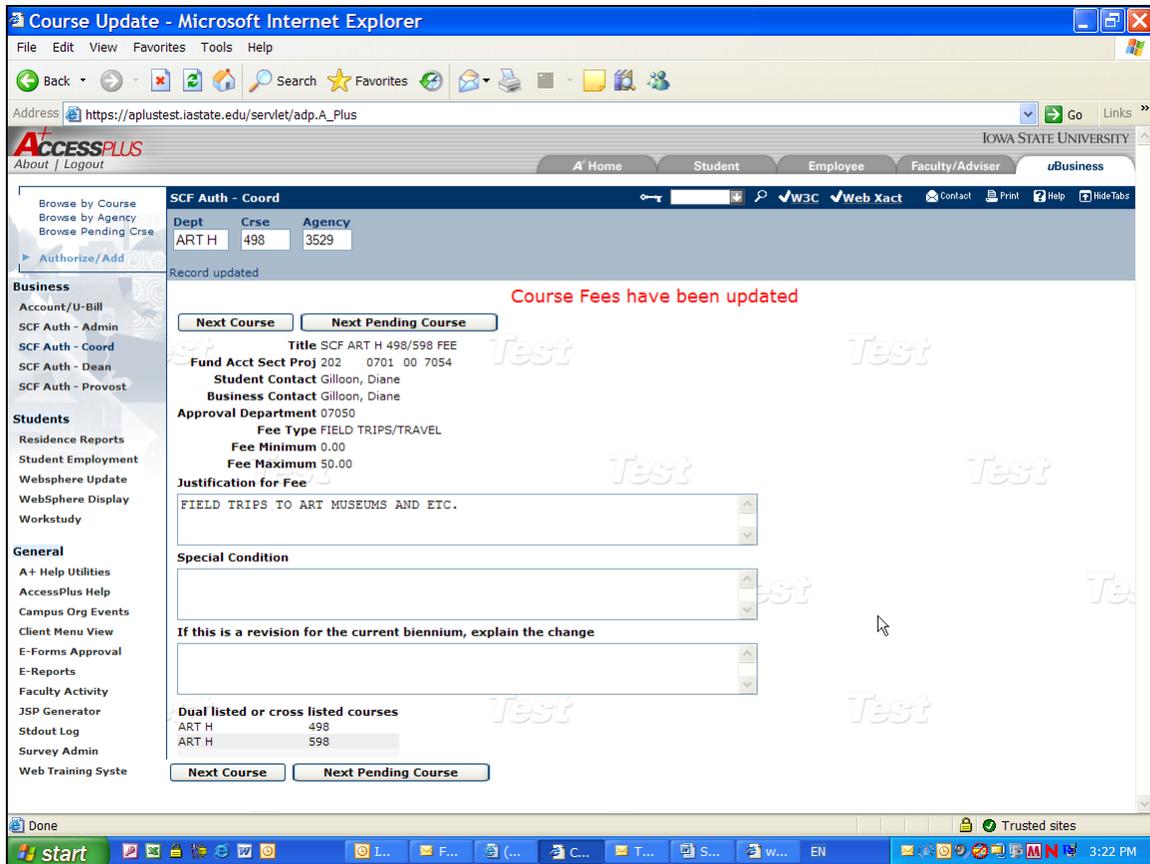
VI. Authorize/Add or Approve/Deny

Authorize/Add – Coordinators can use this shortcut to go directly into a course fee by entering the Department and Course into the **Dept Crse Agency** blocks and selecting **Authorize/Add**, this will display the record detail. You can then continue on in the same fashion as if you have selected the course fee via the Browse functions.

Coordinators can create a new course fee when selecting the **Authorize/Add** option when they have entered a Department and Course into the **Dept Crse Agency** blocks which currently does not have a course fee attached. *** Note: The course entered into the blocks must have been approved for the 2007-2009 Catalog.**



Once a course fee has been Approved by the Dean or Dean's Designee the Course Fee Coordinator can no longer make further changes. If the course fee has been Denied, the Course Fee Coordinator can make adjustments and Reauthorize the fee.



Approve/Deny – In the approval process the Dean or their Designee can view the course fee record detail for a particular course by **Browse Pending Crse**, **Browse by Course**, **Browse by Agency** or enter the Department and Course in the **Dept Crse Agency** blocks and select the **Approve/Deny** option. Once the record detail is displayed the Approver has two options; Approve or Deny. It is encouraged that the Approver enter comments to either action. If the course fee is denied at the Dean or Provost level it will be placed back in the Coordinator queue. The view of the course fee record detail that the Approver will see is a comparison of the Current 2005 data and Proposed 2007 data.

Note: In order to view all course fees you will need to insure that the Dept Crse Agency blocks are blank in the blue banner line

VII. What's Next

The **Justification for Fee** and **Conditions** fields can receive up to three lines of text.

The **Fee Minimum** must be less than the **Fee Maximum**. If the two fields are not equal the fee will be viewed as a variable fee.

Edit checks with errors will be shown in **Pink** in the enterable fields.

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

VIII. Policy

The Course Fee Policy can be found in the University Policy Library at <https://www.policy.iastate.edu/policy/fees/courses>.