COURSE USER FEE WORKSHOP

Presented by:

The Office of Academic Programs

Course User Fee Audit

- State Auditors review Miami Dade College (MDC) Course User Fees every two years during the month of October and all User Fees are reviewed at least once every five years. Manual of Procedures (MOP): #1164 Course User Fees

- https://www.mdc.edu/procedures/Chapter1/1164.pdf

- Requests to revise/update/delete User Fees must be approved according to the following schedule:
  - Fall Term – April 1
  - Spring Term – August 1
  - Summer Term – December 1

STEPS TO AUDIT USER FEES
STEP 1: Review **all** courses listed on the Excel spreadsheet provided by the District Office of Academic Programs (OAP):

See Example Below

CRS-ID	EFF-TRM	CRS-TTL	FEE-TY	FEE-TY	FEE-TY	FEE-TY	FEE-TY	AUDIT DATE
2003-3								
CAP2047	20033	USER INTERFACE DESGN	OF10	VC04				10/1/2006
CAP2048	20033	GAME DEVELP PROJECT	OF10	VC04				
CEN1301	20033	SUP MICROSOFT CLIENT	CBE4	OF08	OF10	VC04		10/1/2006
CEN1304	20033	MAN WINDOWS SERV ENV	CBE4	OF08	OF10	VC04		10/1/2006
CEN1536	20033	INTRO WIRELESS NTWRK	OF10	VC04				10/1/2006
CEN2306	20033	IMPLEMENTNG DIR SERV	CBE4	OF08	OF10	VC04		10/1/2006
CEN2320	20033	UPGRADING MCSE SKILL	OF10	VC04				10/1/2006
CEN2321	20033	DES NETWRK INFR DIR	CBE4	OF08	OF10	VC04		10/1/2006
CEN2537	20033	ADV WIRELESS NETWRK	OF10	VC04				10/1/2006
CTS2300	20033	PLANNING NETWORK INF	CBE4	OF08	OF10	VC04		10/1/2006
EVR1001	20033	INTRO TO ENV STUDIES	PU03	VC03				10/1/2006
EVR2940	20033	ENVIRMNTL INTERNSHIP	PU03	VC03				10/1/2006
HFT1212	20033	SAFETY & SANITATION	DIG4	VC03				
HFT1441	20033	POINT OF SERVICE	DIG3	VC01				

STEP 1 (Continued)

- Determine whether User Fee is to be revised/updated or deleted and submit the following to OAP no later than **January 28, 2008,** for CASSC processing:
    - Revised/Updated:
        – CASSC Form 102
        – CASSC Form 109 (with supporting documentation)
    - Delete/Purge:
        – CASSC Form 102, Section 4

- <u>**NO**</u> revision/update: Documentation and CASSC Form 109 due no later than **September 1, 2008.**

STEP 2

- Determine whether a *College and Vocational Credit Course User Fee Request Form (CASSC Form 109)* is on file. **Auditors will *only* accept Form 109; no other form may be used.**

  - http://www.mdc.edu/asa/documents/109FeeForm.doc

STEP 3: Compare fee information on the original (or subsequent submission) of *CASSC Form 109* to current fee information in the Odyssey Course Dictionary to ensure that it matches current fee (s) in Odyssey.

- **Steps for checking Odyssey Course Dictionary fee information:**
- Log into Odyssey
- PROD
- OD
- ST
- Campus number
- CU
- CD
- MC
- Browse (<u>B</u>) for specific course
- Hit enter on specific course (ensure that end-termed course is not selected)
- F11 to view current fee
- For Fee Type Legend, refer to attachment or enter F1 on specific fee type (ie: FL=Foreign Language)

STEP 4

- If *CASSC Form 109* is not current or does not exist, complete *CASSC Form 109* and provide a Rationale /Justification (with supporting documentation) for the existing fee or increased fee (on *CASSC Form 109*) to the Office of Academic Programs. If the number of students in a class is pertinent to the fee rationale, a Class Master Roster must be submitted.

- http://www.mdc.edu/asa/documents/109FeeForm.doc

STEPS 5 & 6

- Provide copies of the documentation to the Office of Academic Programs of how fee monies collected were spent. Examples: Paid Invoices, Financial Systems *Posted General Ledger Transactions*, Purchase Orders and Requisitions.

- Documentation obtained from the Department/ Discipline is forwarded from the Office of Academic Programs to Gregory Knott, Associate Vice Provost of Finance and Student Financial Services.

Examples of
Supporting Documentation

FIP300P3   ***** FINANCIAL SYSTEMS *****   FIP300M1
Sep 7,07   - View/Update Department Requisition -   2 more >
*FY,Req Nbr..: 2007 00006367 *Type: L1 LEARNING RESOUR Entry Dt: 05/30/2007
*Requestor...:   Dt.Needed: 06/30/2007
*Contact Name:
Cntct Email.:   Fax Nbr:
Contact Ph..:   Req Status: PR PURCH REQ
Calc Tot Amt: 599.90   Fin Status: CO COMMITTED
*Buyer ID....: 001 CHARM ALEXANDER   Buyer Phone: 305 237 0004 Ext:
*Account: Header Has   1 Acct(s)   1 Items
Suggested Vendor--- *ID:/Addr.Seq: 770034661 1___ (Optional) Addr Type: H
                    Vendor Name...: INTUIT/MAIL ORDERS
                    Attention.....: ATTN: ORDER CONTROL
                    Suite ....:
                    P.O.Box ......: PO BX 27027
                    Street ....:
                    City, St., Zip: TUCSON, AZ 857267027
                    Phone / Fax...: 0004468848 / 8007561040
Orig Req: Prev Req: PO Nbr..: 2007 00045416
Notes: Dept: _ Buyer: _ Reject: _ Vendor: _ Attach.(Y/N): N Check: _
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11- PF12---
    help retrn quit Item Items Accts   print left right main
8026   Department Request displayed successfully
4 ©   1 Sess-1   147 70.6.10   TCP02129   20/17

Quickbooks 2007

FIG042P1   ***** FINANCE SYSTEM *****
Sep 7,07   - Org Unit Income and Expense -   3 more >

DATE 06 2007 CURRENT FY

GL CODE   DESC   BUDGET   COM/ENC   ACTUAL   BALANCE

50000   POOLING-PE
57000   OTHER PERS
59101   FICA/MEDIC   1.00   1.00
60000   POOLING-CU .   605.40
62001   PRINTING/D   688.80   390.00
62002   PRINTING/D   45.00
62504   SERVICE CO   130.00   130.00
64501   OTHER SERV   50.00   220.91
65501   EDUCATIONA   4662.32   2395.93
65502   OFFICE MAT   1200.00   133.00   2909.65
65701   DATA SFWR-   2398.20   2495.43
66506   MINOR EQUI   289.78   41.89   41.89
                           +   + , +   +
Restart at Gl Code: _____   Calendar Period: 2007 06
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    help retrn quit   CpTot   bkwrd frwrd FyTot left right main
1517 - Tab and cursor to amount and enter for data
4-©   1 Sess-1   147.70.6.10   TCP02870   20/31

STEPS 7 & 8

- Submit CASSC Form 102 and 109 (with supporting documentation) for proposed increase(s) in the existing fee during the audit process, *CASSC Form 102 and 109* must be submitted through the CASSC Process for approval before the new fee can be input into the Odyssey System.

- Submit CASSC Form 102 for courses not offered in five years, ("end-termed").

- http://www.mdc.edu/asa/documents/102%20Curriculum%20Action%20Course%20Form%20(Revised%2011192007).doc

THANK YOU

- Any Questions?