

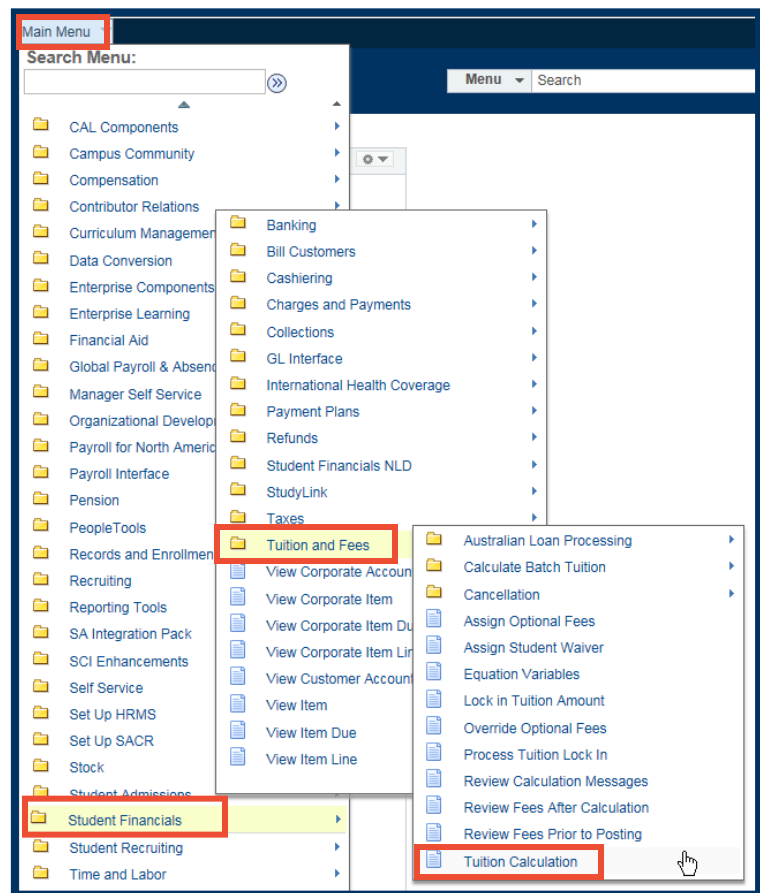
Calculating Tuition for a Student

Campus Solutions will calculate tuition automatically when the proper conditions are met. However, there may be instances when a staff member with proper security will need to calculate tuition manually. The steps below demonstrate how to manually calculate tuition for a student.

Important Information:

- A student's account is only viewable once a charge or credit exists on it.
- Beginning Fall 2016, tuition and fees will only be calculated under two conditions:
 - Tuition is ready to be calculated (after the UC Regents have met and approved the new fee amounts).
 - Student has enrolled in at least 1 unit.

1. From the **Main Menu**, navigate to: **Student Financials > Tuition and Fees > Tuition Calculation**.



2. Input student ID number.

3. Click the **Search** button.

The **Tuition Calculation** page will display. Confirm that the correct **Term** to calculate tuition for is displayed. In this example, tuition will be calculated for the Fall 2016 term. Notice that the **Tuition Calc Date Time** field is blank since tuition has not been calculated yet.

4. Click the **Calculate Tuition and Fees** button.

After clicking the **Calculate Tuition and Fees** button, notice the **Tuition Calc Date Time** field is now date- and time-stamped.

- Click the **Display Tuition and Fees** link to view fees assessed.

Tuition Calculation

Oski Bear ID: 12345678

Academic Information Display Student's Accounts

Academic Career: Undergraduate

Find | View All First 1 of 1 Last

Academic Institution: UC Berkeley Business Unit: UC Berkeley

Term: 2016 Fall Semester Billing Career: Undergraduate

Primary Program: Undergrad Natural Resources Campus: UC Berkeley Main Campus

Override Billing Units: Projected Bill Units:

Override Init Enrl Fee: Override Init Add Fee:

Tuition Residency: 0.000

Override Tuition Group:

Tuition Group: Undergraduate Tuition Group

Tuition Calc Date Time: 02/08/2016 10:13AM

Calculate Tuition and Fees Display Tuition and Fees Display Errors / Warnings

Tuition Calc Required:

Save Return to Search Notify Refresh

- The **Tuition and Fees** window display the fees assessed for this student.

Tuition Calculation

Tuition and Fees

Oski Bear ID: 12345678

Total: 8,185.25 USD

Personalize | Find | View All | First 1-10 of 10 Last

| Tuition and Fees 1 | Tuition and Fees 2 | Tuition and Fees 3 | Tuition and Fees 4 | FEES |
|--------------------|--------------------|--------------------------------|--------------------|-----------------------------|
| Account Nbr | Item Type | Description | Amount | Currency Code Tuition Group |
| 1 ALLFEES001 | 100000110000 | Undergraduate Resident Tuition | 5,610.00 | USD TG_UGRD |
| 2 ALLFEES001 | 100000120000 | Undergrad Non-Resident Tuition | 0.00 | USD TG_UGRD |
| 3 ALLFEES001 | 100000220000 | UG Non-Res Supp Tuition | 0.00 | USD TG_UGRD |
| 4 ALLFEES001 | 100000300000 | Berkeley Campus Fee | 525.25 | USD TG_UGRD |
| 5 ALLFEES001 | 100000300010 | Class Pass Fee - Transit | 70.00 | USD TG_UGRD |
| 6 ALLFEES001 | 100000300030 | Documentation Mgmt Fee - UG | 180.00 | USD TG_UGRD |
| 7 ALLFEES001 | 100000300034 | Documentation Mgmt Fee - EAP/R | 0.00 | USD TG_UGRD |
| 8 ALLFEES001 | 100000300050 | Student Services Fee | 510.00 | USD TG_UGRD |
| 9 ALLFEES001 | 302003000007 | Withholding Tax | 0.00 | USD TG_UGRD |
| 10 ALLFEES001 | 302006000000 | Health Insurance - UG | 1,290.00 | USD TG_UGRD |

Return

When the tuition calculation process is executed, it runs through eligible fees and determines which fees should be calculated, based on the student's **Career**, **Program**, and **Plan**. The process ran through ten different fee items but only calculated fees for six items. As a result, you will see line items listed with a \$0.00 amount, since the process determined the fee should not be assessed.

7. Click **Return**.

Tuition Calculation

Tuition and Fees

Oski Bear ID: 12345678

Total: 8,185.25 USD

Personalize | Find | View All | First | 1-10 of 10 | Last

| Tuition and Fees 1 | Tuition and Fees 2 | Tuition and Fees 3 | Tuition and Fees 4 | | |
|--------------------|--------------------|--------------------------------|--------------------|---------------|---------------|
| Account Nbr | Item Type | Description | Amount | Currency Code | Tuition Group |
| 1 ALLFEES001 | 100000110000 | Undergraduate Resident Tuition | 5,610.00 | USD | TG_UGRD |
| 2 ALLFEES001 | 100000120000 | Undergrad Non-Resident Tuition | 0.00 | USD | TG_UGRD |
| 3 ALLFEES001 | 100000220000 | UG Non-Res Supp Tuition | 0.00 | USD | TG_UGRD |
| 4 ALLFEES001 | 100000300000 | Berkeley Campus Fee | 525.25 | USD | TG_UGRD |
| 5 ALLFEES001 | 100000300010 | Class Pass Fee - Transit | 70.00 | USD | TG_UGRD |
| 6 ALLFEES001 | 100000300030 | Documentation Mgmt Fee - UG | 180.00 | USD | TG_UGRD |
| 7 ALLFEES001 | 100000300034 | Documentation Mgmt Fee - EAP/R | 0.00 | USD | TG_UGRD |
| 8 ALLFEES001 | 100000300050 | Student Services Fee | 510.00 | USD | TG_UGRD |
| 9 ALLFEES001 | 302003000007 | Withholding Tax | 0.00 | USD | TG_UGRD |
| 10 ALLFEES001 | 302006000000 | Health Insurance - UG | 1,290.00 | USD | TG_UGRD |

[Return](#)

8. From the **Tuition Calculation** page, click the **Display Student's Accounts** link to view the fees that were actually assessed to the student's account.

Tuition Calculation

Oski Bear ID: 12345678

Academic Information [Display Student's Accounts](#)

View All First 1 of 1 Last

Academic Career: Undergraduate

Find | View All | First | 1 of 1 | Last

| | | | |
|-------------------------|-----------------------------|-------------------------|-----------------------------|
| Academic Institution: | UC Berkeley | Business Unit: | UC Berkeley |
| Term: | 2016 Fall Semester | Billing Career: | Undergraduate |
| Primary Program: | Undergrad Natural Resources | Campus: | UC Berkeley Main Campus |
| Override Billing Units: | <input type="checkbox"/> | Projected Bill Units: | <input type="text"/> |
| Override Init Enrl Fee: | <input type="checkbox"/> | Override Init Add Fee: | <input type="checkbox"/> |
| Tuition Residency: | 0.000 | Tuition Group: | Undergraduate Tuition Group |
| Override Tuition Group: | <input type="text"/> | Tuition Calc Date Time: | 02/08/2016 10:13AM |
| Tuition Calc Required: | <input type="checkbox"/> | | |

[Calculate Tuition and Fees](#) [Display Tuition and Fees](#) [Display Errors / Warnings](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

9. Click on **Account Details** link to see detailed view of fees assessed to the account.

Tuition Calculation

Student Accounts

Oski Bear ID: 12345678

Find | View All | First | 1 of 1 | Last

Business Unit: UCB01 UC Berkeley

Personalize | Find | View All | First | 1 of 1 | Last

| Account Type | Account Number | Term | Balance | Created | Active |
|--------------|----------------|-----------|--------------|------------|--------|
| 1 All Fees | ALLFEES001 | 2016 Fall | 8,185.25 USD | 02/08/2016 | Active |

[Account Details](#)

[Return](#)

10. Account Details page will display the **Item Type, Term, Item Number, Amount** and **Balance** of the newly assessed fees. Notice only six lines display here.

Student Accounts
Account Details

Oski Bear ID: 12345678

Account Nbr: ALLFEES001- 2016 Fall Balance: 8,185.25 USD

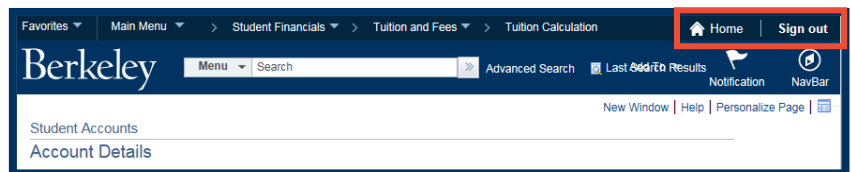
Debits: 8,185.25 Credits: 0.00 Applied: 0.00 Unapplied: 0.00

| Item Type | Term | Item Number | Class Nbr | Amount | Balance |
|----------------------------------|-----------|------------------|-----------|----------|--------------|
| 1 Class Pass Fee - Transit | 2016 Fall | 0000000000000001 | | 70.00 | 70.00 USD |
| 2 Documentation Mgmt Fee - UG | 2016 Fall | 0000000000000002 | | 180.00 | 180.00 USD |
| 3 Student Services Fee | 2016 Fall | 0000000000000003 | | 510.00 | 510.00 USD |
| 4 Berkeley Campus Fee | 2016 Fall | 0000000000000004 | | 525.25 | 525.25 USD |
| 5 Health Insurance - UG | 2016 Fall | 0000000000000005 | | 1,290.00 | 1,290.00 USD |
| 6 Undergraduate Resident Tuition | 2016 Fall | 0000000000000006 | | 5,610.00 | 5,610.00 USD |

Return

Alternatively, you may navigate to **View Customer Accounts** to see similar details. Refer to the job aid entitled “*Viewing a Student’s Account in Campus Solutions*”

11. Click the **Home** link in the **Navigation Bar** across the top of the window, to continue working elsewhere in *Campus Solutions*, or click the **Sign out** link to end your *Campus Solutions* session.



NOTE: To completely exit *Campus Solutions*, exit your browser, as well, at the end of a browser work session. Do not leave your open browser unattended.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

sis.berkeley.edu/training