SUNGARD SCT HIGHER EDUCATION

SCT Banner Student
Fee Assessment Training Workbook

October 2005
Release 7.2

Table of Contents

Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to accurately assess fees for registered students. This workbook is divided into four sections:

- Introduction
- Set-up
- Day-to-Day Operations
- Reference.

Intended audience

The staff of the Registrar's office and selected personnel from the business office.

Prerequisites

To complete this workbook, you should have

- completed the SunGard SCT Education Practices computer-based training (CBT) tutorial "SCT Banner 7 Fundamentals," or have equivalent experience navigating in the SCT Banner system
- completed the General Person and Registration training workbooks
- administrative rights to create the rules and set the validation codes in SCT Banner.

Section contents

Introduction

The bursar's office, in conjunction with the registrar's office is responsible for setting up the fee assessment control forms as they pertain to registration and billing.

Flow diagram

This diagram highlights where the Fee Assessment process occurs within the overall Student process.
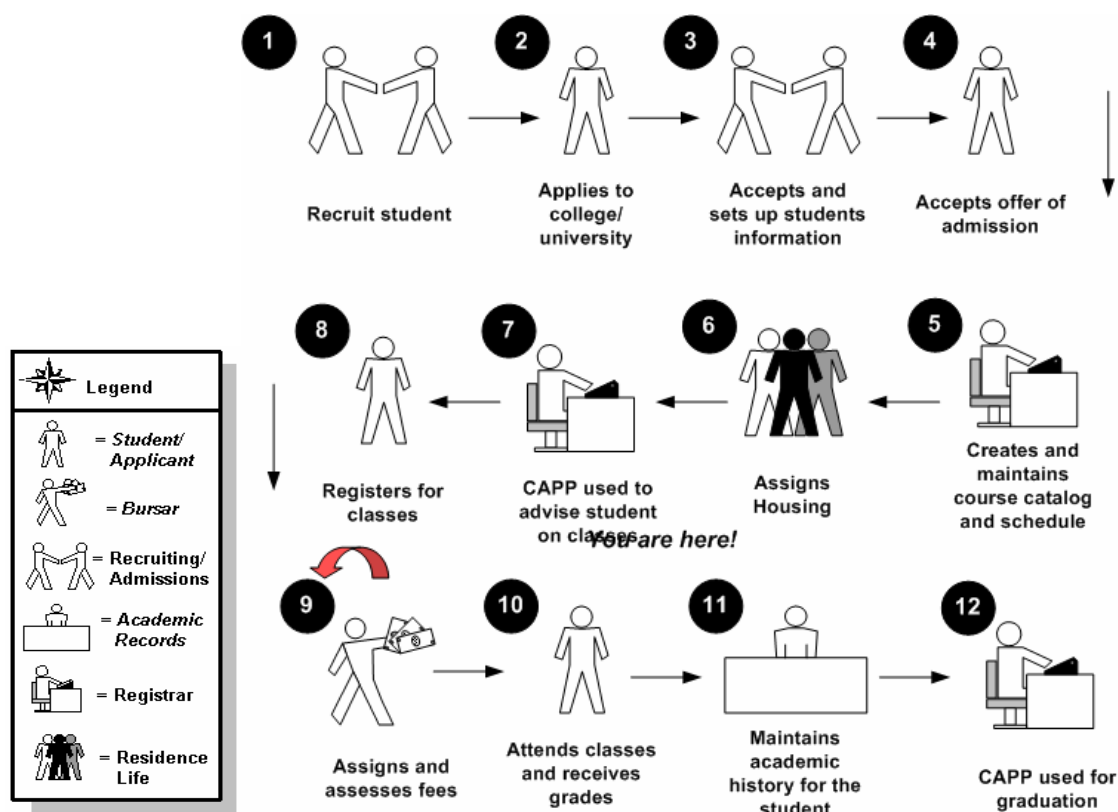
About the process

- In the Fee Assessment process, bursars and registrars define rules for Fee Assessment and develop refunding tables for a term.
- The student registers for classes and an on-line Fee Assessment will immediately generate charges.
- The bursar then assesses fees in batch and generates a bill.
- Finally, a student receives the bill.

Query only

A report mode that lets you look up and view information but not change the data.

Rules form

A type of form in which you define how data is processed in SCT Banner.

Validation form

A type of set up form in which you define choices for other forms. This helps to ensure consistency of data entry.

Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up your SCT Banner system.

Before developing Fee Assessment rules and processing data, several forms and rules need to be set or created. These rules and validation forms are used frequently in the Fee Assessment module.

Intended audience

The staff of the Registrar's office and Business office that is responsible for student bills, registration, and refunds

Objectives

At the end of this section, you will be able to create the rules and set parameters used to process the data and develop the Fee Assessment control forms.

Prerequisites

To complete this section, you should have

- completed the SunGard SCT Education Practices computer-based training (CBT) tutorial "SCT Banner 7 Fundamentals," or have equivalent experience navigating in the SCT Banner system
- completed the General Person and Registration training workbooks
- administrative rights to create the rules and set the validation codes in SCT Banner.

Section contents

Introduction

The Enrollment Status Control Form (SFAESTS) is used to set up enrollment codes, and refund rules for a term.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Enrollment Status Form (SFAESTS).
2	Select a term in the **Term** field.
3	Select an enrollment status code in the **Status** field in the Enrollment Status Dates block. Note: The **Description**, **Start Date**, and **End Date** fields are populated by SCT Banner based on the status code selected.
4	Perform a **Next Block** function.
5	Enter the refund start date in the **Start Date** field.
6	Enter the refund end date in the **End Date** field.
7	Enter a percentage in the **Percentage Tuition Refund** field for the date range.
8	Enter a percentage in the **Percentage Fees Refund** field for the date range.
9	Click in the **Status** field to start another date range for the enrollment status code.

Procedure, continued

Step	Action
10	Repeat steps 5-9 to enter additional date ranges and their associated refund percentages.
11	Click the **Save** icon.
12	Click the **Exit** icon.

Jump to TOC

Introduction

The Course Registration Status Form (SFARSTS) is used to define course status codes, and refund rules for courses.

<u>Note</u>: Status values are user-defined, with the exception of the "RE" (Register Course) status, which must be used as the default for a student's course registration. While the "RE" status is required, its attributes may be defined according to your institution's policy.

Prior to entering the data on this form, the status codes must have been entered on the Course Registration Status Code Validation Form (STVRSTS). While the validation form spans time, the Course Registration Status Form is specific for a term. This allows you to modify status information from one term to the next.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Course Registration Status Form (SFARSTS).
2	Enter a term code in the **Term** field.
3	Select an overall term code in the **Part of Term** field. Example: Select *Fall II 2006* in the **Term** field and *Fall 2006* in the **Part of Term** field. This is used by institutions that have two seven week courses as well as 14 week courses in the same semester. The Fall I courses would begin in September while the Fall II courses would begin in mid-October. The withdraw dates for the Fall II courses would be different from the dates for the Fall I courses.
4	Select an enrollment status code in the **Status** field in the Enrollment Status Dates block. Note: The **Description**, **Start Date**, and **End Date** fields are populated by SCT Banner based on the status code selected.
5	Click the **Affected by Student Status** checkbox if you want this code to be affected by the registration status of the student.
6	Click the **Voice Response Indicator** checkbox if your institution uses telephone registration.
7	Perform a **Next Block** function.
8	Enter the refund start date in the **Start Date** field.
9	Enter the refund end date in the **End Date** field.
10	Enter a percentage in the **Percentage Tuition Refund** field for the date range.
11	Enter a percentage in the **Percentage Fees Refund** field for the date range.
12	Click in the **Status** field to start another date range for the enrollment status code.
13	Repeat steps 8-12 to enter additional date ranges and their associated refund percentages.
14	Click the **Save** icon.
15	Click the **Exit** icon.

◀ Jump to TOC

Introduction

Before assessing any fees, the Fee Assessment Control Form must be set up, one time per semester. Rules may be copied from one term to another, future or past.

The Registration Fee Assessment Rules Form (SFARGFE) allows you to define basic tuition and fees for your students. Your instructor will discuss the various options you have based on how you currently assess tuition and fees at your enterprise.

Your instructor will review each window with you. Based on how you assess tuition and fees, you will use one or more of these windows.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Registration Fee Assessment Rules Form (SFARGFE). Note: The following procedures will establish Fee Assessment rules based on *Charges by Student Characteristics Option*.

Procedure, continued

Step	Action
2	Enter a term in the **Term** field.
3	Select *Student* in the **Rule Type** field.
4	Select *Regular* in the **Entry Type** field**.**
5	Click the **Set Copy Indicator** checkbox if the rule can be copied to another term.
6	Perform a **Next Block** function. Note: To create a new Fee Assessment rule you may need to perform an **Insert Record** function, or move your cursor to a blank line.
7	Select a tuition detail code in the **Tuition Detail** field.
8	Enter an amount in the **Per Credit Charge** field.
9	Enter amounts in both of the **Min/Max Charge** fields. Note: These fields are the minimum and maximum amount that can be associated with this Detail code.
10	Leave the **Override** checkbox unchecked.
11	Enter *UG* in the **Course Level** field to make this charge applicable to undergraduates only.
12	Enter a code in the **Part of Term** field to apply this charge only to courses that match that term code. Note: When creating Fee Assessment rules for Open Learning Courses leave the **Part of Term** field blank.
13	Enter the lowest number of student hours for this charge to be effective in the **Liable Billing Hours From** field.
14	Enter the highest number of student hours for this charge to be effective in the **Liable Billing Hours To** field.
15	Click the **Save** icon.
16	Select Charges by Course Level Rules from the **Options** menu. Note: Here fees are related to the level of the course rather than the level of the student.

Procedure, continued

Step	Action
17	Select <u>Charges by Course Campus Rules</u> from the **Options** menu. Note: Here fees are based on the campus that is associated with a particular course.
18	Select <u>Charges by Course Attribute Rules</u> from the **Options** menu. Note: Here fees are based on the course attributes that are associated with a particular course.
19	Click the **Exit** icon.

Introduction

Now that the Fee Assessment rules have been defined, you may assess fees in one of two ways: online fee assessment at the time of registration, or batch assessment after registration and after drop/add. The following will establish rules for online Fee Assessment.

SCT Banner form

Use the Term Control Form (SOATERM) to establish controls for a specific term, such as registration fee assessment rules, registration error checking, and part-of-term information.

Note: Values and options related to fee assessment reside solely on the Term Control Form (SOATERM). In previous SCT Banner releases, some of these values and options resided on the Crosswalk Validation Form (GTVSDAX).

Online vs. batch fee assessment

If you do not want to use online fee assessment, but do all assessment by batch, make sure the **On-line Assessment** checkbox on the Term Control Form (SOATERM) is not checked. This prevents Fee Assessment from taking place online and will not put any collector records in the Registration Batch Fee Assessment Collector table (SFRBTCH) when using the Student Course Registration Form (SFAREGS).

Note: To perform batch assessment, run the Batch Fee Assessment Process (SFRFASC).

Swapping processing

You have the ability to use optional swapping processing with refund by course refund processing. Swapping can be defined as the exchange (dropping and adding) of billing hours within the same day with no additional liability. This functionally is optional; an institution can choose to invoke this functionally or use the current processing with liability for dropped hours.

The **Allow Swapping** checkbox allows you to turn on swapping on a term-by-term basis if desired.

Note: Open learning courses are not considered in the swapping algorithm, as they carry their own refund method. Section fees are not considered as part of swapping processing. If section fees are attached to a course that later is used for swapping, the section fee liability remains.

Reversing non-tuition charges

The new **Reverse Non Tuition/Fee Charges** checkbox enables you to allow registration fee assessment to reverse non-tuition or non-fee charges for detail codes with a category code other than *TUI* or *FEE*.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Term Control Form (SOATERM).
2	Enter *the term code (same one that was used in SFARGFE)* in the **Term** field.
3	Perform a **Next Block** function.
4	Click the **On-line Assessment** checkbox in the Registration Fee Assessment block.
5	Click the **Allow Swapping** checkbox, if appropriate.
6	Click the **Reverse Non Tuition/Fee Charges** checkbox, if appropriate.

Procedure, continued

Step	Action
7	Click the **Save** icon.
8	Click the **Exit** icon.

Introduction

Institutions have the option to develop additional, term-based fees. These fees must be set up one time per semester.

The Registration Additional Fees Form (SFAAFEE) is part of the Registration menu and enables you to add specific (optional) fees to the account of a particular student. This should be used only when the fees are not general enough to be assigned to specific course sections using the Schedule Detail form (SSADETL) or from the Registration Fee Assessment Rules Form (SFARGFE).

SCT Banner form

The Registration Additional Fees Form (SFAAFEE)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Registration Additional Fees Form (SFAAFEE). Note: This is a rules form that is term-specific.
2	Enter a term in the **Term** field.
3	Perform a **Next Block** function or click in the **Detail** field.

Procedure, continued

Step	Action
4	Select term-specific detail codes in the **Detail** field for additional charges that you may want to add to students' accounts on an ad-hoc basis.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

Which form is used to define Fee Assessment rules?

Question 1

Which form is used to define Fee Assessment rules?

The Registration Fee Assessment Rules Form (SFARGFE) is used to define Fee Assessment Rules.
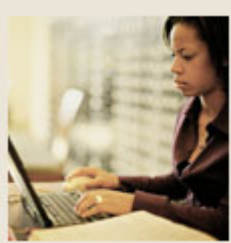
Introduction

The purpose of this section is to explain the regular process and detail the procedures to handle fee assessment procedures at your institution.

Intended audience

The staff of the registrar's office and selected personnel from the business office.

Objectives

At the end of this section, you will be able to

- assess fees on-line
- assign fees to a student for a term.

Prerequisites

To complete this section, you should have completed

- the SunGard SCT Education Practices computer-based training (CBT) tutorial "SCT Banner 7 Fundamentals," or have equivalent experience navigating in the SCT Banner system
- the General Person and Registration training workbooks.

You will also need to ensure that the rules and validation codes in SCT Banner needed for the Fee Assessment module have been set up for you.

Section contents

Introduction

This course is intended to teach you about setting up and running the Fee Assessment process.

Flow diagram

This flow chart highlights specifically what the Fee Assessment process would look like on a day to day basis.
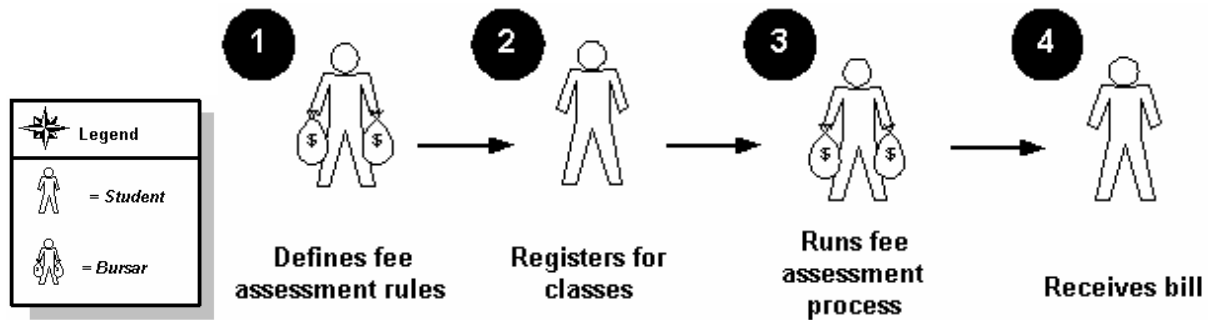
What happens

The stages of the process are described in this table.

Stage	Description
Bursar and Registrar	
1a	Define Fee Assessment rules
1b	Develop refunding tables for a term
Student	
2	Registers for classes
Bursar	
3a	Assess fees in batch
3b	Generates a bill
Student	
4	Receives bill (on-line or paper)
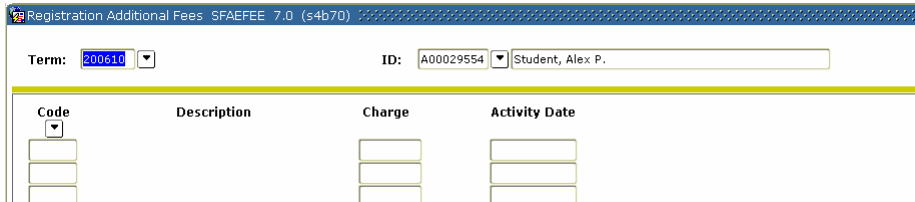
Introduction

Students must be registered prior to assessing fees.

The first time (each day) that you access the Student Course Registration form (SFAREGS), the system automatically displays the Student System Distribution Initialization Info form (SOADEST). Double-click in the appropriate field in order to select the appropriate printer you will use for each process, or exit if no printer needs to be selected.

Additional fees, as defined on the Registration Additional Fees Form (SFAAFEE), will be applied to students through the Course Registration Form.

SCT Banner form

Student Course Registration Form (SFAREGS)

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Course Registration Form (SFAREGS).
2	Enter the term code in the **Term** field.
3	Select the student's ID in the **ID** field.
4	Perform a **Next Block** function.
5	Complete the Registration Information block, if appropriate. Note: The values in the **Status**, **Status Date**, **Acceptance**, and **Maximum Hours** fields are entered by SCT Banner.
6	Perform a **Next Block** function.
7	Select a course registration number in the **CRN** field to assign courses to a student.
8	Repeat step 7 as needed to assign additional courses.
9	Click the **Save** icon to save the registration. Result: The fees window at the bottom of the screen is now highlighted. *Y - Immediate* is automatically displayed in the **Fee** field. Note: For the Batch Fee Assessment process, the indicator should be *N – Create collector record* in the **Fee** field.
10	Click the **Save** icon.
11	Click **OK** to acknowledge the transaction.
12	Select <u>Charge Optional Registration Fees</u> in the **Options** menu.
13	Perform a **Next Block** function.
14	Select a registration fee code in the **Code** field. Note: The only fees that may be added on this form are fees that have been defined on SFAAFEE.

Procedure, continued

Step	Action
15	Click the **Save** icon.
16	Click the **Exit** icon. Note: You are returned to the key block of the Student Course Registration Form (SFAREGS). The Optional Registration Fees may be assessed immediately:
17	Perform a **Next Block** function.
18	Perform another **Next Block** function.
19	Click the **Save** icon to access the Process Fees option ('Y' should be the default).
20	Click the **Save** icon to process the charges.
21	Click the **OK** button.

Procedure

Follow the steps below to review the assessment/account process.

Notes: Proceed with Reviewing the Assessment as outlined below and the Optional Registration Fees will be displayed.

Using the Batch Fee Assessment Process (SFRFASC) will assess The Optional Registration Fees.

No additional action is required in the Course Registration Form SFAREGS.

Step	Action
22	You should still be in the key block of the Student Course Registration Form (SFAREGS). If not, access the form and verify or enter the appropriate Term code and ID number.
23	Select Review Student's Classes and Charges from the **Options** menu to access the Student Course/Fee Assessment Query Form (SFAREGF).

Reviewing the assessment/ account, continued

Step	Action
24	Select either <u>Fee Assessment Without Min/Max Applied</u> or the <u>Fee Assessment With Min/Max Applied</u> from the **Options** menu according to your institutions Fee Assessment policy. Options Block Item Record Query Tools Wi Fee Assessment Without Min/Max Applied Fee Assessment With Min/Max Applied Detailed Student Information Registration Fee Assessment Rules Registration Fees Min/Max Charge Control Registration Fee Assessment Audit [SFAFAUD] <u>Note</u>: If you attempt to navigate in the Student Course Fee Assessment Query Form the fees will not remain visible. You need to exit the form (SFAREGF), return to the Student Course Registration form (SFAREGS), then select the Review Student's Classes and Charges in the **Options** menu and proceed with the query as outlined above.

Reviewing the assessment/ account, continued

Step	Action
25	Click the **Exit** icon to return to the Student Course Registration Form.
26	Select <u>Review Account Detail</u> in the **Options** menu to access the Account Detail Review Form (TSAAREV). Result: This will bring up another Printer Destination screen, TOADEST. Exit from this screen to review the account.
27	Review the account.
28	Click the **Exit** icon to return to the Student Course Registration Form (SFAREGS).

Introduction

The Student Course/Fee Assessment Query Form (SFAREGF) is a query only form, accessed through the Student Course Registration Form (SFAREGS), or through direct access and displays a student's registration and associated fees.

Note: These instructions are provided for those who wish to go back and review a record. The process was covered in the previous procedure.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Course Registration Form (SFAREGS).
2	Enter a term in the **Term** field.
3	Enter a student ID in the **ID** field.
4	Select Review Student's Classes and Charges from the **Options** menu to access the Student Course/Fee Assessment Query Form (SFAREGF).
5	Perform a **Next Block** function.
6	Click the **Exit** icon to return to the Student Course Registration Form (SFAREGS).

Introduction

The Account Detail Review Form (TSAAREV) is used for viewing and updating charges to a student's account.

SCT Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Student Course Registration Form (SFAREGS).
2	Enter a term in the **Term** field.
3	Enter a student ID in the **ID** field.
4	Select <u>Review Account Detail</u> in the **Options** menu to access the Account Detail Review Form (TSAAREV). Result: This will bring up another Printer Destination screen, TOADEST. Exit from this screen to review the account.
5	Perform a **Next Block** function.
6	Select a registration fee in the **Detail Code** field.
7	Click the **Save** icon.
8	Click the **Exit** icon to return to the Student Course Registration Form (SFAREGS).
9	Click the **Exit** icon.

Introduction

The Fee Assessment Report (SFRFEES) is used to assist in troubleshooting and debugging fee assessment processing. It is intended to be an efficient way to gather needed information when a question arises on fee assessment.

This report lists various data values stored for a student that have the potential to meet registration assessment rule criteria. The values displayed are for enrollment data, student data, curriculum data, course registration data, optional mock fee assessment data, previous and current fee assessment, and accounts receivable records. The report processes a single ID or a population selection for a term. This report may be used for assessment verification and can be helpful when troubleshooting assessment results.

Other uses

This report can also be used as a tool for institutions to evaluate their processing rules or check on a specific group of students.

Example 1: An institution may want to update a rule. They could take a sample population selection, and then compare the current assessment with a mock assessment to determine if this change would be appropriate.

Example 2: A user may want to review assessment results for students who have a specific drop registration status (i.e., *DD*). The user would create a population selection containing these students, and run the report. This allows an easy comparison between the current assessment and the previous one, in order to determine if the refund was performed correctly.

SCT Banner process

Process Submission Controls GJAPCTL 7.2

| Process: | SFRFEES ▼ | Fee Assessment Report | | Parameter Set: | ▼ |

Printer Control

Printer: [   ] ▼   Special Print: [   ]   Lines: 55   Submit Time: [   ]

Parameter Values

Number	Parameters ▼	Values ▼
01	Term	
02	Student ID	
03	Application Code	
04	Selection ID	
05	Creator ID	
06	User ID	
07	Mock assessment indicator	N
08	Mock assessment effective date	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Registration term.

Submission

☐ Save Parameter Set as   Name: [   ]   Description: [   ]   ○ Hold   ● Submit
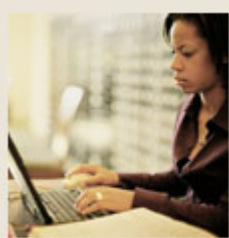
Procedure

Follow these steps to use the report.

Step	Action
1	Access the Fee Assessment Report (SFRFEES).
2	Perform a **Next Block** function.
3	Enter the appropriate printer or type *DATABASE* in the **Printer** field.
4	Perform a **Next Block** function.
5	Enter the parameters as appropriate. Note: Use the table as a guide to the parameters.

Parameter	Description	Req?
Term	Registration term for which fee assessment is to be reported.	x
Student ID	ID of the student for which fee assessment is to be reported.	
Application Code	Code that identifies the general area for which the selection identifier was defined. Note: All or none of the population selection parameters must be entered	
Selection ID	The code that identifies the population with which you wish to work.	
Creator ID	Enter the user ID of the person who created the population rules.	
User ID	Enter the user ID for the population selection. Note: This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID.	
Mock Fee Assessment Indicator	Enter *Y* to process mock fee assessment or *N* to not process mock fee assessment.	x

Procedure, continued

Parameter	Description	Req?
Mock Assessment Effective Date	Enter the date for the mock fee assessment in DD-MON-YYYY format Note: This parameter was created for future use and will be used to expand on the details of accounting transactions.	
Assessment Detail Indicator	Enter a value to select the level of report detail. Enter *C* for current detail, *P* for previous detail, or *B* for both kinds of information.	x
Sort Order	Enter a value to select the sort order for the output. Enter *N* for name order or *I* for student ID order.	X

Step	Action
6	Perform a **Next Block** function.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Let's review

As a result of completing this workbook, you have

- developed a fee assessment control form
- set up the term control form for online fee assessment
- assessed fees online
- assigned and assessed optional fees to a student for a term
- reviewed the assessment account for a student.

Section C: Day--Day Operations

Lesson: Self Check

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

How do you control that Fee Assessment is done in batch only?

Question 2

How do you perform online Fee Assessment?

Question 3

What form is used to review a student's account?

Question 4

Once enterprise fee rules are defined and assessed, fees can be assigned to each student for the semester.

True or False

Question 1

How do you control that Fee Assessment is done in batch only?

The Term Control Form (SOATERM) is used to insure that Fee Assessment is done in batch only.

Question 2

How do you perform online Fee Assessment?

Online Fee Assessment is performed through a process that includes the Term Control Form (SOATERM), the Registration Additional Fees Form (SFAAFEE), the Student Course Registration Form (SFAREGS), the Student Course/Fee Assessment Query Form (SFAREGF) and the Account Detail Review Form (TSAAREV).

Question 3

What form is used to review a student's account?

Account Detail Review Form (TSAAREV)

Question 4

Once enterprise fee rules are defined and assessed, fees can be assigned to each student for the semester.(True or False)

True

Section D: Reference

Lesson: Overview

Introduction

The purpose of this section is to provide reference materials related to the workbook.

Section contents

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	**Code**	**Form Name**	**Code**
Enrollment Status Form	SFAESTS	Student Course Registration Form	SFAREGS
Course Registration Status Form	SFARSTS		
Registration Fee Assessment Rules Form	SFARGFE		
Term Control Form	SOATERM		
Registration Additional Fees Form	SFAAFEE		

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Student Course Registration Form (SFAREGS)	• Enrollment Status Form (SFAESTS) • Course Registration Status Form (SFARSTS) • Registration Fee Assessment Rules Form (SFARGFE) • Term Control Form (SOATERM) • Registration Additional Fees Form (SFAAFEE)

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
SFAESTS	Enrollment Status Form	
SFARSTS	Course Registration Status Form	
SFARGFE	Registration Fee Assessment Rules Form	
SOATERM	Term Control Form	
SFAAFEE	Registration Additional Fees Form	

Release Date

This workbook was last updated on 1/17/2006.