

## Course User Fee Information Sheet

Step 1: The Office of Academic Programs will request the Academic Leadership Council (ALC) to specify the individual(s) who will be responsible for each discipline area. An information/training session will be facilitated by District at the beginning of each fee audit cycle for appropriate personnel (may include discipline/school representative, deans, chairs, associate deans and others related to the audit process, as necessary).

Step 2: The Office of Academic Programs will provide a report for both credit and vocational credit courses (MSC040J1 Course Catalog File Report) to the individual(s) identified by the ALC in prefix/number order of all course user fees being reported.

Step 3: If a revised CASSC Form 109 is unavailable, the Department fills out a current *College & Vocational Credit Course User Fee Request Form* (CASSC Form 109) which can be found on the ASA [Academic and Student Affairs Website under Curriculum ([http://www.mdc.edu/asa/academic\\_programs.asp](http://www.mdc.edu/asa/academic_programs.asp))]. Auditors will only accept Form 109; no other form may be used.

Step 4: The Discipline/School Representative for each discipline area will compare fee information on CASSC Form 109 to current fee information in the Odyssey Course Dictionary to ensure that it matches current fee in the system. If no match is found, retrace original CASSC paperwork with assistance from Office of Academic Programs.

### **Steps for checking Odyssey Course Dictionary fee information:**

- Log into Odyssey
- PROD
- OD
- ST
- Campus number
- CU
- CD
- MC
- Browse for specific course
- Hit enter on specific course (ensure that end-termed course is not selected)
- F11 to view current fee

Step 5: The Discipline/School Representative provides a Rationale/Justification for the existing fee or increased fee on CASSC Form 109 to Office of Academic Programs. If the number of students in a class is pertinent to the fee rationale, submit a Class Master Roster.

Step 6: The Discipline/School Representative provides copies to Office of Academic Programs of how fee monies collected were spent. Examples: Paid Invoices, Financial Systems *Posted General Ledger Transactions*, Purchase Orders and Requisitions. (See example of Computer model attached)

Step 7: If a department is proposing an increase in the existing fee during the audit process, CASSC Form 109 must be submitted through the CASSC Process for approval before the new fee can be input into the Odyssey System.

Step 8: Upon compilation of all data from departments, documentation is submitted to Gregory Knott, Associate Vice Provost of Finance and Student Financial Services.