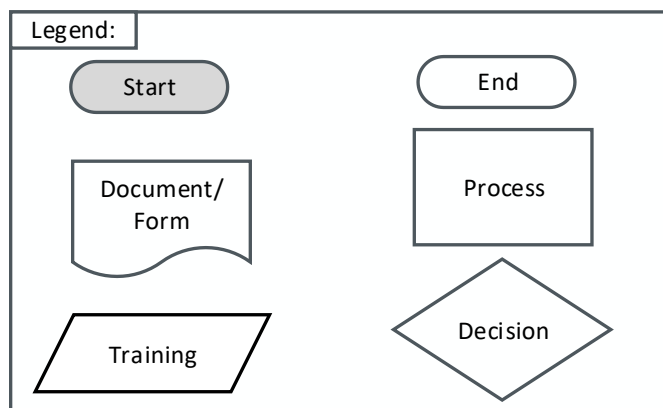
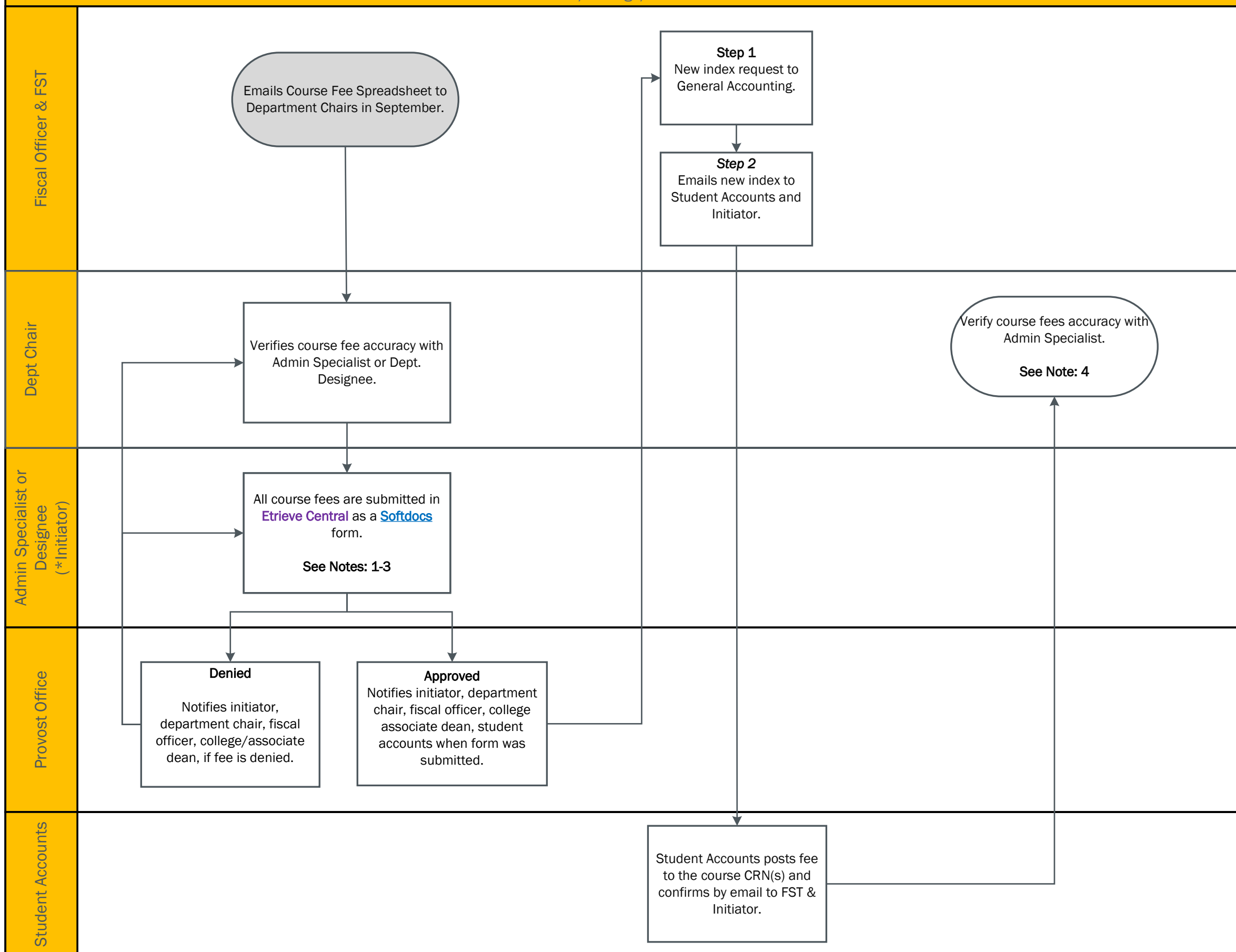


Add/Change/Delete



Notes:

- The Softdocs form flows through an approval queue as follows: Department Chair > Fiscal Officer > College Associate Dean > Provost > Student Accounts. ***Initiator is the person who enters information into Softdocs form.**
- If the course fee is denied the Softdocs form goes back to department for correction. Once approved everyone in the Softdocs approval queue is notified.
- For new courses** that you plan to submit to the UCC for inclusion in upcoming catalogs, follow this three step process:
 - Submit the new course form in CIM. In the course fee section, select the **"No fee"** option.
 - In the rationale section of the CIM form include a statement saying that this course will have a course fee, and a Softdocs form is being submitted.
 - Submit a Softdocs Special Course and Lab Fee Request Form. In the **"Comments"** section include a statement saying that this is a new course currently under review by the University Curriculum Committee, therefore it does not have a permanent number yet.
- Department Chair or designee reviews online class schedule to ensure that **ALL** course fees are accurate **PRIOR** to the schedule going live.

FILENAME Course Fees BP	
DRAWN BY Sue Branting	REVISED 10/8/2024