

REMOVE AND UPDATE COURSE MATERIALS FEES

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REVISION HISTORY

Version	Date	Name	Description
Initial	8/4/2017	M Stewart	Initial procedures
Update	6/27/2018	M Krieger	Updated to Banner 9.

INTRODUCTION AND PURPOSE

How departments remove course materials fees at the section level in Banner.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Course materials fees (CMF) are course-specific and cover the cost of student-used materials, supplies, university-owned equipment and/or educationally beneficial services. It is important that each department ensure that the correct section activity i.e. lab or lecture etc. be coded with the correct CMF each quarter so that students are charged the appropriate fee one time instead of zero or multiple times.

The applicable academic department is responsible for the following related to CMF in Banner:

Removing the entry of an active CMF from CRN(s) reflecting any additional schedule type (course activity) tied to the course that is **not approved** to carry the CMF.

Example: If a course has Lecture (LEC) and Discussion (DIS) as approved schedule types (course activities), and it was approved for the lecture to carry the CMF, the department will need to remove the CMF from all discussion sections of that course in a given term.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Office of the Registrar – Academic Scheduling
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

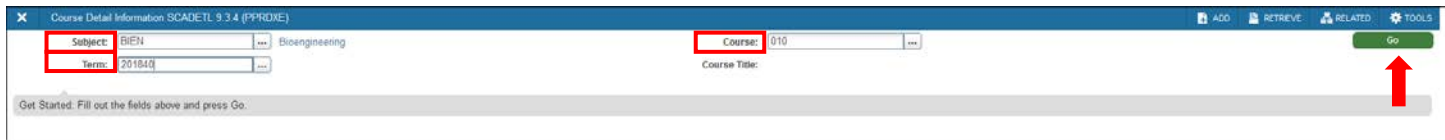
The pages listed below are covered in this training.

Page	Page Name	Description
SSAETL	Schedule Detail	From where CMF data resides at the section level (data pulled from SCAETL)
SCAETL	Course Detail Information	To display specific details on the CMF to a course.
SSASECQ	Schedule Section Query	To display all existing sections for specific section criteria

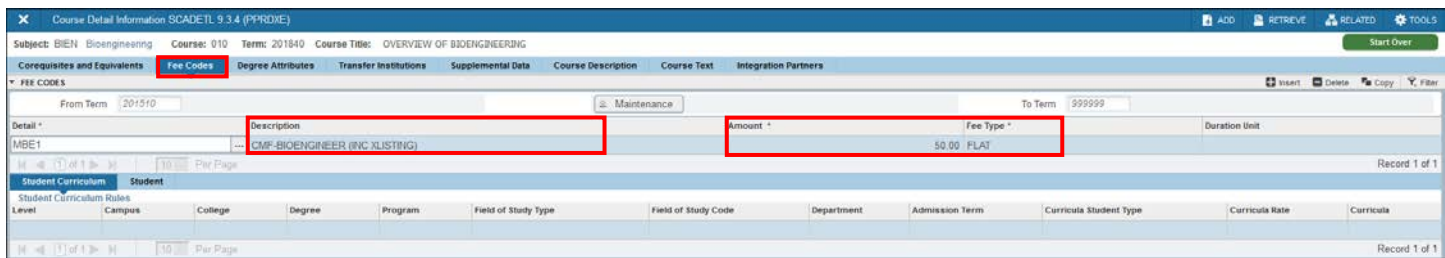
PROCEDURES

VIEW CMF INFORMATION AT BANNER SECTION LEVEL (INFORMATIONAL/VIEW ACCESS ONLY)

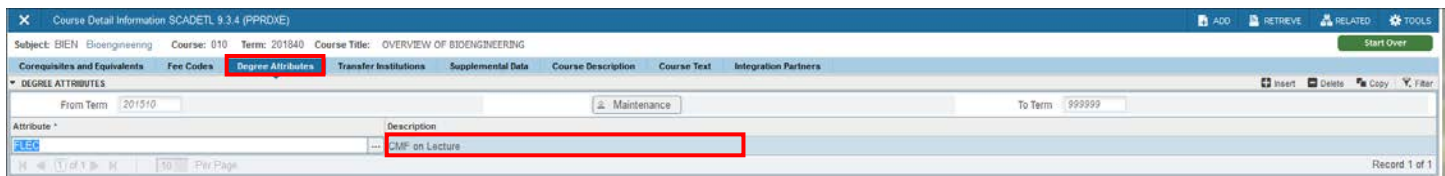
1. Go to **SCADETL (Course Detail Information)**.
2. Enter: **Subject, Course,** and **Term** of the course section and click **Go**.



3. Click: **Fee Codes** tab to view the following:
 - a. **Detail:** Code associated with the fee. There is one detail code per department.
 - b. **Description:** Department associated with the detail code.
 - c. **Amount:** Value associated with the detail code.
 - d. **Fee Type:** FLAT charges
4. Fees are noted in the class listings and assessed when students register.



5. Click: **Degree Attributes** tab to view the following:
 - a. **From Term:** First term for which details are in effect for the course.
 - b. **To Term:** Last term for which details are in effect for the course.
 - c. **Attribute:** Code of the attribute associated with the course.
 - d. **Description:** Associated with the attribute code.
6. Example: BIEN 010
 - a. Per **SCADETL**, the **Lecture** section carries the CMF.
 - b. Thus **CMF will need to be removed from every Discussion** section at the section level of the given term.




7. Navigate to **SSASECQ (Schedule Section Query)** to display all existing sections for specific section criteria. For example, if you need to locate all associated discussion sections to remove the fee if it should only be on the lecture, follow these steps.
 - a. Add Fields: **Term, Subject,** and **Course**
 - b. Click: **Go**

8. Verify the appropriate CRN for the course's schedule type where the CMF information will be removed, in the example below the schedule type of "DIS" is not approved to carry the CMF, only the LEC:
 - a. Discussion section - BIEN 010 021 CRN 20483

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method	Duration	Unit	Lin
201840	1			10728		BIEN	010	001	A	C	OVERVIEW OF BI...	LEC	I			L1
201840	1			20483		BIEN	010	021	A	C	OVERVIEW OF BI...	DIS	I			D1

REMOVING CMF

9. Navigate to **SSADETL** (Course Section Detail) to remove the CMF from the Discussion section.
10. Enter: **Term** and **CRN**
11. Click: **Go**

12. Click: **Section Fees** tab.
13. Click in the **Section Fees Level** block.
14. Click: Delete  (Shift + F6)
15. Save.

Level	Detail Code	Description	Amount	Fee Type	Duration Unit
	MBE1	CMF-BIOENGINEER (INC XLISTING)	50.00	FLAT	

Remove and Update Course Materials Fees

Schedule Detail SSADETL 9.3.5 (PPRDXE) [ADD] [RETRIEVE] [RELATED] [TOOLS] 1

Term: 201840 CRN: 20483 Subject: BIEN Course: 010 Title: OVERVIEW OF BIOENGINEERING

Section Links and Corequisites | **Section Fees** | Degree Program Attributes | Contract and Block Schedule Information

SECTION FEES [Insert] [Delete] [Copy] [Filter]

Level	Detail Code *	Description	Amount *	Fee Type *	Duration Unit

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