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.



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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.

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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.

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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.

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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**.

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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.

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.**

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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.

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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.

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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 <u>https://www.policy.iastate.edu/policy/fees/courses</u>.