

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.

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

Create Section – PSY 111: General Psychology

Section Information Fall 2024, PSY

| | | | |
|-----------------|------------------------------------|------------------|-------------------------------------|
| Title/Topic | General Psychology (Default Value) | Part of Term * | 1 (Full Term) (8/19/24 to 12/12/24) |
| Campus * | W (WSU West 37th N & Maize) | Credit Hrs | 3 |
| Inst. Method * | TCI 100% In-Person Instruction | Status | Active |
| Viewable Online | Yes | Special Approval | (None Assigned) |
| Course Type | Lecture | Grade Mode * | Standard Letter |
| Cross-list With | Select section... | Restrictions | None |

Prerequisites [None](#)

Section Attributes ✎

None Selected

Course Attributes

UNIV (Course from 4-YR School)
G5 (GEN ED: Social+Behav Sci Disc)
B2 (GEN ED: Social+Behav Sci Intro)

Instructor ✎ Room * Meeting Pattern

TBD General Assignment Room 📅 MW 9:30am-10:45am ✖

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

Section Attributes ? ✖

Attribute +

Select... ▼

✖ Cancel ✓ Accept

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:

Purpose: *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*

Department: *List the department(s) involved. If there are multiple departments involved, list them all*

Fund #: *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)?

The screenshot displays a software interface with several sections. At the top left, there is an 'Enrollment' section with a status of '0 current, 0 waiting'. Below this are two input fields: 'Maximum *' and 'Waitlist Max' (containing the number '0'). To the right is a 'Section Note' section with the text 'None Assigned'. A large text area labeled 'Internal Comments' is highlighted with a red border. This area contains a list of labels for data entry: Purpose, Strategic Benefit, Additional Information, Department, Fund #, Org #, Amount, Proposed Fee, and Bill or Flat. At the bottom of the interface, there are buttons for 'Print', 'User View', and 'Cancel'.

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.