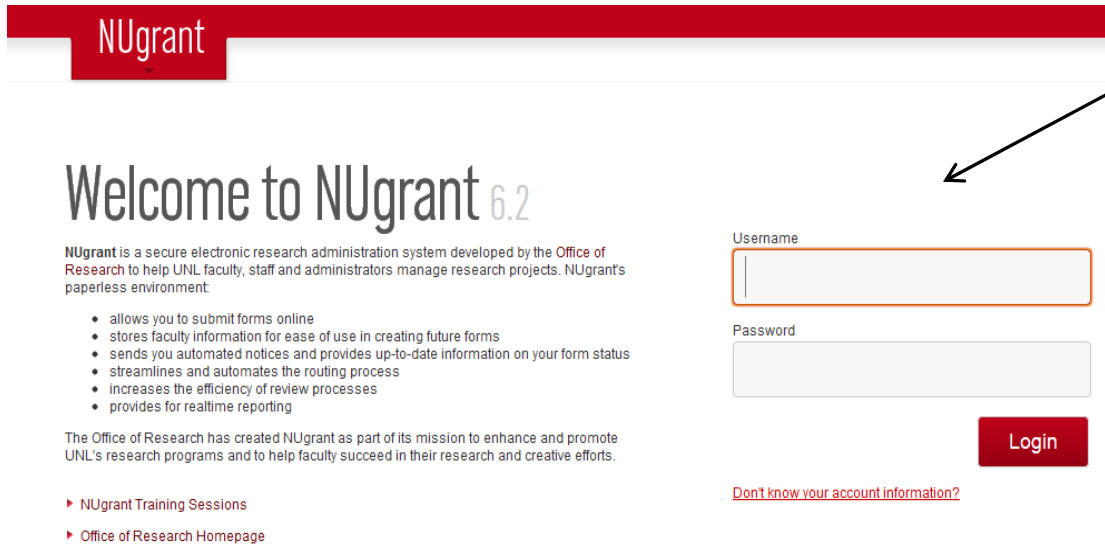


# Course and Laboratory Fees Request Form Help Document

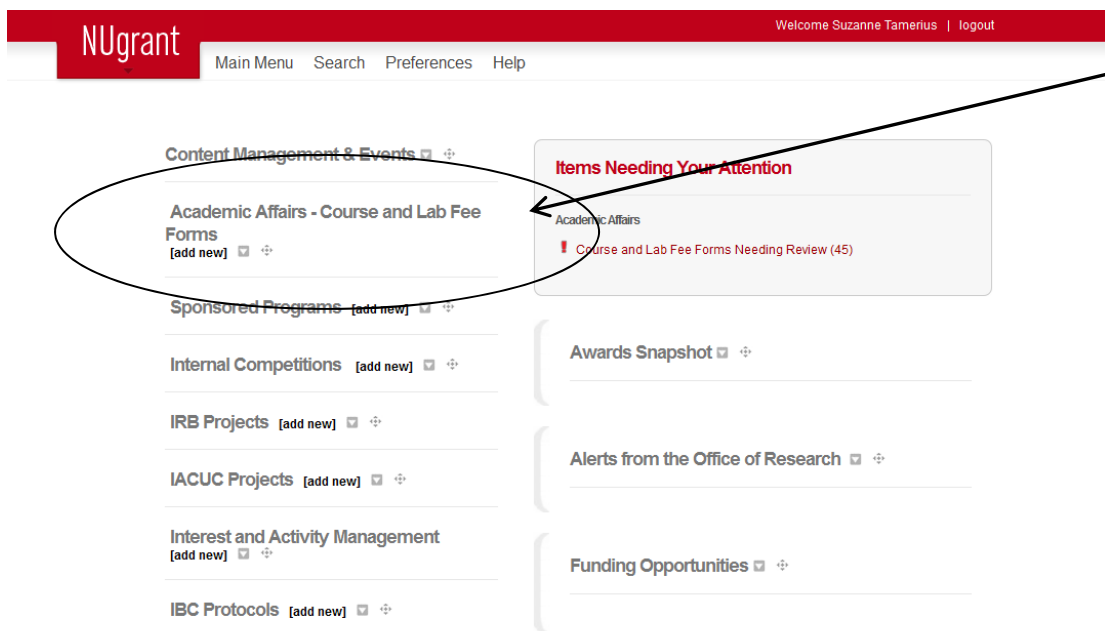
Individuals make requests for changes, deletions or new course and laboratory fees through this secure NUgrant module. Individuals can create new course and laboratory fees forms, or view and modify a saved form.

Following are step-by-step instructions on how to create a Course and Laboratory Fees Request Form. If you have additional questions, please contact the Office of Academic Affairs at 472-3751 or [academicaffairs@unl.edu](mailto:academicaffairs@unl.edu).



Log into NUgrant at [nugrant.unl.edu](http://nugrant.unl.edu) using your MyUNL (Blackboard) login name and password.

If you don't know your login information, go to [my.unl.edu](http://my.unl.edu). There will be a link to obtain this information.



Under the Academic Affairs – Course and Laboratory Fee Forms section, select *add new*.

## Course and Lab Fees

**STEP 1**  
Form Preparation

Incomplete

Tasks

- Form Preparation

Form Pages

- Instructions
- Course and Laboratory Fee Request Form

PDF Version



The steps in the Course and Laboratory Fees process are displayed at the top of the page.

Use this button to return to a previous page.

Read the instructions and additional information provided about allowable course and laboratory fees.

Click Next to continue.

**Instructions**

Welcome to the Academic Affairs – Course and Laboratory Fee Request Form process. Use this form to request changes or deletions or to add new course-associated fees. After you submit this form, it is routed to the department chair, dean/director and Office of Academic Affairs. A committee of students and faculty reviews the requests. Once recommendations are made at the University level, the fees will be forwarded to the Board of Regents for approval at their April meeting.

Approval of fees indicates that a course has been approved to collect fees but does not mean that a fee will be collected automatically. It is the department's responsibility to indicate, per semester, when fees are collected on Registration and Records' Schedule of Classes worksheet.

In preparing your request, keep in mind the following definitions and guidelines:

The **Board of Regents Policy 5.9.3** states that a "laboratory fee, is defined as a charge made to students to underwrite, in whole or in part, the cost of services, rentals, and consumable supplies utilized in a laboratory environment."

Laboratory is defined as any space in which students work with equipment and materials to enhance their skills. Examples include but are not limited to writing labs, non-general use computer labs, design labs, studios, chemistry labs, biological labs and engineering labs.

Fees may be charged for: (1) unique costs, that is, unusual and particular costs associated with that course or (2) physical materials which the student consumes during or takes away from the course.

Fees may not be charged for: (1) Personnel outside the context of the subject being taught, i.e. salary of instructor. (2) Food purchased for human consumption outside the context of the subject being taught, i.e. lunch purchased for students while on field trip. (3) Expenses for computers, printers, general purpose software and other equipment used in general use laboratories. Colleges are expected to utilize either the student technology fee or the equipment funds distributed by the Senior Vice Chancellor for these types of expenses.

Professional fees are distinct from course-associated fees. Please contact Academic Affairs [academicaffairs@uni.edu](mailto:academicaffairs@uni.edu) regarding technology or professional fees.

next >

NUgrant  
Welcome Suzanne Tamerius | logout  
Main Menu Search Preferences Help

### Course and Lab Fees

Form ID: 160  
Name: Suzanne Tamerius  
Course: -

Page 2 of 2

\* indicates a required field

#### Contact Information

\* Primary contact  
Suzanne Tamerius - stamerius2@unl.edu - 402 472 5245

\* Primary department of the course  
Vice Chancellor for Academic Affairs

#### Course Information

\* What is the course prefix and number? [?](#)  
ENGL 101

\* What is the course title (e.g. Intermediate Sculpture)?  
Introductory Composition

\* Is this a new course?  
No

\* Is this course cross-listed in another department?  
No

#### Fee Information

\* Fee Request Type  
New fee  
Remove fee  
Increase fee  
Decrease fee

Overall Justification

\* Please be specific and write justifications for someone not familiar with the course.

Check if page is complete

< previous save

Your name will automatically appear on the next page. If you're completing the form for someone else, click the x next to your own name and type the person's name into the search box.

Your primary department in NUgrant will also automatically appear. You can and **should** change the department to match the course for which you are submitting the form.

Click the x and search for the correct department.

Complete the course information.

Use the blue question mark boxes to see more information to help you answer the questions.

Select the type of Fee request. Depending on your selection, you'll have additional questions to answer.

## Fee Information

\* Fee Request Type

\* What is the proposed fee per student?

---

**Estimated Revenue**

	Fall	Spring	Summer
Number of sections	<input type="text" value="10"/>	<input type="text" value="10"/>	<input type="text" value="10"/>
Number of students expected per section	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="15"/>
<b>Total students</b>	<b>300</b>	<b>300</b>	<b>150</b>
<b>Total estimated students enrolled yearly</b>	<b>750</b>		
<b>Estimated revenue</b>	<b>\$37500.00</b>		

As an example, for all fee types, except remove fee, you'll be asked to answer questions about estimated revenue.



## Costs and Justification [?](#)

**Supplies Transferred to Students**

None listed

**Supplies Consumed**

None listed

**Supplies Rented/Leased**

None listed

**Specialized Software (license/upgrades)**

None listed

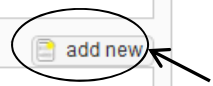
**Transportation (rental/gas)**

None listed

**Other**

None listed

If you selected, new fee, increase fee, or decrease fee, you'll be asked for a breakdown of costs and justification for the fee request.



Click *add new* in the appropriate category for your fee and answer the next set questions.

You can add new costs in a single category or multiple categories.

**Add/Edit Supplies Transferred to Students**

*\* indicates a required field*

\* Item Name

\* Annual Cost

\* Description/Justification









\* Replacement Cycle in Years

Answer the questions about your Course and Laboratory Fee request in the popup window.

Be sure to provide a clear description and justification.

Click on *Save*.

## Costs and Justification

<b>Supplies Transferred to Students</b>	 add new
Manuscripts - \$20.00 - 1 year(s)	 Edit/View  Remove
<b>Supplies Consumed</b>	 add new
None listed	
<b>Supplies Rented/Leased</b>	 add new
None listed	
<b>Specialized Software (license/upgrades)</b>	 add new
None listed	
<b>Transportation (rental/gas)</b>	 add new
None listed	
<b>Other</b>	 add new
None listed	

Now your item, cost, and replacement cycle are listed here.

You can edit/view the item or remove the item this screen.

## Comments and Overall Justification

\* Please be specific and write justifications for someone not familiar with the course.

Please provide an overall justification for your request and any comments that would help the committee in making a recommendation.

Check if page is complete

Check this box to indicate that the page is complete.

Select Save to save the form.

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**Course and Lab Fees**

STEP 1  
Form Preparation    Routing    Committee Review    SVCAA/Chancellor Review    Board of Regents Review

**Task Completed**  
Click the 'Next' button at the right hand side of this message box to continue.

Form ID: 160  
Name: Suzanne Tamerius  
Course: ENGL 101 - Introductory Composition

Page 2 of 2

**Next** →

Once you have completed the page and checked the box at the end of the page, you will see a green bar at the top of the page that says "Task Completed".

Click on the *Next* button.

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**Course and Lab Fees**

STEP 2  
Form Preparation    **Routing**    Committee Review    SVCAA/Chancellor Review    Board of Regents Review

Form ID: 160  
Name: Suzanne Tamerius  
Course: ENGL 101 - Introductory Composition

**Route Setup**

**Primary Contact Routes**

Name	Email	Phone
Suzanne Tamerius	stamerius2@unl.edu	402 472 5245

**Special Fee Routes**    Add Special Fee Route

English	Name	Email	Phone	
	Susan Belasco	sbelasco@unl.edu	402 472 1857	X Remove Route
	Sunil Narumalani	snarumalani1@unl.edu	402 472 2891	

**Start Routing**

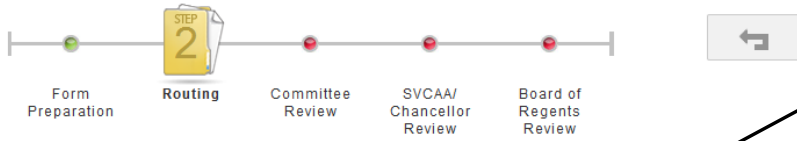
You've moved to the *Routing* step, where you'll route the form to the department or unit chair and college dean's office.

A route will automatically populate based on your department selection in the form. To change the department selected, return to form preparation.

If the correct route is not listed or available for your department, please contact Academic Affairs at 472-3751.

Click on *Start Routing*. This sends an e-mail notification to those people

### Course and Lab Fees



**Routing**  
Incomplete

**Tasks**

- Route Setup
- Review and Sign Off**

**Form Pages**

- Instructions
- Course and Laboratory Fee Request Form

[PDF Version](#)

Form ID: 160  
Name: Suzanne Tamerius  
Course: ENGL 101 - Introductory Composition

To sign this document enter your login name, password, decision and any comments.

Your Login Name:

Your Password:

Decision:

Comment:

Sign the form by using your NUgrant login and password. The “decision” will default to “approve” and cannot be changed. You can leave notes for those on your route in the comment box.

Click on *Submit*.



Other Helpful Hints:

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[Main Menu](#) [Search](#) [Preferences](#) [Help](#)

**Course and Lab Fee Request Forms**

Academic Affairs | [academicaffairs@unl.edu](mailto:academicaffairs@unl.edu) | **Deadline** November 1st

[Add New Form \( Academic Year 2014-15 \)](#)

**Welcome to the Academic Affairs - Course and Laboratory Fees module!**  
**Forms effective for the 2014-2015 academic year are due Friday, November 1, 2013.**  
 From this page, you're able to start a new Course and Lab Fees form, view and modify a saved form. Use this form to make requests for changes, deletions or new course associated fees. If you have questions about the Course and Lab Fees module, please contact Academic Affairs project specialist, Suz Tamerius at 402-472-5245 or [stamerius2@unl.edu](mailto:stamerius2@unl.edu). For information about the Board of Regents policies on course and lab fees, the master list of approved course and lab fees, a help document outlining the NUgrant process, and timeline for the course and lab fees approval, visit <http://go.unl.edu/course-lab-fees>  
[Edit](#)

ID  Primary Contact  Department  Academic Year

Course Number  Course Title  Status  Fee Type

[search](#) [switch to basic search](#)

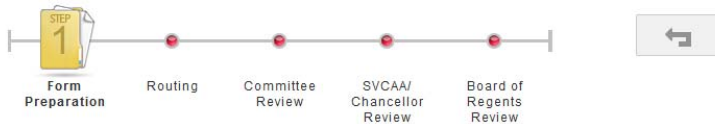
Page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#)

ID	Course Number	Course Title	Primary Contact	Primary Department	Type	Proposed Fee	Status	Academic Year	
160	ENGL 101	Introductory Composition	Suzanne Tamerius 402 472 5245	Department of English	Remove fee	\$0.00	Preparation		
			Suzanne Tamerius 402 472	Vice Chancellor for Academic Affairs		\$0.00	Preparation		

[View Course and Lab Fee Form](#)  
[Duplicate Course and Lab Fee Form](#)

Submitting multiple forms? Duplicate a similar form like one you've already submitted by hovering over the magnifying glass on the main Course and Laboratory Fee Request Forms page.

**Course and Lab Fees**



**Form Preparation**  
 Complete

**Tasks**  
 Form Preparation

**Form Pages**  
 Instructions  
 Course and Laboratory Fee Request Form  
**PDF Version**

**Task Completed**  
 Click the 'Next' button at the right hand side of this message box to continue. [Next](#)

Form ID: 160  
 Name: Suzanne Tamerius  
 Course: ENGL 101 - Introductory Composition

*\* indicates a required field*

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Save a PDF of the form you've completed by downloading the PDF version.