Adding a Class Fee Via Maintain Schedule of Classes

Purpose: Use this document as a reference for how to add a class fee in ctcLink

Audience: Class Scheduling staff

⚠ You must have at least one of these local college managed security roles:

- ZC CM Class Builder
- ZD CM Class Attributes
- ZD CM Class Builder
- ZD FWL View Cnt Calc
- ZZ CM Class Attributes
- ZZ CM Class Text Book
- ZZ CM Local Configuration
- ZZ FWL Contract Calc

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

You also need to set the following SACR Security permission:

- CS 9.2 SACR Security: Basic Requirements for Staff

Fees added at the course level are not seen on the class schedule pages. Class fees will be charged in addition to any course fees only if the **Charge for Course Fee** checkbox is selected on the **Class Fees Modal** tab.   It is recommended to verify the fees on the course catalog prior to adding fees on the class sections to avoid any duplication. Course fees can be seen at NavBar > Navigator > Curriculum Management > Course Catalog > Course Catalog

Navigation: Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Adding a Class Fee

1. The **Maintain Schedule of Classes** search page displays.
2. **Academic Institution:** Enter or look up.
3. **Term:** Enter or look up.
4. **Subject Area:** Enter or look up.
5. Using the remaining search options to narrow the results.
6. Select **Search**.
7. Qualifying classes display at the bottom of the Maintain Schedule of Classes search page.
8. Select a class from list of Search Results.
9. The **Basic Data** tab displays.
10. Select the **Add Fee** button.

11. The **Class Fees Modal** page displays.
12. Select **Charge Method:**
    a. Most courses should remain with the 'Always' default
    b. If the class should not charge tuition select 'Not include in term tuition' from the drop down menu.

    Optional:

    • **Charge for Wait Listed Class**: class fee is to be charged to a wait listed student.
    • **Charge for Course Fee**: charge course fees in addition to class fees. If you do not select this check box, class fee definitions override course fee definitions for the same class.
    • **Include in Pro-rata**: class fee is included in pro rata refund calculations.
    • **Include in other Withdrawal**: include this fee in other withdrawal calculations.

13. Select **Class Sub Fees Modal** tab.

1. The **Class Sub Fees Modal** page displays.
2. Select an **Account Type**.
   a. Typically class fees are 'FEE' (Mandatory Fees). Consult local business process to determine the account type.

3. **Item types** are the specific codes for the fee being charged. Consult local business process to determine the item type code to be used for specific courses.

> ℹ️ Note: Item types have been cross-walked from Legacy fee codes and use the same descriptions as the Fee Codes in legacy.

17. **Fee Trigger:** Always select 'Use Criteria'.
18. **Fee Amount Equation:** Leave blank.
19. **Fee Amount fields:** Fees can be set as a per unit charge or as a flat amount.
20. **Minimum Amount/Maximum Amount:** These fields only apply to this class section and would only be used if charging per unit.
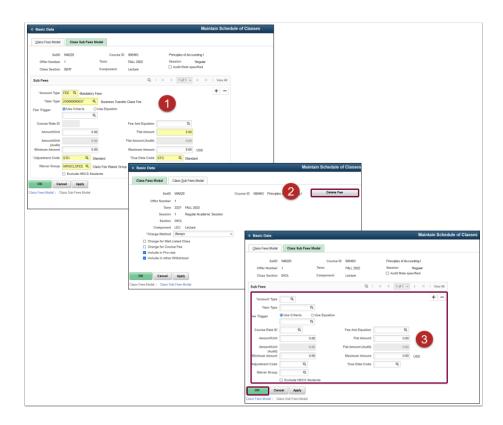
21. **Adjustment Code:** 'STD' (Standard).
22. **Due Date Code:** 'STD' (Standard).
23. **Waiver Group:** Please contact your student financial office regarding which Waiver Groups to use as they are college specific
24. Use the **[+]** sign to add additional fees.
25. Select **Apply.**
26. Select **OK.**
27. The **Basic Data** tab displays.
28. Select **Save**.

Process complete.

> ℹ️ If class fees change and students are enrolled, their tuition will recalculate to the adjusted amount when the student or staff views their customer account.

Delete a Fee

1. Select **Update Fee** on the **Basic Data tab**.
2. Select **Delete Fee.**
3. Select **OK.**

ℹ The students' tuition will recalculate when the staff/students views their customer account or the batch tuition calculation process runs.