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.
4. Use the Drop Down Box for the “Course/Class Fee Type” field and select Class Section Exclusion.
5. Click Add.
You will see this Course Fee Request screen.

<table>
<thead>
<tr>
<th>Course Fee Request ID</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000000000000</td>
<td></td>
</tr>
</tbody>
</table>

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**.
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.

   • 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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Number</th>
<th>Item Type</th>
<th>Item Type Description</th>
<th>Amount</th>
<th>Override Fee Per Hour</th>
<th>Course ID</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWS</td>
<td>3022</td>
<td>208002100022</td>
<td>SWS3022 M&amp;S Fee</td>
<td>$1.00</td>
<td>$0.00</td>
<td>015583</td>
<td>Intr Soils in Environ</td>
</tr>
</tbody>
</table>
• 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.

![Lookup Session](image)

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

![Lookup Class Section](image)
• The **Fee Type** (7) is either Equipment or Material & Supply. The **Item Type** will automatically populate for that course.

![Course Fee Request](image)

• 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.
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.

For assistance with course fees, contact Amber Allen-Ingram at ameldot2@ufl.edu or 352-392-2120.