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.

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

6. The **Tuition and Fees** window displays the fees assessed for this student.

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.

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.

9. Click on Account Details link to see detailed view of fees assessed to the account.
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](image)

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.

![Berkeley](image)

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

For additional SIS resources, please visit:

sis.berkeley.edu/training