

Special Course Fee e-form Request Procedures



University of Wisconsin
Stevens Point

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Beginning with the summer 2020 term, new special course fee requests must be submitted each term.

Special Course Fee Request e-form <https://eforms.uwsp.edu/workspace.aspx>

- Fee Type
 - Course fee if it applies to **all** sections and sessions of a course
 - Class fee if applies to only a specific section of a course
- Fee Duration
 - New fee-must submit new fee requests each term
 - Will be able to copy from previous terms
 - Modify existing fee-if fee was already approved for a given term and need to modify
 - Remove fee-if fee was approved for a given term and need to remove it
- Term Assessed
 - Choose the term the fee will be applied to the course
 - Do not submit before the courses have been set up as the Registrar will deny your course fee form if the course is not set up
- Location
 - Choose the location where course offered
- Subject
 - Choose the subject
- Catalog
 - Type in catalog #
 - If the course fee is for a slash course, list both courses ex. 335/535
- Class Section
 - Type in section
 - Only needed for class fees
- Course Title
 - Type in course title
- Component and Course ID will be completed by Registrar's Office
- Enter projected number of students enrolled per term
- Enter the total anticipated costs for each type of expense the course fee covers for all projected enrolled students. Ex: \$10 per student food fee, projected total enrolled students 20, enter \$200 for food
- Purpose
 - Type in purpose of fee which follows UW System Administrative Policy 825
- Supporting documents must be attached
- Use the calculate button to total all expenses. This will auto-calculate a per student assessment.

- Funding Source
 - All special course fees must have a separate department ID set up to account for the revenue and expenses.
 - Choose existing if there is already a department ID set up for the course
 - Choose new department ID if this is a new fee
- Approvers
 - Choose the appropriate department chair to route for approval
 - Choose the appropriate dean of the college
 - Everyone must select the dean of the college.
 - At this time, the form will only route to the COFAC dean for approval, all others route to Controller
 - If approved, form routes to Controller Office
 - Controller Office determines if fee is allowable per policy and determines the amount reported on student 1098T
 - If approved, form routes to Registrar's Office
 - If course has been set up, they will complete the course component and course ID
 - If course has not been set up, they will return the form to the submitter requesting the course information.
 - If course is set up, form routes to Student Financial Services to complete
 - If a new department ID was requested form will route to General Ledger, prior to routing to Student Financial Services, to assign a department ID.
 - All Special Course Fees will be named SCF and the course name and number
 - Example: SCF Art 103
- Once your form is complete, choose the "OK" button
 - Choose "Save and Close For Later" if you are not ready to submit but want to save the information filled in
 - Choose "Delete Form and Timeline" to clear the form and delete from the process

Routing of the form can be tracked at <https://eforms.uwsp.edu/workspace.aspx> in the Controller tab of the FinOps workspace. There are reports built for each college to view all forms submitted for your college.



You can filter by term or leave blank to view all forms. This view will give a summary of where the form is in the process.

Controller - Special Course Fee Request - Fees For College - COFAC (2 items) CSV [grid icon] [dropdown arrow] [refresh icon]

Term Assessed Contains		Search												
Department	Subject	Catalog num	Term	Fee Type	Fee Duration	Dept Chair	Dean	Controller	General Ledger	Registrar	Form Status	Create Date	Actions	
<input type="checkbox"/>	Art & Design	ART - Art	347	2208		New	Approve	Approve	Approve	Submit		Active	8/22/2019 12:50 PM	[edit icon] [delete icon]
<input type="checkbox"/>	Art & Design	ART - Art	347	2218		New	Approve	Approve	Approve		Deny	Complete	8/15/2019 12:29 PM	[edit icon] [delete icon]

To view the detail routing information, click the link of the form. The routing slip is found at the bottom of the form.

Routing Slip				
Participants	Completed	Status	Result	Comments
▼ Configure Course 8/22/2019 2:40 PM				
Vogt, Megan	-	Active		
Ludwig, Andrew	-	Active		
Eckenrood, Anne	-	Active		
▼ New Department Id 8/22/2019 12:59 PM				
Bolton, Robyn	8/22/2019	Completed	Submit	
▼ Controller Approval 8/22/2019 12:58 PM				
Millis, Julie	8/22/2019	Completed	Approve	
▼ Deans Approval 8/22/2019 12:57 PM				
Millis, Julie	8/22/2019	Completed	Approve	
▼ Department Chair Approval 8/22/2019 12:55 PM				
Millis, Julie	8/22/2019	Completed	Approve	
▼ Initiator				
Millis, Julie	8/22/2019	Completed		

New forms must be submitted each term following the [Special Course and Class Fee Dates and Deadlines](#)

To copy a form from a previous term

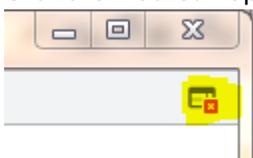
- Locate the form for the course fee using the Special Course Fee Request – Fees For College knowledge report.
- Open the form you wish to copy
- Select the “Submit For New Academic Term” button at the top of the form.
- This will open a new instance of the form
- Choose the term and modify other fields as needed
- Select the appropriate department chair and dean to begin the approval routing process

If nothing happens when you select the “Submit For New Academic Term” button or you get an error message follow these directions depending on your internet browser.

Google Chrome



Click the Blocked Popup button to see the options for allowing popup



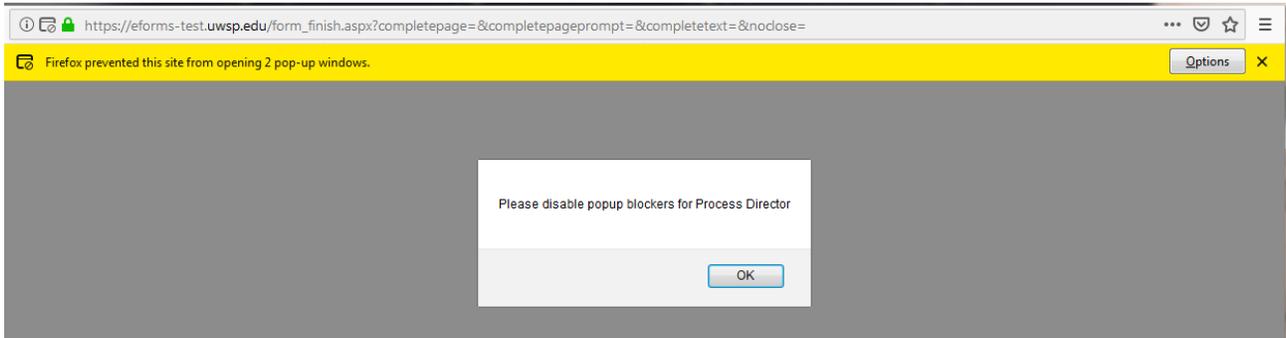
Select the Allow Popups for eforms.uwsp.edu radio button

Click Done

Go back to the knowledge report and select the form you wanted to copy and click the form link to reopen

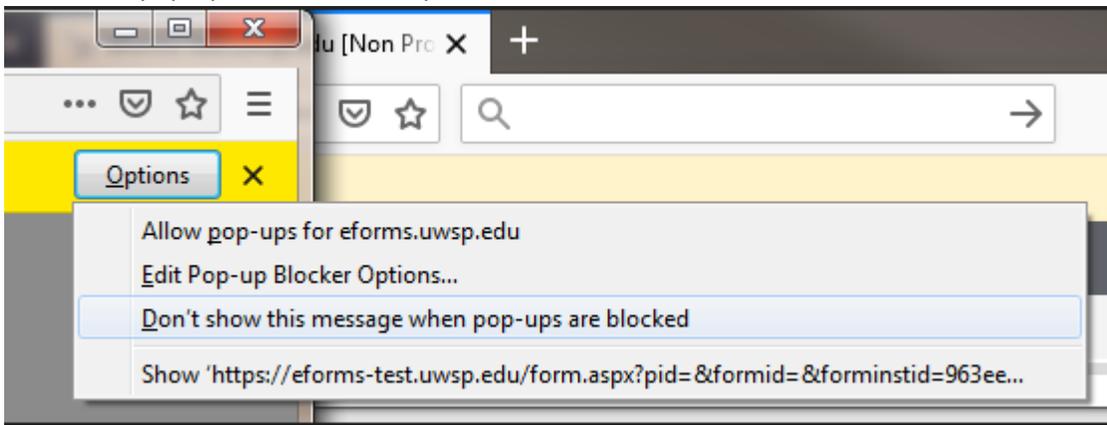
Click the **Submit For New Academic Term** and a new instance of the form should open and allow you to edit and submit it.

Mozilla Firefox



Click the Options button

Click Allow pop-ups for eforms.uwsp.edu



Your form should open in a new window and allow you to edit and submit it.