Automated Fee Assessment for Co-enrolled High School students

Background Information:

High School students enrolled for less than 12 units during regular term (Fall/Spring/Winter) / less than 6.5 units during summer term are waived the Enrollment Fee. Those enrolled for 12 units or more during a regular term / 6.5 units or more during the summer term are charged the Enrollment fee in full. This fee assessment is calculated automatically in Banner.

There are several such students, however, who are co-enrolled at both campuses, Foothill and De Anza. If the total number of units they are enrolled for, across both campuses, equals/exceeds 12 units during a regular term / 6.5 units during summer term, they should NOT be waived the enrollment fee, they should be charged this fee in full. However, this scenario is not included in the automatic fee calculation in Banner. As such, both campuses Cashier’s Office is left with the task of processing the fee assessment manually for this population of students. The manual work volume is exacerbated by the transient nature of the registration period when students keep adding and dropping classes.

Requirement:

To automate fee calculation in Banner for co-enrolled high school students in consideration of number of units enrolled for across both campuses such that if they are enrolled for 12 units or more during a regular term / 6.5 units or more during summer term, in total across both campuses, the enrollment fee should be charged, at both campuses, and if they are enrolled for less than 12 units during a regular term / 6.5 units during summer term, in total, across both campuses, then the enrollment fee is waived for them.

ETS will -

1. implement a program as follows, to be scheduled to be executed automatically once every 6hrs during the registration period (Start of Registration thru Census date) and thereafter thru end of term once every day (note: Current Term Code will be passed to the program as a parameter value);

2. Select all high school students (SGBSTDN.SGBSTDN_STYP_CODE = 'Y') who are co-enrolled at both campuses Foothill and De Anza (SFRSTCR records exists for the same student for both campuses for the same term, e.g. SFRSTCRTERM_CODE = 201541 (Foothill Spring 2015), and SFRSTCRTERM_CODE = 201542 (De Anza Spring 2015) AND SFRSTCR_RSTS_CODE is one of the following: AW, DC, DG, DN, IC, ID, IW, RA, RE, RW))

3. For the above selected students:

   First for current term code for De Anza (e.g. 201542):
   - If number of registered units at De Anza < 12 (6.5 if it is a summer term) and total units (De Anza + Foothill) >= 12 units (6.5 if it is a summer term), then set a new attribute in SGASADD to 'COHS' for De Anza, such that the ending term on the attribute is the smallest term code for term immediately following the current term (if effective term is 201542, then end term should be 201611)
   - If number of registered units at De Anza < 12 (6.5 if it is a summer term) and total units (De Anza + Foothill) < 12 units (6.5 if it is a summer term) and the 'COHS' attribute is set, then REMOVE the 'COHS' attribute
   - Run the fee assessment routine for this campus (De Anza) such that if the 'COHS' attribute was just set for this student for the current term code, then charge the enrollment fee in full, else if the 'COHS' attribute was just removed, then the enrollment fee should be reversed
   - Send an email to the student (per content provided by Cashiering Office, see further below)

   Then for current term code for Foothill (201541):
   - If number of registered units at Foothill < 12 (6.5 if it is a summer term) and total units (De Anza + Foothill) >= 12 units (6.5 if it is a summer term), then set a new attribute in SGASADD to 'COHS' for Foothill, such that the ending term on the attribute is the smallest term code for term immediately following the current term (if effective term is 201541, then end term should be 201611)
   - If number of registered units at De Anza < 12 (6.5 if it is a summer term), and total units (De Anza + Foothill) < 12 units (6.5 if it is a summer term) and the 'COHS' attribute is set, then REMOVE the 'COHS' attribute
   - Run the fee assessment routine for this campus (Foothill) such that if the 'COHS' attribute was just set for this student for the current term code, then charge the enrollment fee in full, else if the 'COHS' attribute was just removed, then the enrollment fee should be reversed
   - Send an email to the student (per content provided by Cashiering Office, see further below)

4. Ensure that existing attributes on student's record for the current term are not impacted in the process of assigning and removing 'COHS'

5. (An Apex function already exists (under Banner Student Apex Application -> Accounts Receivable) that enables Cashiering Office to query (any time, on-demand) for students assigned the 'COHS' attribute for a particular term. User should be able to pick a term and an attribute (from drop-
downs), and based upon selected term and attribute should be shown a list of students consisting of following information: Student Id, Name, Attribute, Effective Term and End Term (for the attribute) - this list will help Cashiering Office to identify students for who the 'COHS' attribute needs to be terminated - at end of each term.

Both colleges Cashiering Offices will -

- set up new rule(s) on the fee table (SFARGFE) such that enrollment fee is assessed for students whose Student Type is ‘Y’ AND for whom the new 'COHS' attribute is set
- manually terminate the 'COHS' attribute for all students who it is assigned to - before end of each term
- inform ETS re: any changes needed to the email content as and when

Content for email to be sent to students (as provided by Cashiering Office at both colleges) -

When the COHS attribute is set for them (enrollment fee is charged):

"Dear [first name],

Our records show that you are co-enrolled at Foothill and De Anza College. Your district wide total enrolled units is 12 (6.5 if it is a summer term) or more for <TERM DESCRIPTION>. Consequently, you are charged for the enrollment fee of $31 per unit for the total of units enrolled.

High School students who are enrolled in 12 units or more (6.5 if it is a summer term) are not eligible for the high school students enrollment fee waiver ($31/unit).

Please note that the drop deadlines for Summer classes are much shorter than regular quarters and vary by class. To view last refund dates or drop deadlines: Log into MyPortal and click "View Your Class Schedule" under the "Students" or "Registration" tab.

If you drop a class after the refund deadline, you will not be eligible for a refund or fee reversal.

If you have questions about your De Anza College charges, please send an email to De Anza Cashier's Office (deanzacashier@deanza.edu). If you have questions about your Foothill College charges, please send an email to Foothill Admissions and Records (webregfh@fhda.edu).

Thank you

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Foothill Cashiering Services and De Anza Cashier's Office."

When the COHS attribute is removed (enrollment fee charge is reversed):

"Dear [first name],

Our records show that your district wide total enrolled units is less than 12 (6.5 if it is a summer term) for <TERM DESCRIPTION>. Consequently, you are not being charged the enrollment fee of $31 per unit.

High School students who are enrolled in less than 12 units (6.5 if it is a summer term) are eligible for the high school students enrollment fee waiver ($31/unit).

If you have questions about your De Anza College charges, please send an email to De Anza Cashier's Office (deanzacashier@deanza.edu). If you have questions about your Foothill College charges, please send an email to Foothill Admissions and Records (webregfh@fhda.edu).

Thank you

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Foothill Cashiering Services and De Anza Cashier's Office"

Related Program units

- Package: DACVT.SWKFECH
- Command: exec dacvt.swkfech.p_assess_fees(TERM)
- Audit table: DACVT.SWRFECH