Create a Distance Learning eForm

To complete this task you must have the **UF_COURSEFEES_DEPT_USER** security role. To access Student Financial related queries, you should also request UF_SA_Coursefee_Query

Log In

1. Log in to myUFL

   - Open an internet browser
   - Navigate to **my.ufl.edu**
   - Click the **Access myUFL** button
   - Enter your GatorLink username and password

2. Click **UF Campus Solutions** > **eForms** > **eForms Home** > **Start a new eForm Request**

3. Click the **Distance Learning - Fees Request** link

Form Data

The **eForm ID** number is assigned for you. Make a note of this to refer back to this form

4. Enter your **Academic Organization**

   - The department responsible for the course
   - The Dean that will be in the approval path

5. Enter the **Revenue Department**

   - This is the department that will be used on the General Ledger transactions to deposit the money

6. Enter or select the **Term** in which this eForm is active

7. The **Fee Per Credit Hour** will be calculated for you based on the Fee Items you enter on this form

8. Total **SCH Generated** will be the SCH multiplied by the Projected Annual Enrollment, in the Courses section of the form

9. **Projected Revenue** is calculated for you based on the Fee Per Credit Hour and the Total SCH Generated

Department Contact

The contact for this eForm should be the individual who is the contact for the Distance Learning Fee program that is being developed. This could be a dean, chairperson, program assistant, etc.

10. Enter the **Contact Name**

11. Enter the **Email Address** for the contact

12. Enter the **Telephone** number for the contact

Fee Items

13. Enter the **Fee Item Name** or use the lookup to view all available fees

14. If you select **Other** as your Fee Item Name, you must enter a **Description**

15. Enter the **Amount Per Credit Hour**

> - Use the "+" icon to add additional Fee Item Names
> - Use the "-" to remove Fee Item Names from the course

Courses

16. Enter or select the **ISIS Course ID** for which the fee is assessed

17. Enter the **Student Credit Hours**

18. In the **Projected Annual Enrollment** field, enter the number of students you expect to enroll in the "Course"

Submit the Form

19. Click the **Save** button to save the form and compete it later

20. Click the **Submit** button to move forward with this request

21. Click the **Yes** button to confirm your submission

22. The name of the next approver will be displayed

Assistance

If you need assistance, contact:

Associate Provost for Teaching and Technology
The University of Florida | Distance Learning
Box 113172 (Campus), 2124 NE Waldo Road
Gainesville, FL 32609
Phone Number (352) 294-0851, Fax Number (352) 392-7049