Delete Charges for a Section (Section Exceptions)

When you need to exclude course fee from a specific section, you must use the Course Fees – Section Exclusion option in UF Campus Solutions. To complete the task you must have the UF_COURSEFEES_DEPT_USER security role.

1. Login to myUFL
   - Click the Login button
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. Navigate to: UF Campus Solutions > eForms > eForms Home > Start a New eForms Request > Course Fees – Section Exclusion

3. On the Find an Existing Value page, enter your Academic Organization

4. Click the Search button. A list of the available courses will show

5. Select the course for which you want to exclude fees
   - Be careful to choose the correct term

Complete Step 1 on the Course Fee Section Exclusion Request

6. In the Section Exclusion group box, search for the Class Section by using the lookup icon (1) next to the Class Section field

7. Select the Class Section you want to exclude by clicking the link
   - Add more sections by clicking the addition icon (2) to add a row

8. From the Item Type lookup (3), select the M&S Fee (and/or Equipment Fee if applicable)
   - Add more Item Types to exclude by clicking the addition icon (4) to add a row

9. Click the Submit button
   - The form will forward to Budget Office for Approval

ADDITIONAL NOTES:
- Students in these sections will not be charged
- Fees already assessed in this term will be reversed