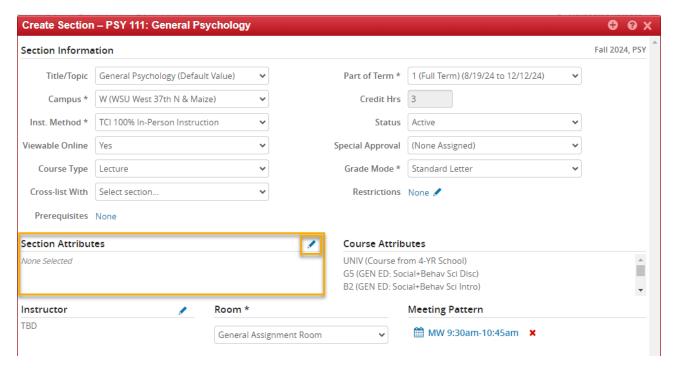
Market Based Tuition

Market Based Section Attribute

When creating a market-based tuition section, it will be created as if creating a regular section in CLSS; however, you will add the **MTB** (**Market-Based Course**) section attribute.

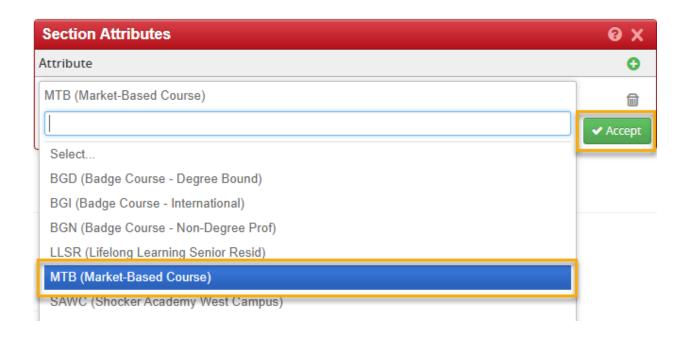
 Under the Section Attributes portion of the Section Editor, click the pencil icon to add a section attribute



2. Click the **green plus icon** to add a section attribute, then click the **down arrow** to see the list of section attribute options



3. Select the MTB (Market-Based Course) attribute, and then click Accept



Market Based Internal Comments

Internal comments are required when creating a Market Based Tuition section. In the **Internal Comments** section, there is specific verbiage required to submit the request. The items required in the Internal Comments section can be lengthy, so to expand the field, click and drag the lower right corner outward.



The words underlined below are required (with justification) in the Internal Comments section:

<u>Purpose</u>: What is the purpose of the MBT course?

Strategic Benefit: How does this request align with WSU Strategic Goals?

Additional Information: Provide any additional information related to this MBT course

<u>Department</u>: List the department(s) involved. If there are multiple departments involved, list them all

<u>Fund #</u>: List the fund # of department(s) involved. If there are multiple departments, list them in corresponding order as the departments listed above

Org #: List the org # of department(s) involved. If there are multiple departments, list them in corresponding order as the departments listed above

Amount: Provide amount (\$\$) being distributed to each department and if it should be bill (per credit hour) or flat (per student)

Proposed Fee: Provide overall proposed fee

Bill or Flat: Will the proposed fee be bill (per credit hour) or flat (per student)?



Market Based Workflow

After all the details of the Market Based Tuition section have been added to the Section Editor, click **Save Section** like you would for any other section. Resolve any errors that may be unresolved, then **Start Workflow** once the errors are resolved.

Any Market Based Tuition section that is created must go through workflow for approval. The workflow includes the following personnel:

- Registrar's Office Schedule Supervisor
- Academic Affairs Executive Assistant
- Designated Department Chair
- Designated College Dean
- Associate Vice President of Academic Affairs

Once the Market Based Tuition section has gone through the workflow, the initiator (schedule builder) will receive an FYI email notifying them that the section has been approved. This is when the section number will be provided.

Please note that any changes to a Market Based Tuition section after it's gone through the workflow will have to go through the workflow again. It is crucial that items related to the section are as accurate as possible.