

Process for assigning bookstore course fees:

1. The Scheduling Coordinator (SC) will send the schedule of classes after the 2nd proof revisions have been entered in PeopleSoft. Faculty indicate bookstore course fees with a simple yes/no in designated column. At this time faculty agree to teach specific sections (according to course fee). The SC will provide dates for returning the list of courses with bookstore fees.
2. SC forwards courses with fees to registrar and bookstore.
3. Bookstore fills in fees and sends to registrar.
4. If a new class section is added at a later date, a course fee indication needs to be made at the time the class is added.

Course Fees are due to KCTCS no later than:

Spring Semester: September 15

Summer Semester: February 15

Fall Semester: May 15