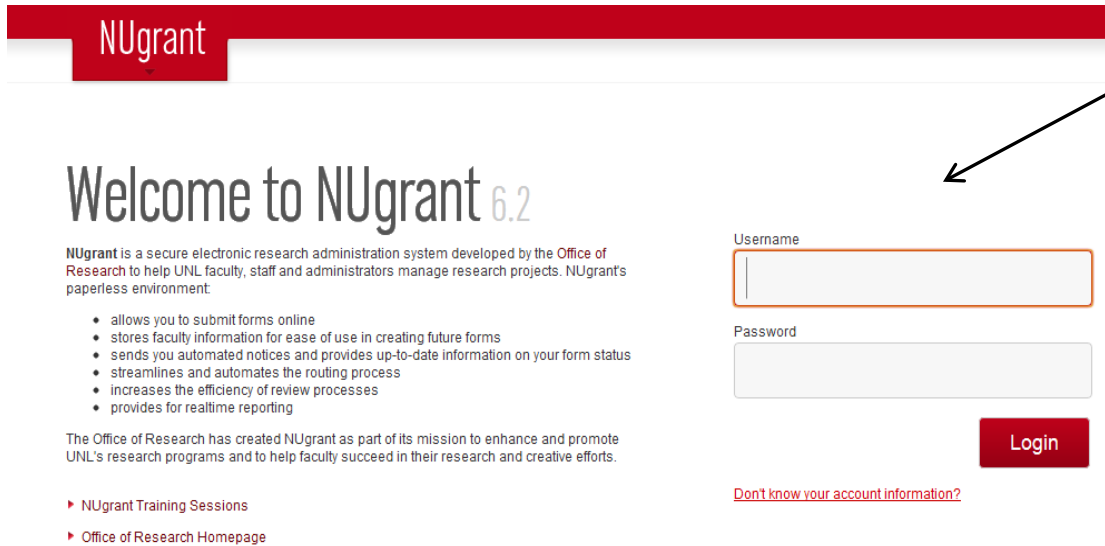


Special Fees Request Form Help Document

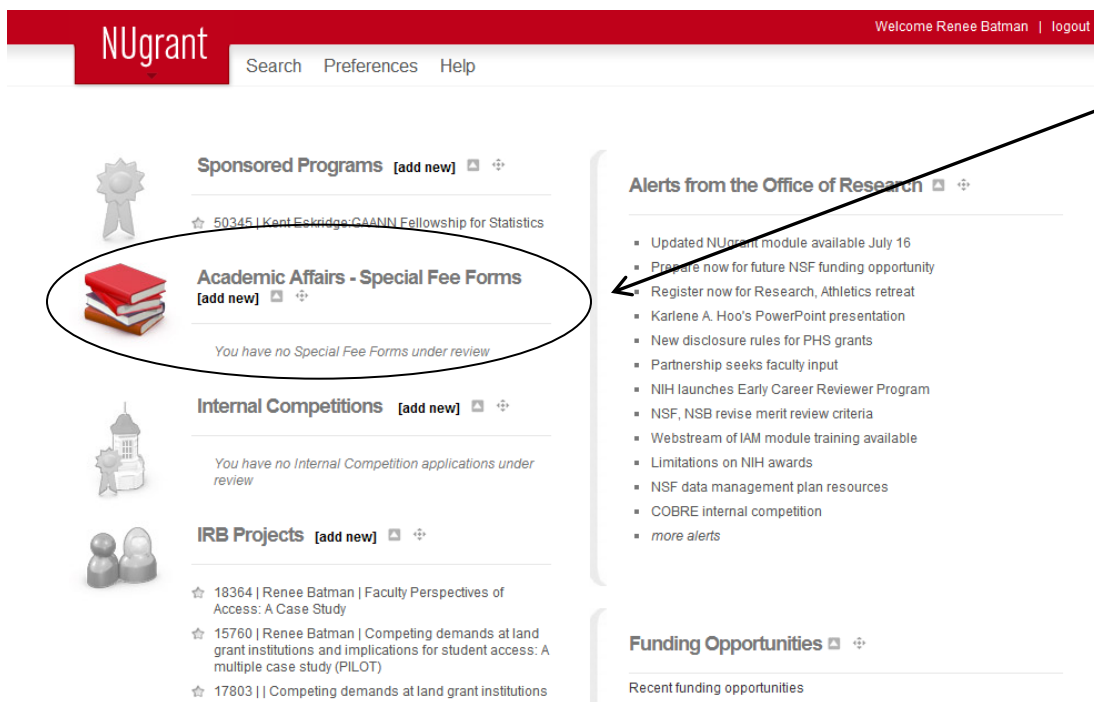
Individuals make requests for changes, deletions or new course-associated special fees through this secure NUgrant module. Individuals can create new special fees forms, or view and modify a saved form.

Following are step-by-step instructions on how to create a Special Fees Request Form. If you have additional questions, please contact the Office of Academic Affairs at 472-3751 or academicaffairs@unl.edu.



Log into NUgrant at nugrant.unl.edu using your MyUNL (Blackboard) login name and password.

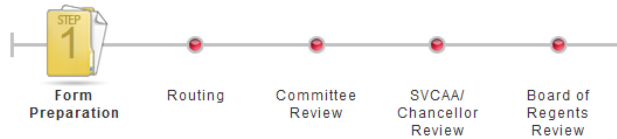
If you don't know your login information, go to my.unl.edu. There will be a link to obtain this information.



Under the Academic Affairs – Special Fee Forms section, select *add new*.

The steps in the Special Fees process are displayed at the top of the page. More details about the timeline are available at http://go.unl.edu/specialfees_timeline Use this button to return to a previous page.

Special Fees



Page 1 of 2

Form ID: 7
Name: Renee Batman
Course: -

** indicates a required field*

Instructions

Welcome to the Academic Affairs – Special Fees process. Use this form to request changes or deletions or to add new course-associated special fees. After you submit this form, it is routed to the department chair, dean/director and Office of Academic Affairs. A committee of students and faculty reviews the requests. Once recommendations are made at the University level, the fees will be forwarded to the Board of Regents for approval at their April meeting.

Approval of special fees indicates that a course has been approved to collect fees but does not mean that a fee will be collected automatically. It is the department's responsibility to indicate, per semester, when fees are collected on Registration and Records' Schedule of Classes worksheet.

In preparing your request, keep in mind the following definitions and guidelines:

The **Board of Regents Policy 5.9.3** states that a "laboratory fee i.e. special fee, is defined as a charge made to students to underwrite, in whole or in part, the cost of services, rentals, and consumable supplies utilized in a laboratory environment."

Laboratory is defined as any space in which students work with equipment and materials to enhance their skills. Examples include but are not limited to writing labs, non-general use computer labs, design labs, studios, chemistry labs, biological labs and engineering labs.

Special fees may be charged for: (1) unique costs, that is, unusual and particular costs associated with that course or (2) physical materials which the student consumes during or takes away from the course.

Special fees may not be charged for: (1) Personnel outside the context of the subject being taught, i.e. salary of instructor. (2) Food purchased for human consumption outside the context of the subject being taught, i.e. lunch purchased for students while on field trip. (3) Expenses for computers, printers, general purpose software and other equipment used in general use laboratories. Colleges are expected to utilize either the student technology fee or the equipment funds distributed by the Senior Vice Chancellor for these types of expenses.

Professional fees are distinct from course-associated special fees. Please contact Academic Affairs academicaffairs@unl.edu regarding technology or professional fees.

Read the instructions and additional information provided about allowable special fees.

Click Next to continue.

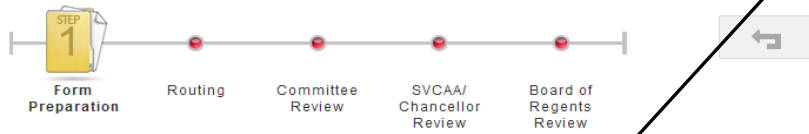
Form Preparation
Incomplete

Tasks
Form Preparation

Form Pages
Instructions
Special Fee Request Form
PDF Version

next >

Special Fees



Form Preparation
STEP 1
Incomplete

Tasks
Form Preparation

Form ID: 7
Name: Renee Batman
Course: - Page 2 of 2

** indicates a required field*

Contact Information

* Primary contact

* Primary department of the course

Your name will automatically appear on the next page. If you're completing the form for someone else, click the x next to your own name and type the person's name into the search box.

Your primary department in NUgrant will also automatically appear. You can and **should** change the department to match the course for which you are submitting the form.

Click the x and search for the correct department.

Form Pages

- Instructions
- Special Fee Request Form
- PDF Version

Course Information

* What is the course prefix and number? ?

* What is the course title (e.g. Intermediate Sculpture)?

* Is this course cross-listed in another department?

Complete the course information.

Use the blue question mark boxes to see more information to help you answer the questions.

Fee Information

* Fee Request Type

Overall Justification

* Please be specific and write justifications for someone not familiar with the course.

Select the type of Special Fees request. Depending on your selection, you'll have additional questions to answer.

Fee Information

* Fee Request Type
New fee

* What is the proposed fee per student?
50.00

Estimated Revenue

	Fall	Spring	Summer
Number of sections	10	10	10
Number of students expected per section	30	30	15
Total students	300	300	150
Total estimated students enrolled yearly	750		
Estimated revenue	\$37500.00		

As an example, for all fee types, except Remove Fee, you'll be asked to answer questions about estimated revenue.



Costs and Justification

Supplies Transferred to Students add new
None listed

Supplies Consumed add new
None listed

Supplies Rented/Leased add new
None listed

Specialized Software (license/upgrades) add new
None listed

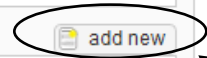
Transportation (rental/gas) add new
None listed

Other add new
None listed

If you selected, New Fee, Increase Fee, or Decrease Fee, you'll be asked for a breakdown of costs and justification for the special fee request.

Click *add new* in the appropriate category for your fee and answer the next set of questions.

You can add new costs in a single category or multiple categories.



Add/Edit Supplies Transferred to Students

** indicates a required field*

* Item Name

* Annual Cost

* Description/Justification


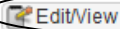






* Replacement Cycle in Years

Answer the questions about your Special Fee request in the popup window.

Be sure to provide a clear description and justification.

Click on *Save*.

Costs and Justification

Supplies Transferred to Students	 add new
Manuscripts - \$20.00 - 1 year(s)	 Edit/View  Remove
Supplies Consumed	 add new
None listed	
Supplies Rented/Leased	 add new
None listed	
Specialized Software (license/upgrades)	 add new
None listed	
Transportation (rental/gas)	 add new
None listed	
Other	 add new
None listed	

Now your item, cost, and replacement cycle are listed here.

You can edit/view the item or remove the item from this screen.

Comments and Overall Justification

* Please be specific and write justifications for someone not familiar with the course.

Please provide an overall justification for your request and any comments that would help the committee in making a recommendation.

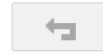
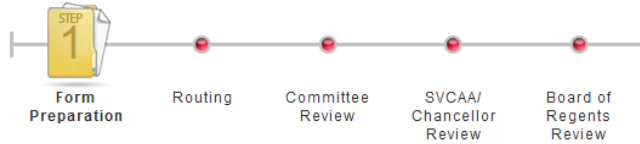
Check if page is complete

Check this box to indicate that the page is complete.

Select Save to save the form.

Special Fees



Once you have completed the page and checked the box at the end of the page, you will see a green bar at the top of the page that says "Task Completed".

STEP 1

Form Preparation

Complete

Tasks

✓

Task Completed

Click the 'Next' button at the right hand side of this message box to continue.

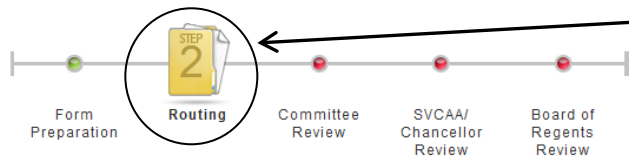
Next →

Form ID: 7
 Name: Maria Funk
 Course: ENGL101 - Introductory Composition

Page 2 of 2

Click on the *Next* button.

Special Fees



You've moved to the Routing step, where you'll route the form to the department or unit chair and college dean's office.

STEP 2

Routing

Incomplete

Tasks

- Route Setup
- Review and Sign Off

Form Pages

- Instructions
- Special Fee Request Form

PDF Version

Form ID: 7
 Name: Maria Funk
 Course: ENGL101 - Introductory Composition

Route Setup

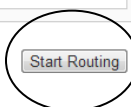
Primary Contact Routes

Name	Email	Phone
Maria Funk	mfunk2@unl.edu	402 472 1837

Special Fee Routes Add Special Fee Route

English			X Remove Route
Name	Email	Phone	
Susan Belasco	sbelasco@unl.edu	402 472 1857	
Gregory Snow	gsnow1@unl.edu	402 472 2891	

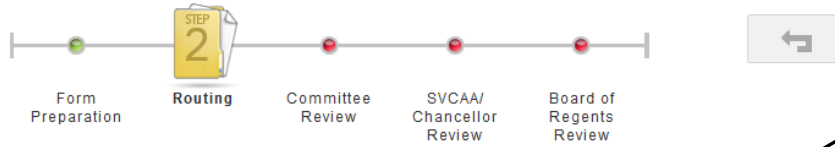
A route will automatically populate based on your department selection in the form. To change the department selected, return to Step 1, form preparation.



If the correct route is not listed or available for your department, please contact Academic Affairs at 472-3751.

Click on *Start Routing*. This sends an e-mail notification to those people listed on the route indicating they have a form to sign

Special Fees



Routing
STEP 2
Incomplete

Tasks

- Route Setup
- Review and Sign Off

Form Pages

- Instructions
- Special Fee Request Form
- PDF Version

Form ID: 36
Name: Renee Batman
Course: df - sdf

To sign this document enter your login name, password, decision and any comments.

Your Login Name:

Your Password:

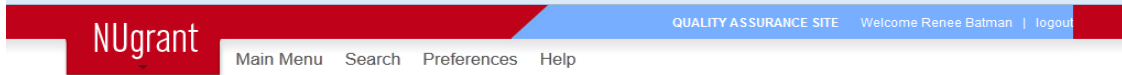
Decision:

Comment:

Sign the form by using your NUgrant login and password. The "decision" will default to "approve" and cannot be changed. You can leave notes for those on your route in the comment box.

Click on *Submit*.

Other Helpful Hints:



Special Fee Request Forms

Academic Affairs
 academicaffairs@unl.edu
 Academic Year Deadline 15 Oct

Add New Form (Academic Year 2013-14)

Welcome to the Academic Affairs - Special Fees module. From this page, you're able to start a new special fees form, or view and modify a saved form. Use this form to make requests for changes, deletions or new course associated special fees. All forms effective for the 2013-2014 academic year are due no later than **Monday, October 15**.

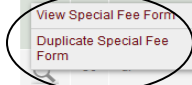
If you have questions, please contact Jelena Gude at 402-472-5264 or jgude1@unl.edu. For information about the Board of Regents policies on special fees, the master list of approved special fees, and timeline for the special fees process, visit http://go.unl.edu/special_fees

ID: Primary Contact: Department: Academic Year:
 Course Number: Course Title: Status: Fee Type:

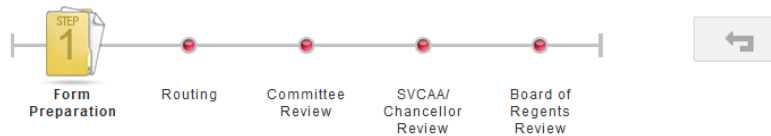
Page: 1 2 3

ID	Course Number	Course Title	Primary Contact	Primary Department	Type	Proposed Fee	Status	Academic Year
37	Fv	Test	Shane Kimbrough 402 472 3504	Vice Chancellor for Research (Department)	Decrease fee	\$12.00	Preparation	
		sdf	Renee Batman 402 472	Graduate Studies	Remove fee	\$0.00	Preparation	

Submitting multiple forms? Duplicate a similar form like one you've already submitted by hovering over the magnifying glass on the main Special Fee Request Forms page.



Special Fees



Save a PDF of the form you've completed by downloading the PDF version.

Form Preparation

Complete

Tasks

- Form Preparation

Form Pages

- Instructions
- Special Fee Request Form
- PDF Version**

Task Completed

Click the 'Next' button at the right hand side of this message box to continue.

Next →

Form ID: 37
 Name: Shane Kimbrough
 Course: Fv - Test

* indicates a required field

Instructions

Welcome to the Academic Affairs – Special Fees process. Use this form to request changes or deletions or to add new course-associated special fees. After you submit this form, it is routed to the department chair, dean/director and Office of Academic Affairs. A committee of students and faculty reviews the requests. Once recommendations are made at the University level, the fees will be forwarded to the Board of Regents for approval at their April meeting.

Approval of special fees indicates that a course has been approved to collect fees but does not mean that a fee will be collected automatically. It is the department's responsibility to indicate, per semester, when fees are collected on Registration and Records' Schedule of Classes worksheet.

In preparing your request, keep in mind the following definitions and guidelines:

The **Board of Regents Policy 5.9.3** states that a "laboratory fee i.e. special fee, is defined as a charge made to students to underwrite, in whole or in part, the cost of services, rentals, and consumable supplies utilized in a laboratory environment."