

Section Tagging After Deadline Policy

We realize that scenarios may occur where a department might make late additions or changes to their schedule.

Should a department determine that a course **that is already approved** to charge a Distance Learning fee needs to add a new section after our DL processing deadlines for a term have passed, they need to follow these steps to request the DL fee:

1. When creating the new section chose for it to **not be** visible in the schedule of courses. **Once a section is created and is visible in the SOC to students without a dl fee it cannot be tagged with a dl fee.**
2. Contact Chris Newsom cnewsom@dce.ufl.edu to request tagging of the DL fee for this section.
3. If approved and tagged the section should then be made visible in the schedule of courses.

Once the DL fee processing deadlines pass for a term we cannot add new courses to approved DL fee lists for that term. This is why it is very important for each department to determine which courses should be approved with a DL fee during our published processing dates.