

## Delete Charges for a Section (Section Exceptions)

When you need to exclude course fee from a specific section, you must use the Course Fees – Section Exclusion option in UF Campus Solutions. To complete the task you must have the UF\_COURSEFEES\_DEPT\_USER security role.

- ▶ Login to myUFL by navigating to [my.ufl.edu](http://my.ufl.edu). Click the **Access myUFL** button, enter your GatorLink username and password and click the Login button
- ▶ Navigate to: UF Campus Solutions > eForms > eForms Home > Start a New eForms Request > Course Fees – Section Exclusion
- ▶ On the Find an Existing Value page, enter your Academic Organization
- ▶ Click the **Search** button. A list of the available courses will show
- ▶ Select the course you wish to exclude fees for
  - ▶ Be careful to choose the correct term

<a href="#">17020000</a>	<a href="#">BUL5832</a>	<a href="#">2088</a>
<a href="#">17020000</a>	<a href="#">BUL5832</a>	<a href="#">2091</a>
<a href="#">17020000</a>	<a href="#">BUL5832</a>	<a href="#">2095</a>
<a href="#">17020000</a>	<a href="#">BUL6441</a>	<a href="#">2088</a>

Complete Step 1 on the Course Fee Section Exclusion Request

- ▶ In the Section Exclusion group box, search for the Class Section by using the lookup icon (1) next to the Class Section field
- ▶ Select the Class Section you want to exclude by clicking the link
  - ▶ Add more sections by clicking the addition icon (2) to add a row
- ▶ From the **Item Type** lookup (3), select the M&S Fee (and/or Equipment Fee if applicable)
  - ▶ Add more Item Types to exclude by clicking the addition icon (4) to add a row
- ▶ Click the **Submit** button
  - ▶ The form will forward to Budget Office for Approval

**Course Fee Section ExclusionRequest**

Step 1 of 2: Sections to Exclude

eForm ID: 1721  
Acad Org: 17020000 BA-Management  
Course ID: BUL6441 ETHICS & SOCIAL RESP  
Term: 2091 Spring 2009

Item Type	Description	Flat Amount	Amount Per Unit
208172100029	BUL6441 M&S Fee	\$6.00	\$0.00

**Section Exclusions** Find First 1 of 1 Last

\*Class Section:

**Select Fees to Exclude** Customize Find View All First 1 of 1 Last

Item Type	Description
<input type="text"/>	<input type="text"/>

**Comments**

Your Comment:

### ADDITIONAL NOTES:

- ▶ Students in these sections will not be charged
- ▶ Fees already assessed in this term will be reversed