Special Course and Class Fees Resources and Workflows

UW-Stevens Point Main Campus

Financial Operations, Controller's Office

September 2025

University of Wisconsin
Stevens Point

Allowable Special Course Fees:

- Transportation and admission costs incurred for required field trips for credit course instruction

- Materials for projects that result in tangible products retained by the student(s) in a credit course

- A refundable deposit to ensure the reasonable return of UWSP equipment and supplies temporarily assigned to a student

- Private music lessons (vocal or instrumental) to all non-music major students

- A student chooses to upgrade materials or complete optional course requirements beyond those provided to all students in a course and results in an additional cost to UWSP. The student must be notified of the additional cost of the upgrade before a charge is assessed.

Special Course Fees Policy and Procedures

University of Wisconsin
Stevens Point

Special Course Fees <u>may not</u> be charged for:

- ➢ Salaries and wages for any UWSP employee.

- ➢ Normal consumption of materials purchased by the university for use by students in activities that are integral to credit course instruction – such as glassware used by students enrolled in chemistry courses.

- ➢ Equipment (and its maintenance) used for instructional purposes – such as desks, computer projection equipment, or fitness equipment.

- ➢ Typical duplicated instructional handout materials – such as syllabi, assignments, or exam materials

- ➢ Honoraria

- ➢ Health and/or safety equipment required in carrying out course activities – such as equipment required by OSHA, including but not limited to safety shields, respirators, and eye wash equipment.

- ➢ Expenses covered by the Student Technology Fee, such as computers, laboratory equipment, operating system software, computer maintenance, and other related supplies and expenses.

- ➢ Supplies and materials that could reasonably be expected to be covered in a regular instructional budget.

Special Course Fee Request Form

Fee & Term Information

Fee Type	Action	Term Assessed	
Select One ▼	Select One ▼	Select One ▼ Term Implemented/ Calendar Year	

Course Information:

Location	Subject (Curriculum)	Catalog #	ClassSection (For Class Fees Only)	Course Title	Component	Course Id
Select One ▼	Select One ▼	Ugrad # Grad # ("/" courses list both #s)				

Special Course Fee Spend Plan and Purpose:

Projected Number of Students Enrolled per Term — `0`   **Enter total costs below based on projected number of enrolled students. Example: $125 field trip admission cost per student and a projection of 20 students, enter $2500 ($125 x 20)**

Transportation and admission costs for required field trips — $ `0`

Materials for projects that result in tangible products retained by the students — $ `0`

**Other required supplies and activities
Explain in detail other specific items or services, not listed above, to be purchased and their intended purpose. — $ `0` | Purpose |

[Add Additional 'Other' Amount]

The following are considered personal or incidental expenses for students and are permissible for goods and services needed if the intent is to facilitate payment as a costs savings or to ensure standardization. Please list total anticipated costs based on projected number of enrolled students. Example: $7 lab manual cost per student and a projection of 20 students, enter $140 ($7 x 20)

Textbooks, course workbooks and electronic subscription access fees — $ `0`

Food, lodging and incidentals on required field trip — $ `0`

Personal health, safety and dress requirements related to instruction — $ `0`

Transportation to sites for student teaching, clinical assignments or other types of practicum — $ `0`

**Other personal expenses
Conference / Convention registration fees, Professional organization memberships, etc. — $ `0` | Purpose |

[Add Additional 'Other' Personal Amount]

University of Wisconsin Stevens Point

Please reference UW System Administrative Policy 825 and explain in detail the intended purpose and use of the special course fee.

Please attach supporting documentation for costs (e.g., quotes, order form, pricing sheet, pamphlet listing prices)   [Attach]

TOTAL $0.00
Per Student Assessment $0.00 $0.00

Funding Source:

Account:	Driver Worktag Type	Driver Worktag Id	Cost Center Id	Fund Id	Function Id	Activity	Account Mgr
○Existing	Program			FD0128 FD0128-Auxiliary Enterprises	FN0200 FN0200-Instruction		
○New	Program			FD0128 FD0128-Auxiliary Enterprises	FN0200 FN0200-Instruction		

Approvers

Form Controls

[Save and Close For Later]
[Print]
[Delete Form and Timeline]

[Submit] [Cancel Changes]

Any questions? Please contact the Controller Office at Controller.Office@eforms.uwsp.edu or 715-346-0123

University of Wisconsin Stevens Point

Completing the Request Form

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

- **Fee Type**
    - o Course fee if it applies to all sections and sessions of a course
    - o Class fee if applies to only a specific section of a course
- **Action**
    - o New fee-must submit new fee requests each term
        - ▪ Will be able to copy from previous terms
    - o Modify existing fee-if fee was already approved for a given term and need to modify
    - o Remove fee-if fee was approved for a given term and need to remove it
- **Term Assessed**
    - o 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**
    - o Choose the location where course offered
- **Subject**
    - o Choose the subject
- **Catalog**
    - o Type in catalog # ▪ If the course fee is for a slash course, list both courses ex. 335/535

Completing the Request Form

- **Class Section**
    - o Type in section
        - ▪ Only needed for class fees
- **Course Title**
    - o 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**
    - o Type in purpose of fee which follows UW System Administrative Policy 825
- Supporting documents must be attached
- Form will auto-calculate **Total** and a **Per Student Assessment** as you tab through fields or press enter.
- **Funding Source**
    - o All special course fees must have a separate Workday Activity set up to account for the revenue and expenses.
        - ▪ Choose Existing if there is already an Activity set up for the course (Information needed: Driver Worktag Id, Cost Center Id, Activity)
        - ▪ Choose New if this is a new fee that needs the Driver Worktag and Activity assigned

University of Wisconsin
Stevens Point

Completing the Request Form

- Approvers
    - o Choose the appropriate department chair to route for approval
    - o Choose the appropriate Assistant Dean
        - ▪ Everyone must select the dean of the college.
            - • At this time, the form will only route to the COFAC Dean for an approval, all others route to Controller following the submission and Assistant Dean approval
    - o If approved, form routes to Controller Office
        - ▪ Controller Office determines if fee is allowable per policy and reviews existing balance(s).
    - o 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.
    - o If course is set up, form routes to Student Financial Services to complete

Completing the Request Form

o If a New Funding Source was requested, form will route to Accounting Services, prior to routing to Student Financial Services, to assign an Activity (Driver Worktag, Cost Center, and Activity).

  ▪ All Special Course Fees will be named with Activity Id, SCF and the course name and number

    • Example: AC003194-UWSTP | SCF ACCT 330

• Once your form is complete, choose the "Submit" button

  o Choose "Save and Close For Later" if you are not ready to submit but want to save the information filled in

  o Choose "Delete Form and Timeline" to clear the form and delete from the process

Electronic Workflow – Routing & Approvals

a. Academic responsibility for request, review and approval:

- Assure and verify request meets the course objective
- Assure request supports mission of the university
- Assure request is not a substitute for regular instructional budget
- Assure request meets guidance provided in UW System policy 825
    - i. **Requestor:** individual, often instructor, completing the Special Course Fee Request e-form
    - ii. **Department Chair (COFAC) or Assistant Dean (all other colleges/schools):** reviews request, and either approves or denies the request
    - iii. **Dean or Designee (COFAC):** reviews request, and either approves or denies the request

b. **Controller:** reviews request, and either approves or denies the request

c. If a new funding source is needed, select **New** under Funding Source and the e-form will automatically route to Accounting Services for setup after the Controller's Office and Registrar's Office approvals.

d. Once approved, the Special Course Fee Request e-form will be routed to Student Financial Services to enter fee assessments on the course or class, as applicable, and to finalize the e-form.

e. Once request is finalized, an e-mail acknowledgement is sent to the Requestor.

E-Form Tracking

- 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.

Controller - Special Course Fee Request - Fees For College - CNR
Knowledge view for the Special Course Fee Request that displays only those forms entered by individual who either submitted or approved the form.

Controller - Special Course Fee Request - Fees For College - COFAC
Knowledge view for the Special Course Fee Request that displays only those forms entered by individual who either submitted or approved the form.

Controller - Special Course Fee Request - Fees For College - COLS
Knowledge view for the Special Course Fee Request that displays only those forms entered by individual who either submitted or approved the form.

Controller - Special Course Fee Request - Fees For College - CPS
Knowledge view for the Special Course Fee Request that displays only those forms entered by individual who either submitted or approved the form.

E-form Tracking

- 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.

E-form Tracking

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

IMPORTANT SCF Request Dates and Deadlines

Special Course Fee Dates and Deadlines

	Schedule of Class Rollout and Special Course Fees Due Dates		Anticipated Dates	
Term	**Submission Due**	**Published on Web**	**Shopping Carts Open**	**Student Registration**
Fall	First Week in December	First Friday in March	Mid-March (Monday of week 8)	Mid-April
Winterim	Second Week in April	First Friday in May	Early-October (Monday of week 6)	Late-October (Monday of week 9)
Spring	Third Week in May	First Friday in October	Early-October (Monday of week 6)	Mid-November (Monday of week 12)
Summer	Fourth Week in October	Second Friday in December	Late-February (Monday of week 6)	Late-March (Monday of week 9)

For reference to assist in course fee submission deadlines:
Student Financial Services Student Billing Dates and Deadlines

New forms must be submitted each term following the
Special Course and Class Fee Dates and Deadlines

Copy from a Previous Term

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

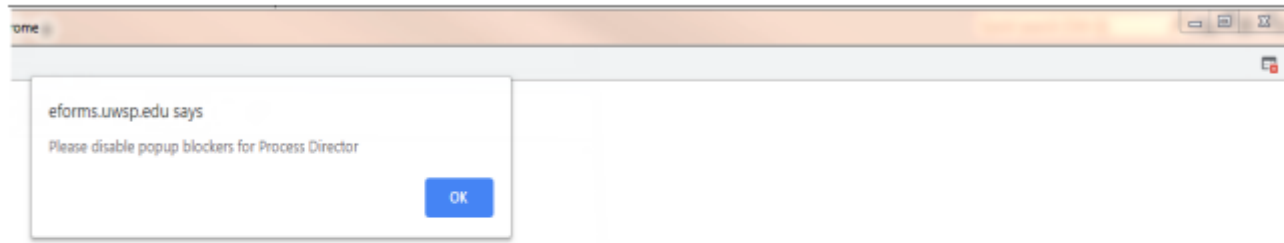 • Select the appropriate Assistant Dean/Department Chair and Dean (COFAC) to begin the approval routing process

University of Wisconsin
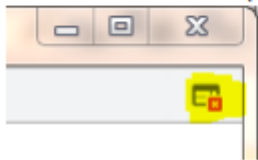Stevens Point

Copy from a Previous Term
Browser Issues

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.
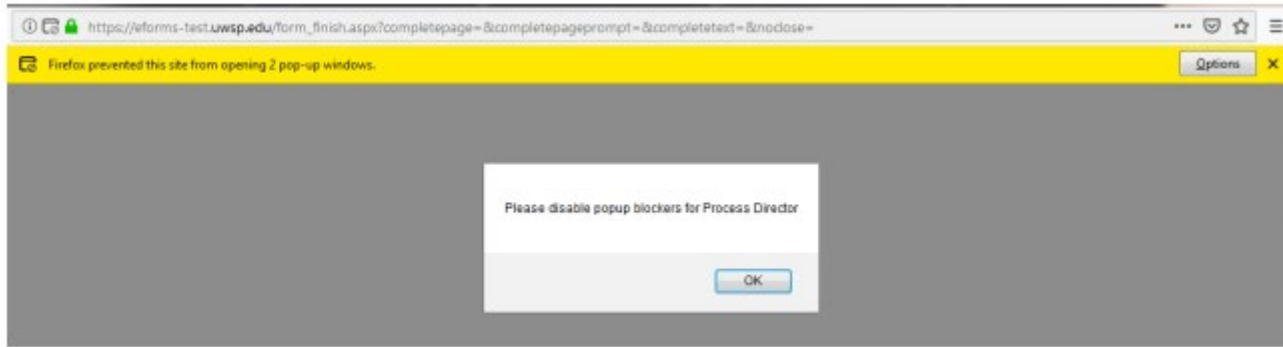
Copy from a Previous Term Browser Issues

- 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.

Copy from a Previous Term Browser Issues
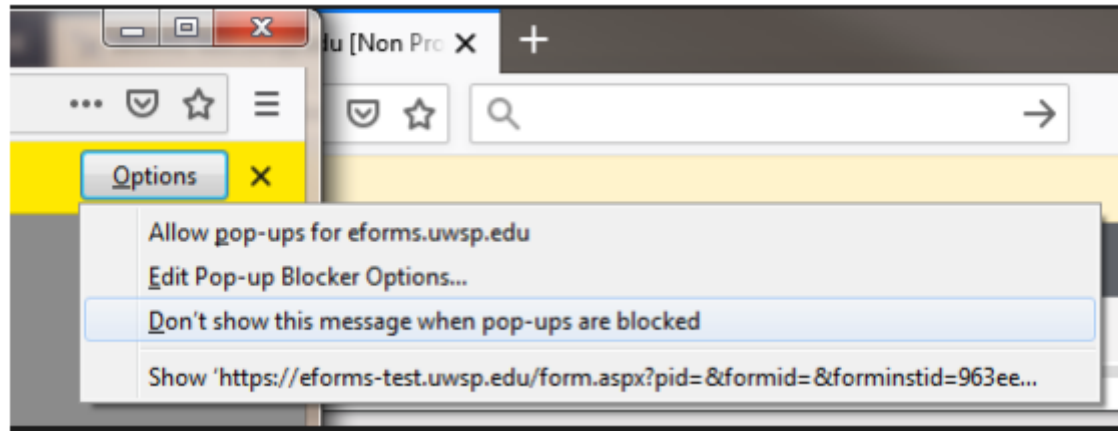
Mozilla Firefox

- Click the Options button

- Click Allow pop-ups for eforms.uwsp.edu

Copy from a Previous Term
Browser Issues

Mozilla Firefox

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