FEE TRANSFER

business process: *cHANGE OF COURSE LEVEL WITHIN A DISCIPLINE OR SCHEDULE ADJUSTMENT AFTER DROP DEADLINE*  
Module: *STUDENT RECORDS*

## prerequisites

*Student must be enrolled in course and fees paid for that course. Student must have approved petition with all signatures. After the withdrawal deadline, all fee transfers must be petitioned through the Vice President, Student Services.*

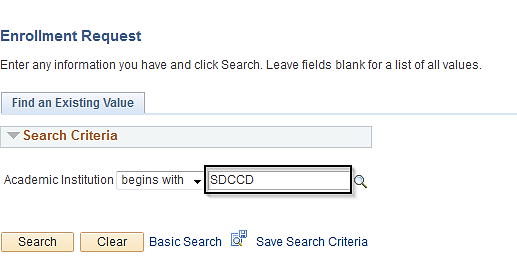
## instructions

This Job Aid will go over the process to drop a student from one class and add them to another class, and to transfer the fees paid to the added class.

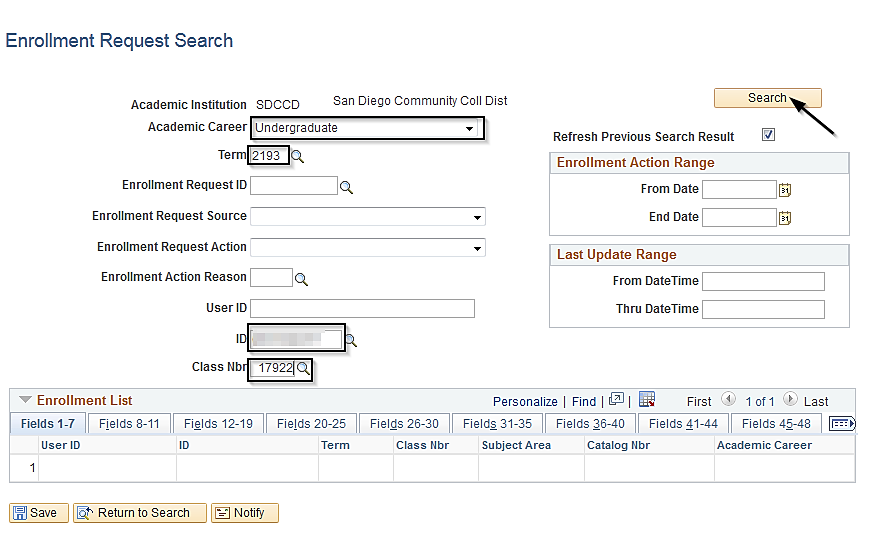
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| **STEP** | **Instructions** |
| 1) | Use Enrollment Request Search to look up when the class was added. You will need this information later in the process.  Click on  and  navigate to **Records and Enrollment-> Enroll Students > Enrollment Request Search** |

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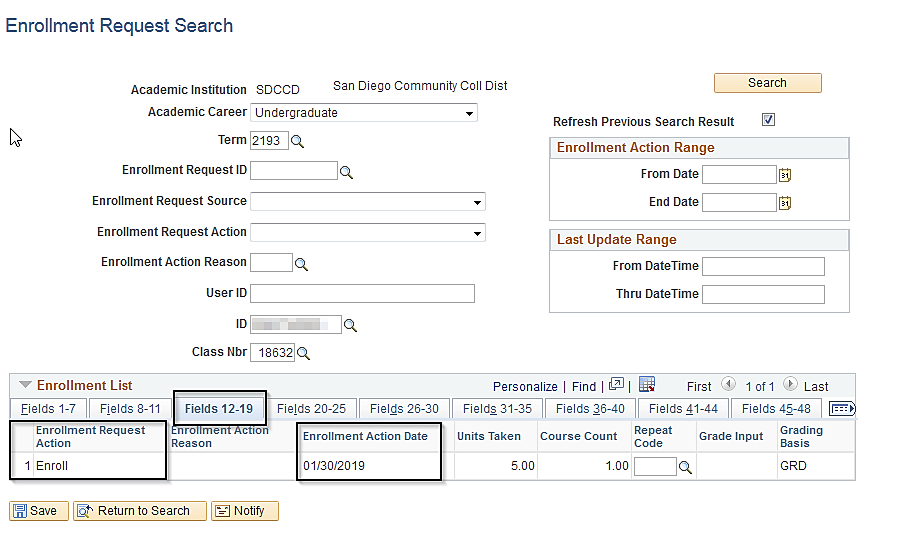
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| **Step** | **Action** |
| 2) | If prompted, enter SDCCD for **Academic Institution**. |



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| **Step** | **Action** |
| 3) | Enter data in these fields:  **Academic Career**: Select Undergraduate  **Term**  **ID**: Student’s 10-digit ID number  **Class Nbr**: If you have this, it is helpful, but not necessary  **Click Search** |



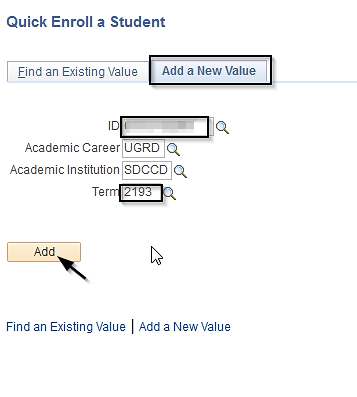
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| **Step** | **Action** |
| 4) | Locate the line of the transaction where the student enrolled in the class.  On the **Fields 12-19** tab, find the **Enrollment Action Date**. |



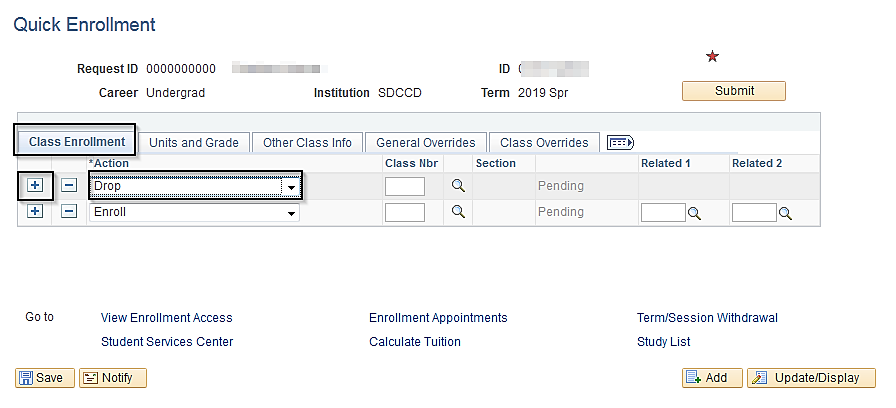
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| **Step** | **Action** |
| 5) | Open a new window. (Keep the Enrollment Request Search available to refer to later.)  In new window, navigate to **Quick Enroll a Student** |

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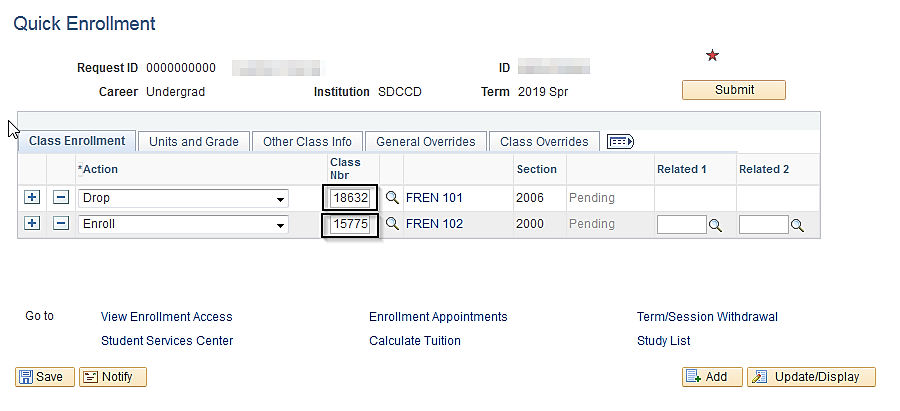
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| **Step** | **Action** |
| 6) | Select **Add a New Value** tab.  Enter student’s **ID** and the **Term**  Click **Add** |



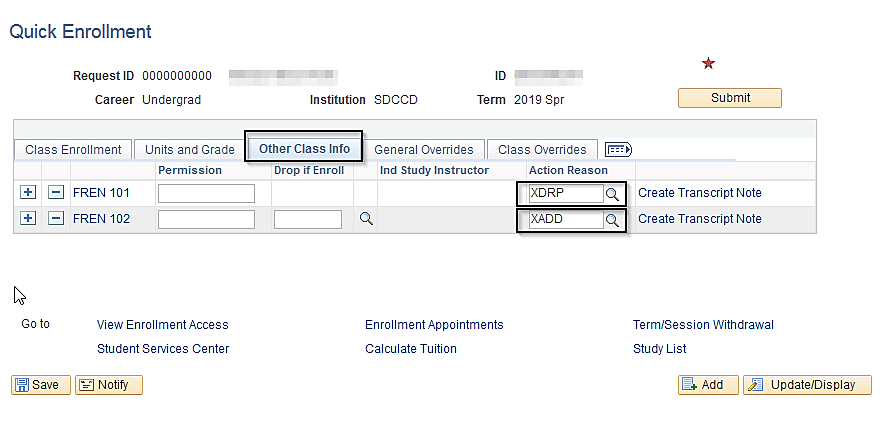
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| **Step** | **Action** |
| 7) | On the **Class Enrollment Tab**  Click the + on the left to add a new row so that you have two rows to work with.  On the top row select **Drop** in the **Action** field.  The Action for the second row will default to **Enroll**. |



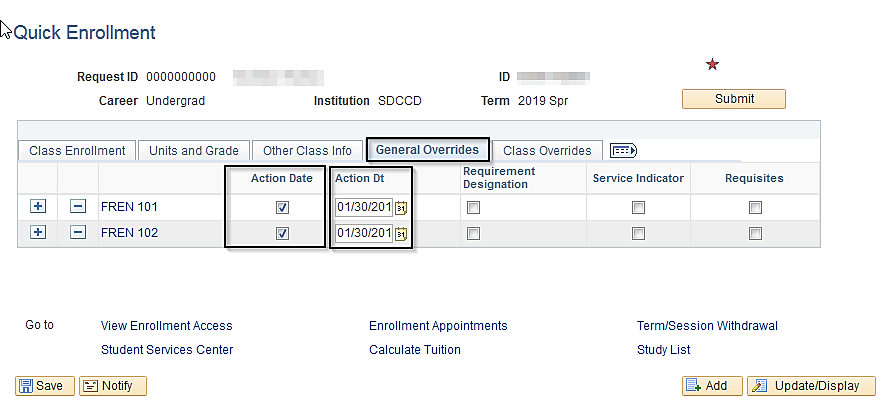
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| **Step** | **Action** |
| 8) | Enter the class number for the class to be dropped on the top line and the class to be added on the bottom line.  Tab out of the field and the subject and catalog number for the class will display.  If you do not have the class numbers, use the  search function to select the classes. |



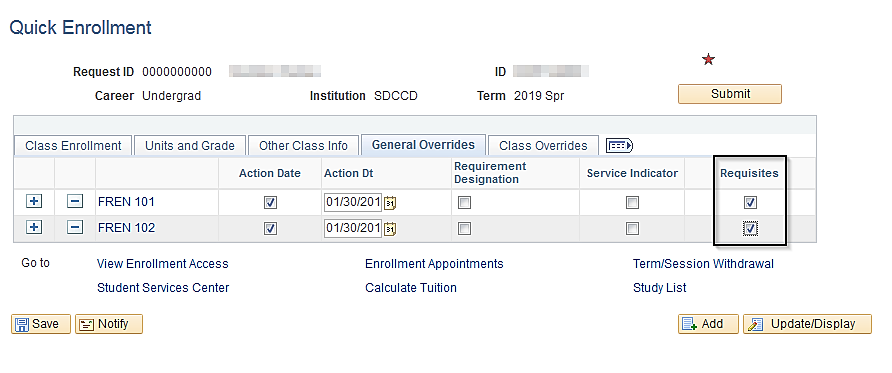
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| **Step** | **Action** |
| 10) | Go to the **Other Class Info** tab  Select Action Reason: **XDRP** for class to be dropped (first line)  Select Action Reason: **XADD** for class to be added (second line)  Note: Since you have already selected the Action to be performed on each class, the Action Reason field will only allow you to select from the “Drop” Action Reasons for the drop class, and the “Enroll” action reasons for the add class. |



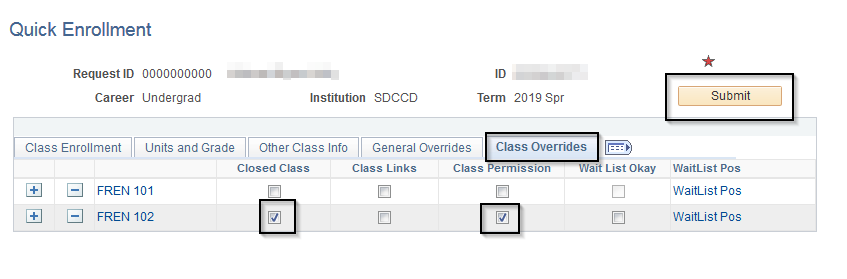
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| **Step** | **Action** |
| 11) | Go to the **General Overrides** tab, and check the **Action Date** checkboxes for both classes.  Determine whichever of these dates is *later*, and enter as the **Action Dt** for both classes.   1. The first day of the session, or 2. The date the student enrolled in the class   In other words, if the student enrolled in the class **on or before the first day of the session**, enter the date of first day of the session. (To find the first day of the session, click on the hyperlink of the class subject/number to view **Class Details.**)  **Or**  If the **Enrollment Action Date** you viewed in Step 4 is later than the start date of the class, use that date.  This is necessary because Campus Solutions will not allow the Action Date of the Drop to pre-date the Enroll, i.e. you can’t drop the class before it was added.  In this example, the class began on 01/28/2019, but the student added the class on 01/30/2019. Use the later date, 01/30/2019. |



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| **Step** | **Action** |
| 13) | If the student is moving from a lower level to a higher level class in the same discipline:  On the **General Overrides** tab, check the **Requisites** box for both classes. |



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| **Step** | **Action** |
| 14) | Go to the **Class Overrides** tab.  For the class being added, check the box for **Class Permission**, and if applicable, **Closed Class**.  Click **Submit.** |



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| **Step** | **Action** |
| 14) | Once processed, the transactions will display “Success,” “Message,” or “Error.” |



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| **Step** | **Action** |
| 15) | Open a new window.  Navigate to Person Comments:  **Campus Community > Comments > Comments – Person > Person Comment Entry**  Add a new value. |



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| **Step** | **Action** |
| 16) | Enter:  **Administrative Function**: GEN  **Comment Category**: Choose the code that matches your campus and department.  **Comments**:  Line 1: TERM XDROP Subject Catalog Number/Class Nbr XADD Subject Catalog Number/Class Nbr  Line 2: “Effective Date” Here, indicate the correct effective date of the move, as indicated on the petition on the “First Day of Attendance” line.  See example below. |

