

## Initiator Instructions for Course Fee Workflow Process

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

### Training

Individuals needing to initiate special course fee requests in UAccess Student must complete the tutorial found at **Current Workshops** <http://uits.arizona.edu/workshops/>. Scroll down to “UAccess Student” section, then click on “Course Fee Request Initiators”, then “Enroll Using UAccess Learning” 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 UAccess Access Provisioning Tool at [https://request.uaccess.arizona.edu/uaccess\\_appreq/](https://request.uaccess.arizona.edu/uaccess_appreq/) and click on “Submit Access Request.”
2. Under Systems select “UAccess Student – Campus Users” and on Subject Area select “Course and Fee Management.”
3. Make Selections for the appropriate access by checking the buttons for “Fee Management Initiator.”
4. 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 Web Site

While waiting for approval, it would be helpful to examine the Special Class Fees information on the University Fees web site shown below.

<http://academicaffairs.arizona.edu/special-course-fees-information-faculty-and-staff>

Note the links to the *Arizona Board of Regents Guidelines for Class Fees* and the *Class Fee Request Deadline* information. The *Special Class Fee Request Supplemental Information* document provides additional information and requirements for requests. *Special Class Fee Request Faculty Forms* and *Special Class Fee Cost Breakdown Templates* help to organize all the information needed to complete the online request form.

### UAccess Student

The online process to request a special 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.

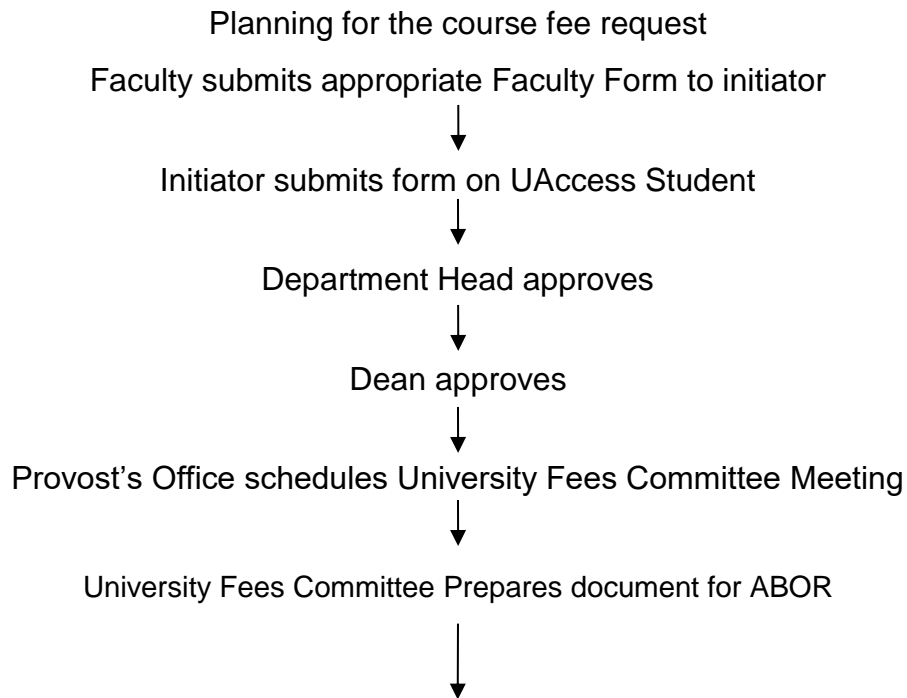
### Item Type

An Item Type is required before a fee can be charged to the students. Begin this process immediately upon notification of fee approval.

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 Special Course Fee Request Approval**



### **ABOR Process**

