

ADDING & UPDATING COURSE MATERIALS FEES

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REVISION HISTORY

Version	Date	Name	Description
1	8/4/17	M Stewart	Initial procedures

INTRODUCTION AND PURPOSE

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

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar’s Office
2. Academic Department

BEFORE YOU BEGIN

No information at this time.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SSAETL	Schedule Detail	From where CMF data resides at the section level (data pulled from SCAETL)

PROCEDURES

1. The applicable academic department is responsible for the following related to course materials fees (CMF) in Banner:
 - a. 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.
 - b. Example: if a course has lecture and studio 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 **studio** sections of that course in a given term.
2. Accessing CMF tab at Banner section level:
 - a. Example: ART 001. Per SCADETL, the lecture activity carries the CMF:

Course Detail Information SCADETL 8.5.8 (BANSBXE)

Subject: Art Course: Term:

Course Title: BEG DRAW & DESIGN

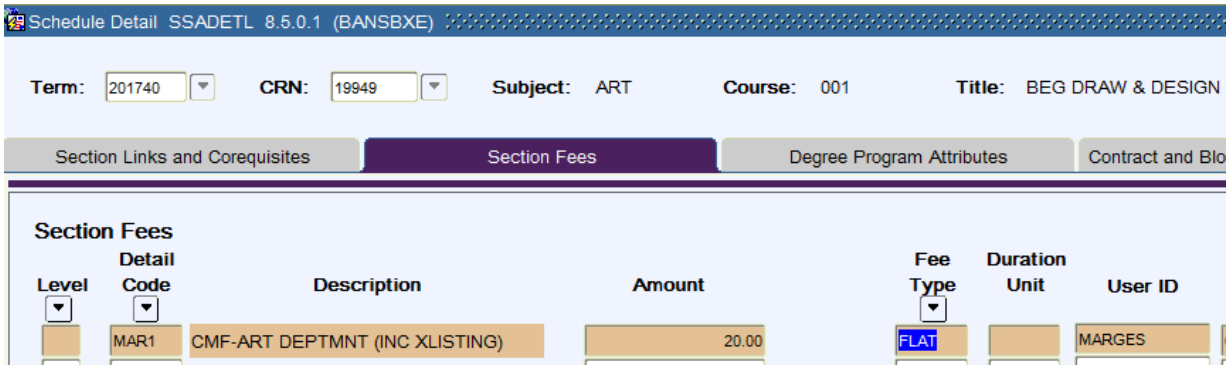
Corequisites and Equivalents Fee Codes **Degree Attributes** Transfer Institutions Supplemental Data Course Description

Degree Attributes

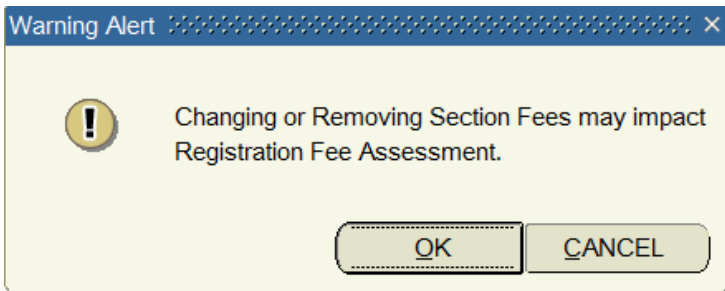
From Term: Maintenance To Term:

Attribute	Description
<input type="text" value="BBAH"/>	BU-Hum - Addl Humanities
<input type="text" value="BBFA"/>	BU-Hum - Fine Arts
<input type="text" value="BHAH"/>	HS-Hum - Addl Humanities
<input type="text" value="BHFA"/>	HS-Hum - Fine Arts
<input type="text" value="BNFA"/>	NA-Hum - Fine Arts
<input type="text" value="FLEC"/>	CMF on Lecture

- b. Thus, the **CMF** will need to be removed from every **ART 001 studio section** at the section level of the given term.
- c. Navigate to **SSASECT**.
- d. Enter term and CRN of section where CMF needs to be removed.
 - i. Verify the CRN is for the course's schedule type (course activity) for which the CMF is **not** approved.
- e. **Next Block.**
- f. From menu bar, click **Options** and select **Course Section Detail (SSADETL)**.
- g. **Next Block.**
- h. Navigate to **Section Fees** tab. Screen will appear similar to the following:



3. Removing a CMF on the Section Fees tab:
 - a. Highlight the CMF record.
 - b. From the menu bar, click **Record** and select **Remove**.
 - c. **Save**
 - d. The following warning will appear:



- e. Click OK
- f. Screen should appear similar to the following:

Schedule Detail SSADETL 8.5.0.1 (BANSBXE)

Term: 201740 CRN: 19949 Subject: ART Course: 001 Title: BEG DRAW & DESIGN

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

Section Fees

Level	Detail Code	Description	Amount	Fee Type	Duration Unit	User ID	Activity Date

Student Curriculum Student

Student Curriculum Rules

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Admission Term	Curricula Rate	Curricula Student Type	Curricula

FRM-40400: Transaction complete: 1 records applied and saved

Record: 1/1 ... List of Valu... | <OSC>

- g. Repeat steps 2 and 3 for each CRN of the course that is a schedule type (course activity) that does not carry the CMF.