

Instructions for Completing the "Request for Approval of Laboratory and Special Fees" Form

To assist you in locating the data required to complete the Request for Laboratory and Special Fees Form, we have included M-Pathways navigation:

1. Course ID
2. Subject Area
3. Catalog Number
4. Course Title
5. Course Component Type

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Inquire](#) > [View Schedule of Classes](#)

The screenshot shows the 'View Schedule of Classes' page for the University of Michigan. The page is titled 'UNIVERSITY OF MICHIGAN' and 'M-Pathways - HEPROD - Home'. The navigation path is 'Home > Manage Student Records > Establish Courses > Inquire > View Schedule of Classes'. The page displays course information for Course ID 001120, University of Michigan, Winter 2006, UG LS&A, Museum Methods, Spec Problems. The course offering number is 2. The subject area is MUSMETH, and the catalog number is 406. The class section is 001, Regular Academic Session, Class Nbr: 12863, Start/End Date: 01/05/2006 - 04/18/2006, Event ID: 000169430. The component is LAB - Laboratory, and the class type is Enrollment. The associated class is 1, and there is a 'No Fee' button. The campus is A (Ann Arbor), and the location is AA CAMPUS (Ann Arbor Campus). The course administrator is 201000 (Exhibit Museum), and the academic group is LSA (Literature Science & the Arts). The holiday schedule is ACAD (Academic Holiday Schedule), and the instruction mode is P (In Person). The primary instructor section is 001. The class topic is empty, and there is a 'Print Topic in Schedule' button. The class attributes table is empty.

1. Course ID: 001120

2. Subject Area: MUSMETH

3. Catalog Nbr: 406

4. Course Title: Museum Methods Spec Problems

5. Course Component Type: LAB - Laboratory



Request for Approval of Laboratory and Special Fees

Office of the Registrar, University of Michigan

LS&A Building
500 S. State Street
Ann Arbor, MI 48109-1382
Phone: (734) 615-1572
Fax: (734) 936-3148
www.umich.edu/~regoff

Complete form and fax or mail back to the Office of Tuition and Fees.

School or College LSA Department Exhibit Museum Acct. # 413380
 Chartfield: 10000 201000 31100 LCNUR U001678 122911
 Fund Org. Subclass Program Project/Grant Shortcode
 Code

Course ID	Subject Area	Catalog Number	Course Title	Course Component of Enrollment Section	Cross Listed Course? (Yes/No (circle one))
<u>1</u> 001120	<u>2</u> Musmeth	<u>3</u> 406	<u>4</u> Spec Problems	<u>5</u> Lab	<u>Yes</u> / No (circle one) Sub/Cat <u>Medillus 406</u>

Expected Enrollment 15 Present Fee \$65.00 Recommended Fee \$80.00

Statement of need for fee or fee increase (attach additional page if necessary)
Increase in cost of supplies

Description of items and/or activities to be covered and related expenses (attach additional page if necessary)
See attached list of supplies

Fee to begin: Winter 2006
 Term Year

(Note: Fee will be charged until you notify us otherwise.) Effective Winter 2006 term, any Course or Class Laboratory Fee that has not been assessed in more than three years will be inactivated and removed from the published fees that are currently listed on the Office of the Registrar's web site. In order to re-activate the fee, a new request should be submitted to the Office of Tuition and Fees.

Contact Name Contact Name Phone # 4-1234 E-mail Address cname@umich.edu

Requestor's Signature *Requestor's Signature* Date *October 3, 2005*

Endorsement by Dean's Office *Dean's Office Signature* Date *October 4, 2005*

Send completed form to:
 University Committee on Fees
 1210 LS&A, 1382
 Phone: (734) 615-1572
 Fax: (734) 936-3148

Do not write below this line

Date received by University Committee on Fees _____

Approved / Denied (circle one) _____ Date of Committee Action _____

Authorizing Signature _____

Item Type _____