



Job Aid: Build Global Section Fees for a Term

The Section Fees Assessment Control Form

- 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.

[illegible]



Registration Fee Assessment Using Banner 7

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 <i>200610</i> in the Term field.
3	Perform a Next Block function.
4	Enter <i>B</i> in the Schedule Type field.
5	Enter <i>UG</i> in the Level field.
6	Enter <i>LAB1</i> in the Detail Code field.
7	Enter <i>100</i> 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 <i>S</i> in the Schedule Type field.
11	Enter <i>NT</i> in the Instructional Method field.
12	Enter <i>UG</i> in the Level field.
13	Enter <i>S001</i> in the Detail Code field.
14	Enter <i>100</i> in the Amount field.
15	Enter <i>FLAT</i> in the Fee Type field.
16	Click the Save icon.
17	Click the Exit icon.