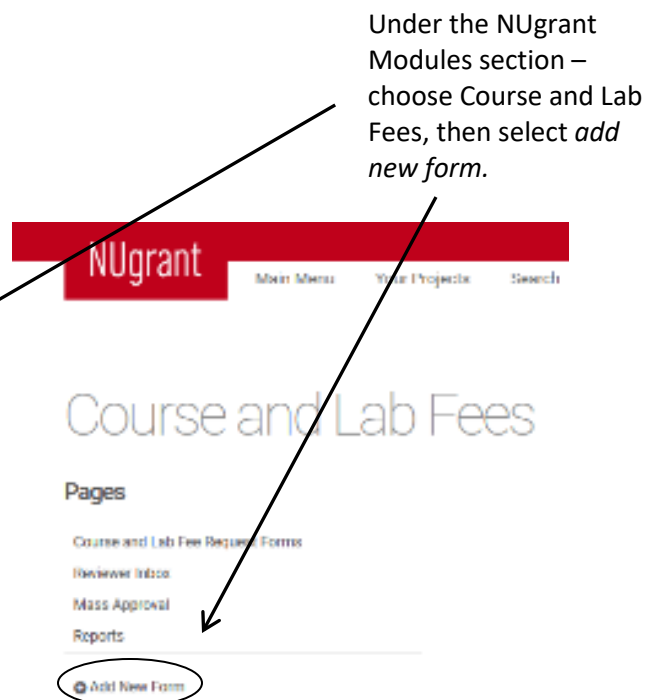
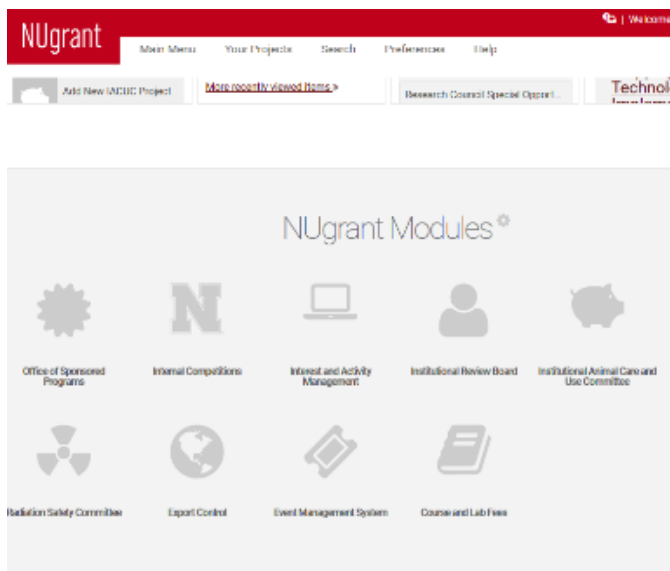
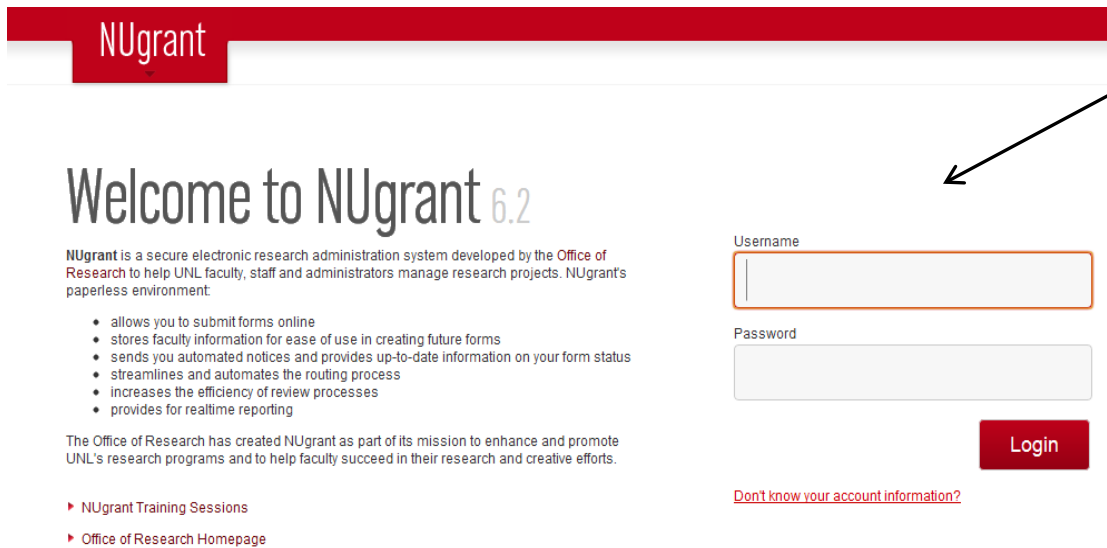


# Course and Laboratory Fees Request Form Help Document

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

Following are step-by-step instructions on how to create a Course and Laboratory Fees Request Form. If you have additional questions, please contact the Office of the Executive Vice Chancellor at 472-3751 or [executivevcoffice@unl.edu](mailto:executivevcoffice@unl.edu).



The steps in the Course and Laboratory Fees process are displayed on the left hand side of the page.

Read the instructions and additional information provided about allowable course and laboratory fees.

Click Course and Laboratory Fee Request Form to continue.

Your name will automatically appear on the form. 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.

**Course Information**

- What is the course prefix and number?
- What is the course title (e.g. Intermediate Sculpture)?
- Is this a new course?
- Is this course cross-listed in another department?
- Does this course offer sections through distance education?
- Tell us about the course and why the proposed fee is needed, current fee is no longer needed or why the adjustment to the current fee is necessary. Please be specific and write justifications for someone not familiar with the course. (500 word limit)

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: **New fee**

Other options: **None Fee**, Remove fee, Increase fee, Decrease fee

Estimated Revenue			
	Fall	Spring	Summer
Number of sections	1	1	1
Number of students expected per section	1	1	1
Total students	1	1	1

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

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

If you selected, new fee, increase fee, or decrease fee, you'll be asked for a breakdown of costs and justification for the fee request.

List each item/cost individually.

Be sure to provide a clear description and justification

Use additional rows as needed.

The fee implementation section requires a cost object and a proposed annual carry forward amount.

The green box under Summary is the go ahead to route the form for signatures.

If you have a red box you need to adjust your fee so the revenue generated is less than or equal to the total cost.

Check this box to indicate that the form is complete.

Select *save form*.

Once you have completed and clicked *save form*, your page will refresh with the workflow box at the top.

This is a good time to save a PDF of your proposal.

Click on *Route Setup* at the top of the page to begin routing your proposal for signatures.

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

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

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

If the proposal is for a cross listed course, you will have more than one route listed. All crosslisted departments will need to sign off on the fee.

If the correct route is not listed or available for your department, please contact Office of the Executive Vice Chancellor at 472-3751.

Form ID: 840  
Name: Suzi Tamerius  
Course: sample - sample

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

Your Login Name:

Your Password:

Decision:

Comment:

The first signature needed for routing will be yours.

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*.

