

Registration Fee Assessment Using Banner 7

Job Aid: Build Global Section Fees for a Term

Section Fees Assessment Control Form (SSADFEE)

The Section Fees Assessment Control Form

- provides the rules for attaching fees to sections either in batch (SSPMFEE) or as they are built
- checks by term, schedule type, level, and detail code.

Fields on this form represent section/course characteristics and should be considered optional. These fields will be used only for the identification of the appropriate section records and not for use in the fee assessment process itself.

Banner form

llege	Department	Campus	Schedule Type	Instructional Method	Level	Detail Code	Description	Amount	Fee Type	
<u> </u>			в		UG	LAB1	Lab Fee	100.00	FLAT	ß
			s	NT	UG	S001	Student Service Fee	100.00	FLAT	
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Job Aid: Build Global Section Fees for a Term (Continued)

Procedure

Follow these steps to build the global section fees for a term.

Step	Action
1	Access the Section Fee Assessment Control Form (SSADFEE).
2	Enter 200610 in the Term field.
3	Perform a Next Block function.
4	Enter <i>B</i> in the Schedule Type field.
5	Enter UG in the Level field.
6	Enter LAB1 in the Detail Code field.
7	Enter 100 in the Amount field.
	<u>Note</u> : An amount may default. If you would like to change it, you can highlight the
	amount that defaulted, and then enter your desired amount.
8	Enter <i>FLAT</i> in the Fee Type field.
9	Click the Next Record icon.
10	Enter S in the Schedule Type field.
11	Enter NT in the Instructional Method field.
12	Enter UG in the Level field.
13	Enter S001 in the Detail Code field.
14	Enter 100 in the Amount field.
15	Enter <i>FLAT</i> in the Fee Type field.
16	Click the Save icon.
17	Click the Exit icon.