

## HOW TO ENTER A SECTION EXCLUSION

When you need to exclude course fees from a specific section, you must use the Course/Fee Request option in the Course Fee Module. To complete the task you must have the UF\_SF\_COURSEFEE\_DEPT\_USER security role.

1. Log in to **myUFL**.
2. Navigate to: **NavBar > Main Menu > Student Information System > Course Fees > Course Fee Request**.
3. Select the **Add a New Value** tab.

**Course/Fee Request**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Course/Fee Request ID: begins with [ ] [ ]  
Course/Class Fee Type: = [ ] [ ]  
Academic Organization: begins with [ ] [ ]  
Chartfield 1: begins with [ ] [ ]  
Originator OperID: begins with [ ] [ ]  
 Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. Use the Drop Down Box for the “Course/Class Fee Type” field and select **Class Section Exclusion**.
5. Click **Add**.

**Course/Fee Request**

[Find an Existing Value](#) [Add a New Value](#)

Course/Fee Request ID: 0000000000000000  
Course/Class Fee Type: **Class Section Exclusion**  
Equipment  
Material & Supply  
Other

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

You will see this Course Fee Request screen.

**Course Fee Request**  
This page is used to request and approve to update the course fee table to ensure student financial accounts are charged for the appropriate amount to support the instruction of the course.

Course/Fee Request ID: 0000000000000000 Documents

Course/Class Fee Type: Class Section Exclusion **1** Routing Academic Organization

Course/Class Fee Status: Pending - 0

Section Exclusions...  
\*Term: [ ] **2**

Course Sections...  
Acad Org: [ ] **3** \*Course ID: [ ] \*Course Offering Nbr: [ ] **4** Subject: [ ] Catalog Nbr: [ ] \*Session: [ ] \*Class Section: [ ] \* Fee Type: [ ] **5 6 7** SetID: TUI Account Type: [ ] Item Type: [ ] **8** [ + ] [ - ]

Request Actions... **9**  
Submit Approve Deny Pushback

- 6. First, enter the **Academic Organization** for Routing purposes (1).

The Academic Organization will be your 4-Digit Department ID. You can Search for your Academic Organization by entering “Begins with” and the first 2 digits of your College.

- 7. Click **Look Up**.

Look Up Routing Academic Organization

Academic Organization: begins with [ 60 ]

Description: begins with [ ]

Academic Institution: begins with [ ]

Campus: begins with [ ]

Look Up Clear Cancel Basic Lookup

Search Results

Academic Organization	Description	Academic Institution	Campus
60000000	College-Agr & Life Sciences	UFOR	MAIN
60030000	AGL(AG)-Dean's Office	UFOR	MAIN
60060000	AGL(AG)-Food & Resource Econ	UFOR	MAIN
60070000	AGL(AG)-Agricultural & BiolEng	UFOR	MAIN
60079998	AGL(AG)-Agricultural Op Mgt	UFOR	MAIN
60079999	AGL(AG)-Packaging Sciences	UFOR	MAIN
60080000	AGL(AG)-Agronomy	UFOR	MAIN
60090000	AGL(AG)-Animal Sciences	UFOR	MAIN
60100000	AGL(AG)-Microbiology & Cell Sc	UFOR	MAIN
60140000	AGL(AG)-Entomology & Nem	UFOR	MAIN
60142400	AG-Pest Management	UFOR	MAIN
60150000	AGL(AG)-Food Sci & Human Nutr	UFOR	MAIN
60170000	AGL(AG)-Sch of Natri Res & Env	UFOR	MAIN
60180000	AGL(AG)-Envir Horticulture	UFOR	MAIN
60190000	AGL(AG)-Plant Pathology	UFOR	MAIN
<b>60210000</b>	<b>AGL(AG)-Soil &amp; Water Science</b>	<b>UFOR</b>	<b>MAIN</b>
60220000	AGL(AG)-Statistics	UFOR	MAIN
60230000	AGL(AG)-Horticultural Sciences	UFOR	MAIN
60260000	AGL(AG)-Agricultural Ed & Comm	UFOR	MAIN
60320000	AGL(AG)-Family, Youth & Comm Sc	UFOR	MAIN
60460000	AGL(AG)-Sch Forest Res & Cons	UFOR	MAIN
60466000	AGL(AG)-SFRC-Geomatics	UFOR	MAIN
60469000	AGL(AG)-SFRC-Fisheries	UFOR	MAIN
60470000	AGL(AG)-Wildlife Eco & Conserv	UFOR	MAIN
60480000	AGL(AG)Fisheries & Aquatic Sci	UFOR	MAIN

8. Complete Steps 2-9 in the **Section Exclusions** Box.

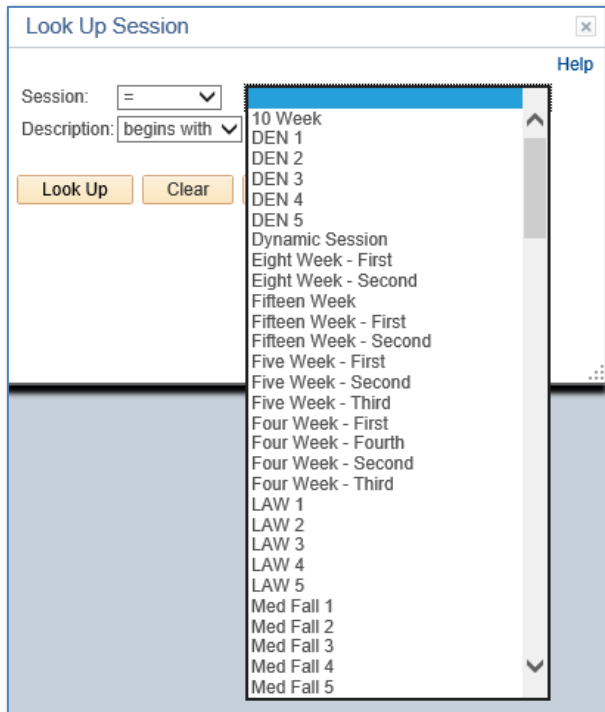
- It is imperative that you enter the **Term** (2) BEFORE you attempt to enter information pertaining to the course. The application needs to know where to look for the appropriate Course ID and associated fees.
- The **Course ID** (3) is different than the Subject and Catalog Nbr you might be used to entering. You can search for the Subject and Catalog Nbr using the Lookup icon. Once you select the Course ID, the Subject and Catalog Nbr will automatically populate.

For example: The Subject and Catalog Nbr is SWS3022. The Course ID is 015583, a 6-digit representation of SWS3022.

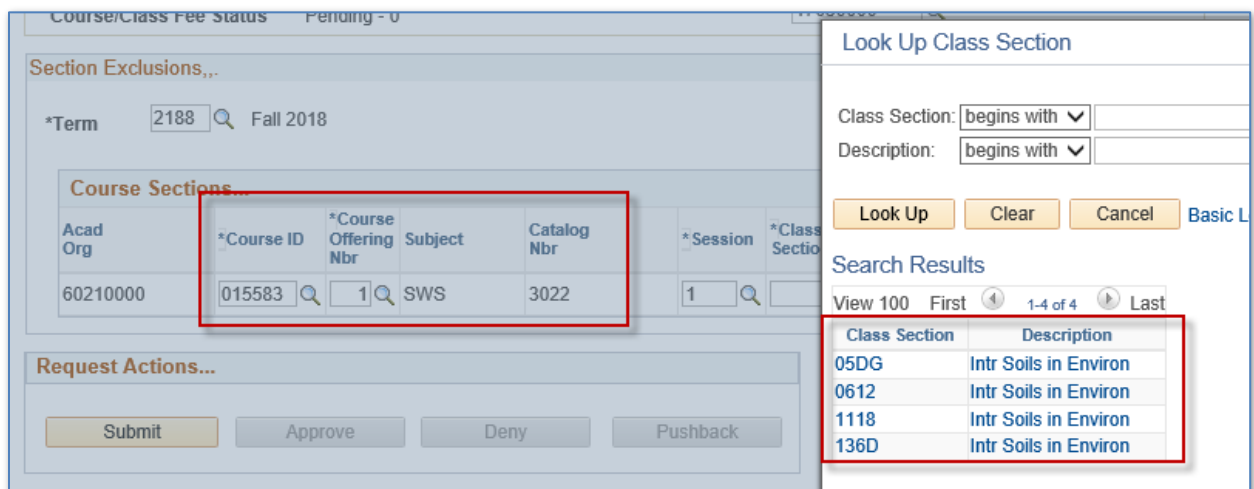
Subject	Catalog Number	Item Type	Item Type Description	Amount	Override Fee Per Hour	Course ID	Course Description
SWS	3022	208602100022	SWS3022 M&S Fee	\$1.000	\$0.00	015583	Intr Soils in Environ

- The **Course Offering Nbr** (4) is the academic organization's set of sections that are tied to a Course ID. If there is only one course offering number, then the application will automatically populate the value.

- The **Session** (5) indicates the sub-term designation. It is the timeframe within a term where classes are offered and students are enrolled. You may search for the Session using the Lookup icon and drop down box.



- The **Class Section** (6) is the unique number per course, per course offering, per term you wish to have the fees excluded from.



- The **Fee Type** (7) is either Equipment or Material & Supply. The **Item Type** will automatically populate for that course.

**Course Sections...**

Acad Org	*Course ID	*Course Offering Nbr	Subject	Catalog Nbr	*Session	*Class Section	* Fee Type
60210000	015583	1	SWS	3022	1	05DG	Equipment Material & Supply Other

**Request Actions...**

- You may add more sections by clicking the addition icon to add a row (8).
  - You can put all of your Course Fee Exclusions on one Request ID for the whole department.**
    - Departments do not need to have a separate Request ID per course.
    - Departments may submit one Request ID for ALL Course Fee Exclusions and Course Fee Types.

**Course Fee Request**

This page is used to request and approve to update the course fee table to ensure student financial accounts are charged for the appropriate amount to support the instruction of the course.

Course/Fee Request ID: 0000000000000000 Documents

Course/Class Fee Type: Class Section Exclusion

Course/Class Fee Status: Pending - 0

Routing Academic Organization: 60140000

**Section Exclusions...**

\*Term: 2188 Fall 2018

Acad Org	*Course ID	*Course Offering Nbr	Subject	Catalog Nbr	*Session	*Class Section	* Fee Type	SetID	Account Type
60140000	024454	1	ENY	3005L	1	21C3	Equipment	UFLOR	TUI
60140000	024454	1	ENY	3005L	1	21C3	Material & Supply	UFLOR	TUI
60140000	024454	1	ENY	3005L	1	2420	Equipment	UFLOR	TUI
60140000	024454	1	ENY	3005L	1	2420	Material & Supply	UFLOR	TUI
60140000	021579	1	ENY	3222C	1	1G77	Equipment	UFLOR	TUI
60140000	021579	1	ENY	3222C	1	1G77	Material & Supply	UFLOR	TUI

**Request Actions...**

Submit Approve Deny Pushback

9. Click **Submit** (9).

- The Request will receive a **Course/Fee Request ID** and will be routed to the Dean/Dean Designee for the Routing Academic Organization that was entered for Item 1.
- After the Request ID has been approved at the College level, the Request will be routed to the Budget Office for Approval.

#### ADDITIONAL NOTES

If Section Exclusions are approved BEFORE the Fee Payments are due, students in those sections will not be charged.

If Section Exclusions are approved AFTER Fee Payments are due, students in those sections will be assessed fees that they will have to pay for and will receive a credit on their Student Financial Account.

#### ADDITIONAL RESOURCES

For assistance with technical issues, please contact the UF Help Desk at 352-392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

For assistance with course fees, contact Amber Allen-Ingram at [ameldot2@ufl.edu](mailto:ameldot2@ufl.edu) or 352-392-2120.