



# ADDING A CLASS ATTRIBUTE - SFIN


BUSINESS PROCESS: *ADDING SFIN COURSE ATTRIBUTE TO A COURSE*  
MODULE: *CURRICULUM*

## PREREQUISITES

Review the *Create a New Class Section Job Aid*. SFIN attribute is only required if a class has a special fee exemption.


## INSTRUCTIONS





This Job Aid will go over the process of adding SFIN course attribute to a course.

STEP	Instructions
1)	Reference <b>Create a New Class Section</b> job aid.
2)	Once the correct course is selected, on the <b>Basic Data</b> tab, navigate to the bottom to page under <b>Class Attributes</b> , and click <b>Last</b> hyperlink on the top right, then click on the add icon  to add another row.






STEP	Instructions
3)	On the new row, under <b>Course Attributes</b> , click on the magnifying glass icon  next to the box under <b>*Course Attribute</b> and select <b>SFIN Student Financials</b> from generated list or type known course attribute in field, in this case, type "SFIN".

*Course Attribute	Description	*Course Attribute Value	Description
SPPR 	SPEC-PROG	0 	NO SPECIAL PROGRAM
			

Course Attribute	Description
DE	Distance Education Approval
DEGR	Degree Seeking Only
DEPT	Department Approval Required
DGE	District General Education
FUND	Contract Education
GE	General Education
GE21	GE21
GE2I	GE2I
GEIN	GEIN
HON	Honors Course
HSPR	High School Diploma Program
IGET	IGETC Code
JUN	Open To Juniors Only.
MAJ	Open To Majors Only
MAJR	Recommended for Major
MULT	Multicultural Studies
NDA	Non-Degree Applicable
NMAJ	Open to Non-majors Only.
NONA	Non-Academic for Athlete
PLUP	Placement Level Upgrade
PRRS	PRRS
RE	Course Repeat
SEN	Open to Seniors Only.
<b>SFIN</b>	<b>Student Financials</b>
SOCO	Social Work Students Only
SPDG	Special Designator
SPON	External Sponsors for Courses
SPPR	SPEC-PROG
SURP	Surplus
SV06	Student Cooperative Work Exper
TRKI	Attendance Tracking Used
VTEA	VATEA Funded Class
WEC	Web Enhanced Class
XB01	Section Accounting Method
XB04	Section Contract Code
XB08	DSPS Special Status
XB09	Work Based Learning Activities
XB10	Section CVU/CVC Status



STEP	Instructions
4)	<p>Click on the magnifying glass icon  next to the field under * <b>Course Attribute Value</b> and select the correct SFIN course attribute value from the generated list or type in known course attribute value in field.</p> <p>Then click <b>Save</b> at the bottom of the page.</p> <p>You have successfully added the SFIN course attribute to a class. <b>End of Procedure.</b></p>

Class Attributes		*Course Attribute Value		Description	
SPPR	SPEC-PROG	0		NO SPECIAL PROGRAM	
SFIN	Student Financials				

### Look Up Course Attribute Value

Help

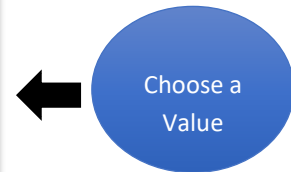
Course Attribute: SFIN

Description: begins with

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Course Attribute Value	Description
APPR	Apprenticeship
AXXX	Accident Fee Exemption
CONT	Contract Education
HIGH	High School
HXXX	Health Fee Exemption
NONS	Nonstate Supported
RXXX	Student Rep Fee Exemption
SDSU	San Diego State University
UCSD	UC San Diego



Class Attributes		*Course Attribute Value		Description	
SPPR	SPEC-PROG	0		NO SPECIAL PROGRAM	
SFIN	Student Financials	HIGH		High School	

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface