Market Based Tuition

Market Based Section Attribute

Market-based tuition sections are created the same as if creating a regular section in CLSS; however, you will add the MTB (Market-Based Course) section attribute, set **Viewable Online** to "No", and enter specific information in **Internal Comments**.

1. Change **Viewable Online** to "No".
2. Under the **Section Attributes** portion of the Section Editor, click the **pencil icon** to add a section attribute

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

4. 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?

<u>Strategic Benefit</u>: How.does.this.request.align.with.WSU.Strategic.Goals?

<u>Additional Information</u>: 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

<u>Org #</u>: List.the.org.–.of.department(s).involved¡.If.there.are.multiple.departments?list.them.in.corresponding. order.as.the.departments.listed.above

<u>Amount</u>: Provide.amount.(PPJ).being.distributed.to.each.department.and.if.it.should.be.bill.(per.credit.hour).or.flat.(per.student)

<u>Proposed Fee</u>: Provide.overall.proposed.fee

<u>Bill or Flat</u>: 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.