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
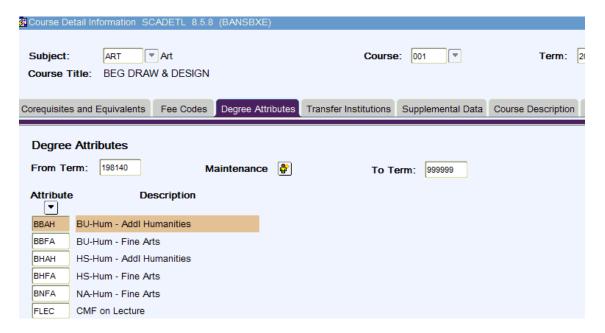
BEFORE YOU BEGIN

No information at this time.

FORMS

The forms listed below are covered in this training.

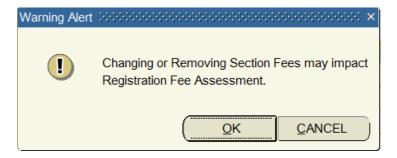| Form	Form Name	Description
SSADETL	Schedule Detail	From where CMF data resides at the section level (data pulled from SCADETL)

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:
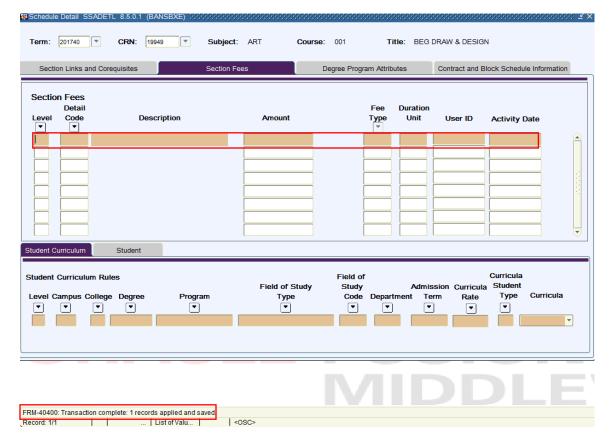   a. Example: ART 001. Per SCADETL, the lecture activity carries the CMF:

   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:

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.