

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

Create Section – PSY 111: General Psychology

Section Information Fall 2025, PSY

Title/Topic	General Psychology (Default Value)	Part of Term *	1 (Full Term) (8/18/25 to 12/11/25)
Campus *	W (WSU West 37th N & Maize)	Credit Hrs	3
Inst. Method *	TCI 100% In-Person Instruction	Status	Active
Viewable Online	No	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: TBD Room *: General Assignment Room Meeting Pattern: MW 9:30am-10:45am

3. 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...

Buttons: Cancel, Accept

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:

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.(PP) 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 shows a software interface for creating a section. The 'Enrollment' tab is active, displaying 'Maximum *' and 'Waitlist Max' input fields. The 'Section Note' tab is also visible, showing 'None Assigned'. A red box highlights the 'Internal Comments' section, which contains a list of labels: Purpose, Strategic Benefit, Additional Information, Department, Fund #, Org #, Amount, Proposed Fee, and Bill or Flat. At the bottom, there are buttons for 'Bridge', '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.