



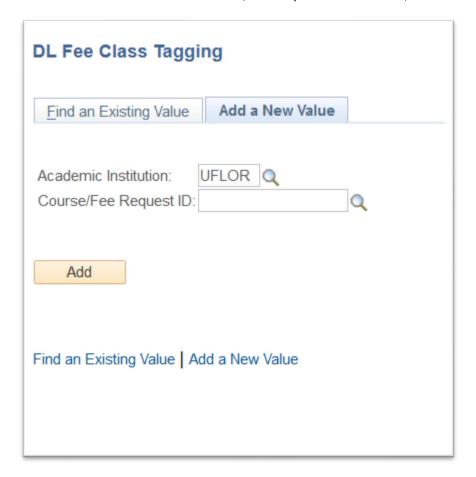
The following instructions will walk you through tagging distance learning course fees.

## **N**AVIGATION

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**.

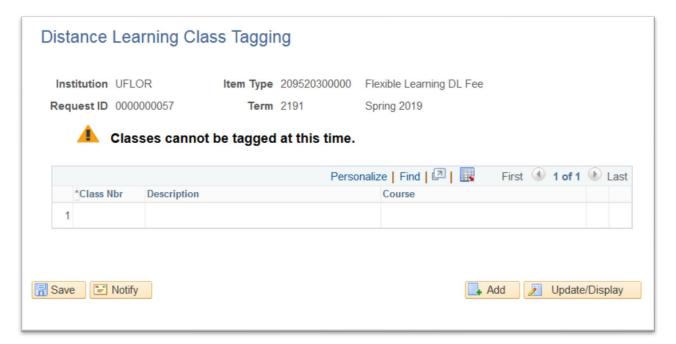


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Page **2** of **2** 



- **UF** myUFL
- 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.



## **ADDITIONAL QUESTIONS**

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

## Office of Distance and Continuing Education

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