

**PROCEDURE**

Effective Date: 6/7/07

Approved By: Vice President George Pierce

Authority: RCW 28B.15; SAAM 85.54

Cancels:

See Also: POL-U5352.02; POL-U1400.03; PRO-U1400.03A;  
PRO-U1400.03B; PRO-U1400.03C; PRO-U5352.02E**PRO-U5352.02D****CHARGING COURSE FEES TO STUDENTS BY  
ATTACHING THE FEE TO THE COURSE NUMBER****Action by:**

Financial Manager

**Action:**

1. **Ensures** that fee has been approved through the fees and rates approval process.
  2. **Contacts** the Registrar to obtain training and instruction manual on how to attach a course fee to the course CRN.
    - a. **If this is the first time the fee has been charged**, sends request to Student Accounting Supervisor to create a detail code to post the revenue correctly.
  - b. **Receives** detail code request form.
    - c. **Verifies** that the fee has been approved.
    - d. **Creates** a detail code to record the revenue.
    - e. **Notifies** Financial Manager that the code has been created and what the code is.
- Student Accounting Supervisor
3. **Enters** the detail code and the approved fee in SSADETL.
- Financial Manager