

**Special Course Fee Process**

**Effective with the 2018-19 Academic Year**

In response to recommendations from UW System regarding cost of attendance and communication to students about the total cost of tuition and fees for the academic school year, the university is revising its current process for submission and approval of Special Course Fees. This change will ensure consistency with the timeline of all other financial proposals and fee setting at the university which occur as part of the annual budget process. It will also provide transparency for students on course fees at the beginning of the academic year and prior to course registration. The updated Special Course fee process is provided in detail below.

**Academic Year (Summer – Spring):**

All fee requests will be developed and submitted as part of the annual budget process. The respective budget analysts (Zach Lehnen – CBA, CLS, CSH and Mandi McKinney – SOE) will contact and work with each department chair and ADA to confirm the special course fee amounts and budgets for the upcoming year.

In working with the Budget Analyst over the course of November - February, departments will review their planned expenditures, courses and student counts for the upcoming year. Based on that information, departments will submit any fee modifications to the Budget Office by **February 15th**.

These requests should include any fee adjustments for the entire upcoming academic year, the Summer through Spring term. Any Special Course Fee requests submitted after February 15th for the upcoming academic year will not be accepted.

Submission of Special Course Fee proposals and adjustments at one point in the year will allow time for pre-planning for the entire year and will also ensure that the Cashier’s Office and Records & Registration have the entire academic year fee information prior to the start of the year and prior to the registration date for the Summer Term.

* Registration Date for Summer: Typically, the first or second Monday in April.
* Registration Date for Fall: Monday after Summer registration.
* Registration Date for Winter: Typically, the 2nd Thursday or Friday of November.
* Registration Date for Spring: Monday after Winter registration in November.

**Additional Resources:**

Budget Office: <https://www.uwlax.edu/budget/special-course-fees/>

Cashier’s Office: <https://www.uwlax.edu/cashiers/special-course-fees/>

Records and Registration: <https://www.uwlax.edu/records/dates-and-deadlines/>