High Level Description

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<th>Process</th>
<th>Set up Course Fees</th>
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<tr>
<td>Module</td>
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Revision Control

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<th>Date</th>
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<tr>
<td>05-02-2009</td>
<td>Miyesha Dickerson</td>
<td>Document created</td>
<td>4</td>
</tr>
<tr>
<td>01-30-2012</td>
<td>Mike Walker</td>
<td>Modified</td>
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Overview

Brief overview of module processes.
Notice about the new version of PeopleSoft

All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Set up Course Fees

Locate the Catalog Number
In order to add a course fee to a Course ID, you must find the catalog number first.

Navigate to Curriculum Management > Course Catalog > Catalog Summary

The Course Catalog Summary page displays

1. Enter:
   • **Academic Institution**: HW001
   • **Subject Area**: ACCT
2. To search for a subject area, click on Magnifying glass.
3. Once the Subject Area is chosen, click Search.
4. The result should bring up all courses for the Subject Area.
5. Locate the Catalog Nbr to find the Course ID.
6. Record the Course ID and use it to apply the Course Fee through the following navigation.
Apply the Course Fee

Navigate to Set Up SACR > Product Related > Student Financials > Course and Class Fees > Course Fees

7. Enter:
   - **SetID**: HW001
   - **Course ID**: 016217 (Enter the Course ID found from the previous lookup.)

8. Click on Search.

The Course fees page displays

9. Check if the Component option is correct.

10. Most courses that require course fees have lecture and lab components. Make sure to add the course fee to the lecture component for these cases. When a class is labeled an activity ONLY with a course fee to be added, add the course fee to the Activity Component.

11. Enter:
   - **Institution**: HW001
   - **Campus**: CSUEB
12. Click on **View All** to find the correct term.

13. Enter:

   - **Term**: 2073
   - **Charge Method**: Always

14. Check:

   - Include Pro-rata
   - Include in other Withdrawal

**The Course Sub Fees**

15. Check that the **Course ID & Component** option is correct.

16. Click **View All** to find the correct term.

   - **Term**: Summer 2007
   - **Account Type**: CRS
   - **Item Type**: 110001000000 (Art Course Fees)
   - **Fee trigger**: Use Criteria (ALWAYS.)
   - **Adjustment Code**: STANDARD
   - **Flat Amount**: 25.00 (Insert the amount of the course fee.)
   - **Due Date Code**: STANDARD

17. Click **Save**.

**Whom to Contact for Help?**

For additional help or to report problems with this functionality, please log a ticket via the [Service Desk](http://www.csueastbay.edu/servicedesk).