

Initiator Instructions for Course Fee Workflow Process

This information is for first-time initiators or initiators who have not submitted a course fee request for two+ years.

Training

Individuals needing to initiate course fee requests in UAccess Student must complete the tutorial found in EDGE Learning: <https://uaccess.arizona.edu/>. Once you log in with your NetID you will use the search box on the top and type "UAccess Student: Course Fee Request for Initiator", then click on "See Classes Available" and then click "Enroll" and follow the instructions on this page. Successful completion of an assessment is required to be granted security in UAccess Student and initiate Course Fee Management forms.

Access to UAccess Student

1. After passing the assessment, request access to UAccess Student by using the UAccessAccess Provisioning Tool at https://request.uaccess.arizona.edu/uaccess_appreq/ and click on "Submit Access Request." Then you will log in with your NetID.
2. In the "Create a New Request for" box, enter the needed information and click submit.
3. Under Systems select "UAccess Student – Campus Users" and on Subject Area select "Course and Fee Management." Under the "Business Justification" box enter reason for request; something like *Need access as part of my job duties for requesting course fees.*
4. Make Selections for the appropriate access by checking the buttons for "Role – Fee Management Initiator," click save and then Submit Request.
5. When it is completed, the electronic form will be sent to the requester's supervisor for approval and then to UITS Security for processing. If notification of approval has not been received within two weeks, the supervisor should be contacted.

University Fees Website

While waiting for approval, it would be helpful to examine the Course Fee information on the University Fees website: <https://academicadmin.arizona.edu/university-fees/class-fees>

Especially attention should be given to the links to the *Arizona Board of Regents policies* and the *Course Fee Handbook*. The latter provides additional information regarding the management of these fees.

Under the *Information for Faculty and Staff* section of this [website](#), you will find *Preparation Documents for Initiator* and *Course Fee Cost Breakdown Example Templates* that help to organize all the information needed to complete the Online request form.

UAccess Student

The online process to request a course fee is found in UAccess Student. When access has been approved, navigate to <http://uaccess.arizona.edu/>, click on Administrative Staff, and enter your NetID. Follow the path:

Main Menu > Curriculum Management > UA Curriculum Management > UA Course Fee Management and select the appropriate form: UA Special Course Fee Add, Modify or Delete.

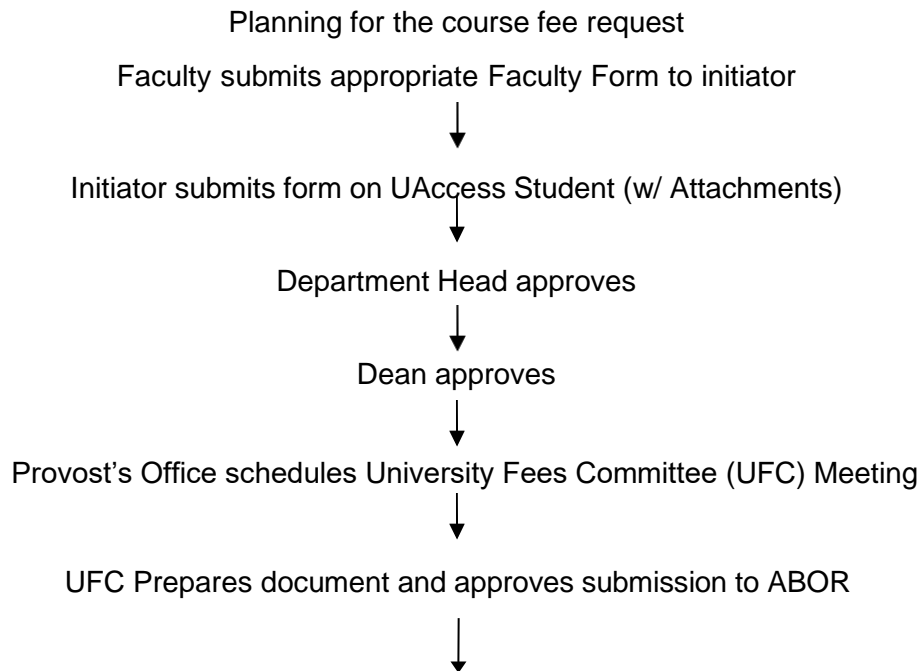
Item Type

An Item Type is required before a fee can be charged to the students. Begin this process immediately upon notification of fee approval. The approval normally happens in April as ABOR meets annually to review and approve tuition and fees.

Note that the accounts must be created before the item types can be requested. If an FRS account for fees needs to be created, contact your unit's fund accountant. The process of creating an FRS account can take one month to complete.

The form to create a new Item Type is available on the Bursar's Office site for [Item Type Requests](#). The completed form will be electronically routed to the Bursar's Electronic Services Team. Email notification will be sent when the item type is created. This process takes at least one week.

Steps for Course Fee Request Approval



ABOR Process

