

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: BPA FIN Student Fee Assessment

Date: 10/21/05

Time: 10:30 am

Location: ACR 207

Participants: Oscar Jimenez and Terrie Salas

Session Lead: Oscar Jimenez, Terrie Salas -Narrative

Narrative/Description: Maintain subcodes for each semester as each one has different subcode. The Alpine campus subcodes are different from the RGC subcodes. If there are any new fees, the Vice-President of Business Affairs will notify the Assistant Controller fee changes, or additions. The Assistant Controller will create new subcodes. Once the new subcodes are added, all subcodes are reviewed for correct fee amounts. Once all rate tables are reviewed and correct, we copy the rate tables from the previous year and term (example: Fall 2004 to Fall 2005) to the term current term. Once this has been done, we modify existing tables with current fees. After all tables have been modified, the tables are changed from modeling status to active status. At this point, Assistant Controller will notify the Registrar that all tables are ready. Assistant Controller will give a list of classes to the Registrar to enter into a student account to check accuracy of all tables, fees and subcodes. The Cashiers' office will run a tuition calc on the student account and verifies fees are correct. If errors are found, we will modify the rate tables with correct fees. Assistant Controller will then notify Registrars that registration can begin. Assistant Controller will notify OIT to run nightly automatic tuition calc for current term so all fees can be assessed to student accounts. Cashiers will manually calc a student account that is ready to be paid. Cashiers will collect payment from student and generates a receipt.

Electronic Inputs: none

Manual/Paper Inputs: none

Key Decision Points (list all): Vice-President of Business Affairs approved tuition and fee rates.

Related Policy(s): Board of Regents and Texas State Legislature rules (Texas Education Code).

Interface to Other Systems: none

Web Features: Web for Students

Electronic Outputs: none

Manual/Paper Outputs: System generated receipt

Customer(s): Students, Faculty and Staff

Regulatory Items: none

Frequency/Volume: 5000 per semester

Potential Break Points: System down time

Automation: Web for Students payment

Issues: Late notice from faculty for course fees (lab and supplies).