

TAGGING DISTANCE LEARNING COURSE FEES

The following instructions will walk you through tagging distance learning course fees.

NAVIGATION


1. Login into myUFL and navigate to:


Nav Bar > Main Menu > Student Information System > Student Financials > Tuition and Fees > Class/Fee Request > Tag Distance Learning Classes

2. Enter your approved **DL Fee form number** in the Course/Fee Request ID field. Then, click **Add**.

DL Fee Class Tagging

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

Academic Institution: 

Course/Fee Request ID: 


[Add](#)



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





3. Enter the **five-digit class numbers** in the field. Then, click the **Add** button. The course information loads.
4. Be sure to click the **Save tab** at the bottom of the page to save your tagged sections.
 - All classes that you attempt to tag must be updated in course delivery data showing that they are being taught at least 80% or more online.
 - If you attempt to tag a class that has not been updated in course delivery data or is reported as being taught at less than 80% or more online, you will see a red highlight around the class number field meaning that there is an error and you will not be able to tag that class.

Distance Learning Class Tagging

Institution UFLOR **Item Type** 209520300000 Flexible Learning DL Fee
Request ID 0000000057 **Term** 2191 Spring 2019

 **Classes cannot be tagged at this time.**

Personalize Find  			
*Class Nbr	Description	Course	
1			

 Save  Notify  Add  Update/Display

ADDITIONAL QUESTIONS

For assistance with processes or policies related to Distance Learning Course Fees, contact:

Office of Distance and Continuing Education

cnewsom@dce.ufl.edu

352-294-0851