



University of Memphis Graduate Assistantship 2020/21 eContract Process

IMPORTANT DATES - Departmental eContract Award Amount

- As noted in the Graduate School calendar, Fall 2020 (and 2020_21 academic year) GA eContracts are due **July 24th**. Departments submitting GA eContracts at, if not before, the deadline will help reduce heavy spikes in workload and avoid complications as we start a new academic year.

Payroll Start and End Dates for the New Academic Year:

- Fall 2020 semester **exempt** (monthly paid) contract payroll begin dates can begin as early as September 1, 2020.
- Fall 2020 semester **non-exempt** (hourly paid) contract payroll begin dates can be as early as August 15, 2020.
- Spring 2021 semester **exempt** (monthly paid) contracts can extend through April 30, 2021.
- Spring 2021 semester **non-exempt** (hourly paid) contracts can extend through May 7, 2021.*
- Summer 2021 semester **exempt** (monthly paid) contracts can range from May 1, 2021 through August 31, 2021.
- Summer 2021 semester **non-exempt** (monthly paid) contracts can range from May 8, 2021* through August 13, 2021.*

* **IMPORTANT:** The 2021 non-exempt payroll end dates of May 7 and August 13, and the 2021 non-exempt payroll begin date of May 8 are *estimated*. Confirmation on this will be provided by Dr. Kierulff.

IMPORTANT REMINDERS

- For a given student, please do not create an exempt contract within the same time period that the student may also be contracted to work on a non-exempt contract. Similarly, please do not create a non-exempt contract within the same time period that a given student may also be contracted to work on an exempt contract. A student can only work within one classification (exempt or non-exempt) at a given time. This helps us stay compliant with the IRS.
- **Critical:** Before calculating and entering tuition assistance, please review the content in the following webpage if you were not able to attend training on the subject offered though University Student Business Services last year:
https://www.memphis.edu/gradschool/resources/ga_funding_resources.php. Tuition has not changed; therefore, the previous rate chart applies
- For all assignments, please make certain that a student's academic level (noted in the "Current Program" field within each contract's header) is correct for the given assignment's e-class. Please see the GA eContract bookshelf for more information:
https://umwa.memphis.edu/econtract/pdf/ipeds_eclass_workstudy_Nov2016.pdf

IMPORTANT REMINDERS

- Please create *new GA eContracts to cover work assignments that are active within the coming academic year (defining the coming academic year as Fall 2020, Spring 2021 and Summer 2021). Please do not revise current academic year contracts to contain work to be conducted in future academic years.*
- *For non-exempt contracts, service begin and payroll begin dates must be the same. Similarly, service end and payroll end dates must be the same.*
- *When creating GA contracts for students who teach, please make certain that service beginning and end dates leave enough time for teachers to prepare for classes prior to the start of a semester and that they have time to compile and turn in grades at the end of a given semester.*
- *Summer 2021 payroll periods must be placed in separate assignments/appointments.*

IMPORTANT REMINDERS

Verification of Academic Credentials:

- Please send in verification of academic credentials forms for your **new** GA instructors for the coming academic year in advance of their GA contracts if possible. Please do not wait until the last minute to turn in these forms as delays in class starts may result.

Training:

- HR provides excellent GA eContract training for any new staff joining your department, or for those needing refresher training. Please check HR's training website for the next scheduled training.

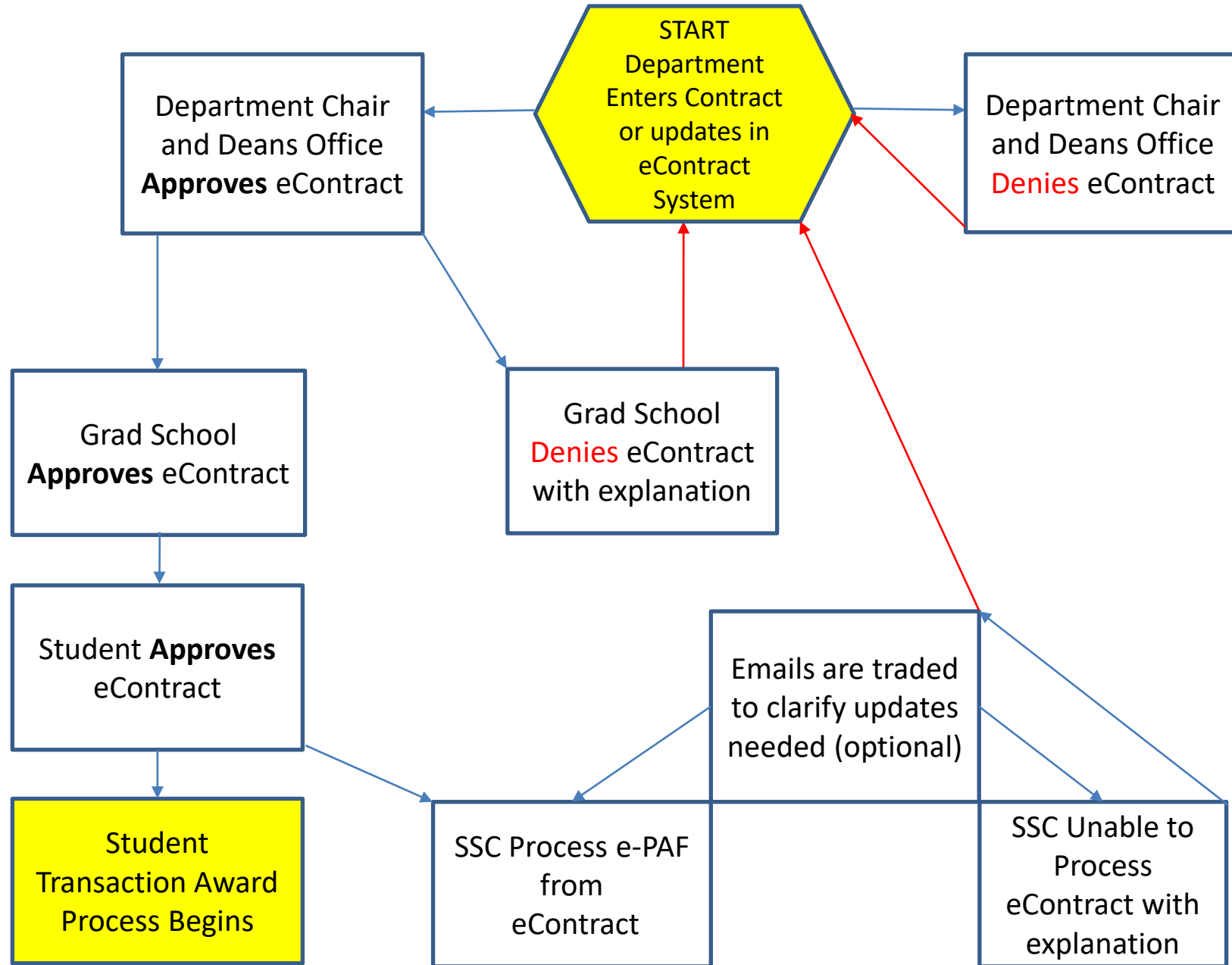
Memphis Plan Health Coverage for GAs:

- If your GAs have chosen to accept the Church Health Center medical plan ("Memphis Plan"), they are paying their cost for that plan through payroll deduction. If these GAs have a break in their work assignments their medical plan will terminate. Several students encountered this last month, having a one month break between their Spring and Summer contracts this year. Please keep in mind that once terminated from the plan, students will not be able to obtain coverage until after they reapply. Coverage will only take effect beginning the second month after their application has been accepted. GAs having a break in assignments will need to be encouraged to plan early to restart coverage when their GA contracts begin again, and to find alternative coverage when they are not working for your department. As a reminder, please do not refer to this medical plan as "insurance" as it does not completely meet ACA guidelines to be considered insurance coverage. For more information about this medical plan please see the following webpage: http://www.memphis.edu/gradschool/current_students/ga.php.

Calculating the Departmental eContract Award Amount

- Tuition and fee assessment is based on a students level and residency classification
- Verify the students residency level in the eContract or Banner to ensure the correct fee schedule is utilized
- The following fee schedules note the amount to be entered in the eContract and any applicable amount to be covered by the University Central Scholarship by credit hour
- Evaluating the students registered credit hours and residency classification will help ensure the correct tuition funding is entered on the student's eContract

Graduate Assistantship (GA) Contract Process Model



Graduate Assistantship (GA) Student Transaction Process

Once Student
Approves eContract
Moves to Student
Transaction Process

For any student that changes their enrollment, **the Department will need to review and make any applicable changes by revising the eContract**

Scholarship Office Awards eContract
Approved Amount

Student Registers for Classes

USBS Applies Tuition & fees assessed
based on the Student's Residency
Classification

Scholarship Office awards University
Central Scholarship (Non-Resident & Int'l)
for tuition and USF fee calculated on the
credit hours IF RESIDENCY STATUS IS
VERIFIED

Tuition & Fees minus Scholarship
Student has a non-refundable credit
balance

Department will need to **review and revise** the E-contract. The revision will then be processed by the Scholarship Office

Tuition & Fees minus
Scholarship equals *Zero*
GA Tuition & Fees are in
Good Financial standing

IMPORTANT NOTE:

For Non-Verified Residency Status
Please contact the Graduate School
Admissions Counselor

IMPORTANT NOTE:

APPROVED Scholarship processing **will**
occur nightly for those registered

Tuition & Fees minus Scholarship
Student has a balance due **OPTION** -
Dept can increase award or provide
Dept assistance

USBS Requests Payment - Student could
be Dropped for Non-Payment

2020-2021 Graduate Student - TN Resident Tuition and Fee Schedule

The following information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, federal or state legislative changes, or University of Memphis Board of Trustees action, and changes become effective on the date enacted. Charges for all courses will be assessed by STUDENT level and a student's residency code. The University reserves the right to correct errors in student fee assessments and charges which are discovered subsequent to the initial billings or fee statements.

Total Credit Hrs	Graduate TN Resident Tuition	University Service Fee	GA Tuition & USF (E-Contract Award)	Graduate GA TN Resident Tuition & Fee Balance Due
1	\$512.00	\$85.00	(\$597.00)	\$0.00
2	\$1,024.00	\$170.00	(\$1,194.00)	\$0.00
3	\$1,536.00	\$255.00	(\$1,791.00)	\$0.00
4	\$2,048.00	\$340.00	(\$2,388.00)	\$0.00
5	\$2,560.00	\$425.00	(\$2,985.00)	\$0.00
6	\$3,072.00	\$510.00	(\$3,582.00)	\$0.00
7	\$3,584.00	\$595.00	(\$4,179.00)	\$0.00
8	\$4,096.00	\$680.00	(\$4,776.00)	\$0.00
9	\$4,608.00	\$765.00	(\$5,373.00)	\$0.00
10	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
11	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
12	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
13	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
14	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
15	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
16	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
17	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
18	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00

Important Notes:

- On-Campus fees are charged to all courses excluding sections that start with "R".
- All Online Courses (Mxx) will be charged a \$50/hour course fee separately from tuition and fees with no maximum
- Non-Tennessee Resident Student fees and International Student fees are charged at a per hour rate with no maximum.
- TN eCampus (Rxx) Tuition and Fees are in addition to the cost of Tn eCampus fee of \$136.00 per credit hour separately with no maximum.
- Special Course Fees and Material Fees for various academic programs are in addition to the fees above. Click [HERE](#) for a Description of Fees.
- Department Of Defense Contracts are set up to pay tuition column only. Fall/Spring/Summer sessions August 17, 2020 - August 23, 2021.

2020-2021 Graduate Student – NON-Resident Tuition and Fee Schedule

The following information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, federal or state legislative changes, or University of Memphis Board of Trustees action, and changes become effective on the date enacted. Charges for all courses will be assessed by STUDENT level and a student's residency code. The University reserves the right to correct errors in student fee assessments and charges which are discovered subsequent to the initial billings or fee statements.

Total Credit Hrs	Graduate Non-Resident Tuition	University Service Fee	GA Tuition & USF (E-Contract Award)	Graduate GA Non-Res University Central Scholarship	Graduate GA Non-Res Tuition & Fee Balance Due
1	\$704.00	\$85.00	(\$597.00)	(\$192.00)	\$0.00
2	\$1,408.00	\$170.00	(\$1,194.00)	(\$384.00)	\$0.00
3	\$2,112.00	\$255.00	(\$1,791.00)	(\$576.00)	\$0.00
4	\$2,816.00	\$340.00	(\$2,388.00)	(\$768.00)	\$0.00
5	\$3,520.00	\$425.00	(\$2,985.00)	(\$960.00)	\$0.00
6	\$4,224.00	\$510.00	(\$3,582.00)	(\$1,152.00)	\$0.00
7	\$4,928.00	\$595.00	(\$4,179.00)	(\$1,344.00)	\$0.00
8	\$5,632.00	\$680.00	(\$4,776.00)	(\$1,536.00)	\$0.00
9	\$6,336.00	\$765.00	(\$5,373.00)	(\$1,728.00)	\$0.00
10	\$7,040.00	\$850.00	(\$5,970.00)	(\$1,920.00)	\$0.00
11	\$7,744.00	\$850.00	(\$6,482.00)	(\$2,112.00)	\$0.00
12	\$8,448.00	\$850.00	(\$6,994.00)	(\$2,304.00)	\$0.00
13	\$9,152.00	\$850.00	(\$7,506.00)	(\$2,496.00)	\$0.00
14	\$9,856.00	\$850.00	(\$8,018.00)	(\$2,688.00)	\$0.00
15	\$10,560.00	\$850.00	(\$8,530.00)	(\$2,880.00)	\$0.00
16	\$11,264.00	\$850.00	(\$9,042.00)	(\$3,072.00)	\$0.00
17	\$11,968.00	\$850.00	(\$9,554.00)	(\$3,264.00)	\$0.00
18	\$12,672.00	\$850.00	(\$10,066.00)	(\$3,456.00)	\$0.00

Important Notes:

- On-Campus fees are charged to all courses excluding sections that start with "R".
- All Online Courses (Mxx) will be charged a \$50/hour course fee separately from tuition and fees with no maximum
- Non-Tennessee Resident Student fees and International Student fees are charged at a per hour rate with no maximum.
- TN eCampus (Rxx) Tuition and Fees are in addition to the cost of Tn eCampus fee of \$136.00 per credit hour separately with no maximum.
- Special Course Fees and Material Fees for various academic programs are in addition to the fees above. Click [HERE](#) for a Description of Fees.
- Department Of Defense Contracts are set up to pay tuition column only. Fall/Spring/Summer sessions August 17, 2020 - August 23, 2021..

2020-2021 Graduate Student – INTERNATIONAL Resident Tuition and Fee Schedule

The following information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, federal or state legislative changes, or University of Memphis Board of Trustees action, and changes become effective on the date enacted. Charges for all courses will be assessed by STUDENT level and a student's residency code. The University reserves the right to correct errors in student fee assessments and charges which are discovered subsequent to the initial billings or fee statements.

Total Credit Hrs	Graduate International Tuition	University Service Fee	GA Tuition & USF (E-Contract)	Graduate GA International University Central Scholarship	Grad GA International Tuition & Fee Totals
1	\$896.00	\$85.00	(\$597.00)	(\$384.00)	\$0.00
2	\$1,792.00	\$170.00	(\$1,194.00)	(\$768.00)	\$0.00
3	\$2,688.00	\$255.00	(\$1,791.00)	(\$1,152.00)	\$0.00
4	\$3,584.00	\$340.00	(\$2,388.00)	(\$1,536.00)	\$0.00
5	\$4,480.00	\$425.00	(\$2,985.00)	(\$1,920.00)	\$0.00
6	\$5,376.00	\$510.00	(\$3,582.00)	(\$2,304.00)	\$0.00
7	\$6,272.00	\$595.00	(\$4,179.00)	(\$2,688.00)	\$0.00
8	\$7,168.00	\$680.00	(\$4,776.00)	(\$3,072.00)	\$0.00
9	\$8,064.00	\$765.00	(\$5,373.00)	(\$3,456.00)	\$0.00
10	\$8,960.00	\$850.00	(\$5,970.00)	(\$3,840.00)	\$0.00
11	\$9,856.00	\$850.00	(\$6,482.00)	(\$4,224.00)	\$0.00
12	\$10,752.00	\$850.00	(\$6,994.00)	(\$4,608.00)	\$0.00
13	\$11,648.00	\$850.00	(\$7,506.00)	(\$4,992.00)	\$0.00
14	\$12,544.00	\$850.00	(\$8,018.00)	(\$5,376.00)	\$0.00
15	\$13,440.00	\$850.00	(\$8,530.00)	(\$5,760.00)	\$0.00
16	\$14,336.00	\$850.00	(\$9,042.00)	(\$6,144.00)	\$0.00
17	\$15,232.00	\$850.00	(\$9,554.00)	(\$6,528.00)	\$0.00
18	\$16,128.00	\$850.00	(\$10,066.00)	(\$6,912.00)	\$0.00

Important Notes:

- On-Campus fees are charged to all courses excluding sections that start with "R".
- All Online Courses (Mxx) will be charged a \$50/hour course fee separately from tuition and fees with no maximum
- Non-Tennessee Resident Student fees and International Student fees are charged at a per hour rate with no maximum.
- TN eCampus (Rxx) Tuition and Fees are in addition to the cost of Tn eCampus fee of \$136.00 per credit hour separately with no maximum.
- Special Course Fees and Material Fees for various academic programs are in addition to the fees above. Click [HERE](#) for a Description of Fees.
- Department Of Defense Contracts are set up to pay tuition column only. Fall/Spring/Summer sessions August 17, 2020 - August 23, 2021.

Update to eContract Form

Previous Form

TUITION FUNDING DETAILS

Term	Fall 2019
Index	
Weekly Work Hours	5.00
	5.00
Maximum Tuition Paid by Dept	\$0.00
	0.00

New Form

TUITION FUNDING DETAILS

Term	Summer 2020
Index	
Weekly Work Hours	20.00
Tuition and Fees Paid by Dept	\$0.00

Grad Assistance Financial Status Report for Fall 2020

- In mid July 2020, GA Financial Status report will be emailed to the list provided by the Grad School
- Frequency distribution will increase leading up to Fall 2020 Payment deadlines

Banner ID	First Name	Last Name	Term	Onground Hrs	Online Hrs	Enrolled Hrs	Residency	Res Description	Major	Degree	Department	Tot Tui	USF
UXXXXXXX	Mahmoud		202080	3	3	6	C	International Verified	ACCT	MS	Accountancy	8,064.00	765.00
UXXXXXXX	Sonia		202080	6		6	C	International Verified	ACCT	MS	Accountancy	6,048.00	573.75
UXXXXXXX	Jing		202080	6	6	12	C	International Verified	ACCT	MS	Accountancy	10,752.00	850.00
UXXXXXXX	Kara		202080	10		10	X	Out of State Verified	ANTH	MA	Anthropology	7,040.00	850.00
UXXXXXXX	Nora		202080	12		12	X	Out of State Verified	ANTH	MA	Anthropology	8,448.00	850.00
UXXXXXXX	Ryan		202080	3	3	6	X	Out of State Verified	ANTH	MA	Anthropology	4,224.00	510.00
UXXXXXXX	Suzanna		202080	13		13	X	Out of State Verified	ANTH	MA	Anthropology	9,152.00	850.00
UXXXXXXX	Amanda		202080	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Aaliyah		202080	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Darien		202080	9	3	12	X	Out of State Verified	ANTH	MA	Anthropology	8,448.00	850.00
UXXXXXXX	Randy		202080	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Joshua		202080	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Shahira		202080	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00
UXXXXXXX	Sadikshya		202080	15		15	C	International Verified	ARTC	MARCH	Architecture	13,440.00	850.00
UXXXXXXX	Joseph		202080	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00
UXXXXXXX	Eric		202080	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00

Steps to Validate the Tuition Funding Amount in eContract is Correct

1. Report Review - View the comprehensive GA report
2. Verify anticipated & actual enrollment hours of each student
3. Verify information in Banner
4. Contact your on-campus resources

Report Review

- If your student's departmental tuition assistance equals the amount of total tuition & fees you will have a zero balance in column AC titled "Tuit & Fee / GA Assist Difference "
- If your student's department tuition assistance is not zero and should be
 - Check that the departmental assistance on the financial status report validating the amount to cover the students in state per credit hour tuition & fees amount amount.
 - If they are not a revision to the student's contract may be needed

Report Review

Other items that could cause a difference

- Changes to a students enrolled credit hours
- Student's Residency Classification
- Student's course or courses have additional fees
- Student owes a different balance outside of tuition & fees

Each of the above items are available on the Graduate Assistant Report and are also available in Banner real-time

QUERY ACCESS TO THE FOLLOWING BANNER FORMS

- **TSICSRV** – Student transaction summary - Fees associated with a specific semester (Fall YEAR80-Example 202080, Spring YEAR10 Example 202110 and Summer YEAR50 Example 202150)
- **SGASTDN** – Provides residency and Major/Field Study Program
- **SFAREGF** – Provides Student Course/Fee Assessment & Registration for a specific term
- **SSADETL** – Section and/or program type fees
- **TSAAREV** – Student Transactional Amounts by Date

Navigate to your 1st Banner Screen

The screenshot shows a web browser window with the URL `bannerprod.memphis.edu/applicationNavigator/seamless`. The interface features a dark sidebar on the left with icons for home, search, and other functions. The main content area displays a large background image of a university campus. Overlaid on this is a white 'Welcome' box. Inside this box is a yellow-outlined search bar containing the text 'TSICSRV'. To the right of the search bar is a blue callout box with a large blue arrow pointing to the search bar. The callout box contains the text: 'Type in the name of the Banner Form you want to view. Press enter or select the screen from the drop down box'. At the bottom of the page, there is a footer with copyright information: 'Ellucian® | © 2014-2019 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.'

Click the “x”

The screenshot shows a web browser window with the URL `bannerprod.memphis.edu/applicationNavigator/seamless`. The application title is "ellucian Account Printer Selection TOADEST 9.3 (PROD)". The interface includes a top navigation bar with "ADD", "RETRIEVE", "RELATED", and "TOOLS" buttons. A left sidebar contains icons for home, search, and other functions. The main content area is titled "PRINTER DESTINATIONS" and contains a table with columns for "Invoices", "Receipts", and "Student Summary". Each column has a text input field and a three-dot menu icon. A blue callout box with a line pointing to the first three-dot menu icon contains the text: "Click the “x” (This will occur on your first access a screen that starts with a T. In this case TSICSRV or TSAAREV)". The bottom status bar shows "EDIT", "Record: 1/1", "ENTERABLE_GLOBALS.INVOICE_PRINT [1]", "©2000 - 2018 Ellucian. All rights reserved.", and "ellucian."

Click the “x”
(This will occur on your first access a screen that starts with a T. In this case TSICSRV or TSAAREV)

Student Example - TSICSRV

This screen provides a student account charge and payment summary

The screenshot shows the TSICSRV application interface. The browser address bar displays `bannerprod.memphis.edu/applicationNavigator/seamless`. The application title bar includes the ellucian logo, the text "Customer Service Inquiry TSICSRV 9.3.5 (PROD)", and navigation links for ADD, RETRIEVE, RELATED, and TOOLS. The main form contains several input fields: "ID:" (highlighted with a red box and a blue arrow pointing to it from a box labeled "Enter Student U ID#"), "Holds:", "Last Term:", "Registered:", and "Go" (highlighted with a red box and a blue arrow pointing to it from a box labeled "Click Go"). There are also checkboxes for "Sum by Effective:" and "Date". A grey instruction bar at the bottom of the form reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." A vertical sidebar on the left contains icons for home, search, and user profile.

Student Example - TSICSRV

This screen provides a student account charge and payment summary

ACCOUNT SUMMARY

Insert

Delete

Copy

Filter

Detail Code *	Description *	Term *	Aid Year	Period	Charge	Payment	Balance
FOLD	Online Course Fee	201980			0.00		
G990	GA Dept Tuition Assistance	201980	1920	201980		5,373.00	
G993	GA Master-Int'l Tuit Asst	201980	1920	201980		3,456.00	
MC53	Health Center Service-58370	201980			60.00		
R190	Tuition-UG TN eCampus	201980			0.00		
R400	TN eCampus Online Fee	201980			0.00	0.00	
R500	Tuition-TN eCampus Non-Res	201980			0.00	0.00	
TGRI	Tuition-GRAD International	201980			8,064.00		
TGRU	University Service Fee-GR	201980			765.00		

1 of 1

10

Per Page

Record 1 of 9

DETAILS

Insert

Delete

Copy

Filter

Query Balance

60.00

Account Balance

60.00

Current Due

60.00

Financial Aid Memo

0.00

Balance

Financial Aid

Authorized Aid

0.00

Balance

NSF

0

Other Memos

0.00

...

Student has a personal outstanding charge of \$60.00

Financial Aid Information will be located here

SGASTDN

Provides residency and Major/Field Study Program

✕

@ ellucian

General Student SGASTDN 9.3.14 [TBR8: 1.6] (PROD)

ADD

RETRIEVE

RELATED

TOOLS

ID:

Term:

Student Summary

active: ☐

ricula

Go

Enter Student U ID#

Enter applicable term 202080

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

SGASTDN

Provides residency and Major/Field Study Program

ellucian

General Student SGASTDN 9.3.14 [TBR8: 1.6] (PROD)

ADD

RETRIEVE

RELATED

TOOLS

ID: Term:

View Current/Active Curricula:

Start Over

Learner

Curricula

Study Path

Activities

Veteran

Comments

Academic and Graduation Status, Dual Degree

Miscellaneous

GENERAL LEARNER

Insert

Delete

Copy

Filter

Create A89 Requirements

Create LS Requirements

Delete A89 Requirements

Delete LS Requirements

From Term

201980

To Term

999999

New Term

201980

Fall Term 2019

Student Status

AS

Active

Student Type

G

New Inst/First time Graduate/P

Residence

C

International Verified

Student Centric Cycle

Full Time

Part Time

None

Fee Assessment

Rate

Class

GR

Graduate

Additional Information

Site

Session

Block

Citizenship

N

Nonresident Alien

Requirements

A89

LS

1 of 1

1 Per Page

Record 1 of 1

CURRICULA SUMMARY - PRIMARY

Insert

Delete

Copy

Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
15	201980	GR Master of Arts	201980	Graduate		Graduate School	Master of Arts			International Graduate M...	201980			

1 of 1

1 Per Page

Record 1 of 1

FIELD OF STUDY SUMMARY

Insert

Delete

Copy

Filter

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201980	Major	Political Science	Political Science	

1 of 1

3 Per Page

Record 1 of 1

SFAREGF

Provides Student Course/Fee Assessment query-Displays student registration

The screenshot shows the SFAREGF web application interface. At the top, a purple header bar contains the text "ellucian Student Course/Fee Assessment Query SFAREGF 9.3.7 (PROD)" and navigation links: "ADD", "RETRIEVE", "RELATED", and "TOOLS". On the left, a dark sidebar contains icons for home, search, and user profile. The main content area has two input fields: "Term:" and "ID:". The "Term:" field is highlighted with a red box, and a blue callout box with the text "Enter applicable term For this example 202080" points to it. The "ID:" field is also highlighted with a red box, and a blue callout box with the text "Enter Student U ID#" points to it. To the right of these fields is a "Go" button, which is highlighted with a red box and a blue callout box with the text "Click Go". Below the input fields, a grey bar contains the text: "Get Started: Complete the fields above and click Go. To search and then press ENTER."

Term:

ID:

Go

Get Started: Complete the fields above and click Go. To search and then press ENTER.

SFAREGF

Provides Student Course/Fee Assessment query-Displays student registration

ellucian Student Course/Fee Assessment Query SFAREGF 9.3.7 (PROD)

Term: 201980 Refund By Total Refund Date: ID:

[Start Over](#)

Insert Delete Copy Filter

TERM ENROLLMENT SUMMARY

Status	EL	Percentage Tuition Refund	
Description	Eligible to Register	Percentage Fee Refund	
Status Date	08/01/2019		

Insert Delete Copy Filter

TERM REGISTRATION SUMMARY

CRN	Subject	Course	Section	Credit Hours	Bill Hours	Level	Campus	Status	Status Date	Percent Tuition Refund	Percent Fee Refund	Message
81195	POLS	7401	001	3.000	3.000	GR	11M	BW	08/16/2019			**Web Registered**
86395	POLS	7100	001	3.000	3.000	GR						**Web Registered**
94777	POLS	7506	001	3.000	3.000	GR						**Web Registered**

Record 1 of 3

Total Credit Hours	9.000	CEU Hours	0.000
Total Bill Hours	9.000		

Bill Hours per course

Total Credit Hours &
Total Bill Hours

TSAAREV

Student Transactional Amounts by Date

The screenshot shows the 'Account Detail Review Form - Student TSAAREV 9.3.6.1 (PROD)' in a web browser. The browser's address bar shows the URL 'bannerprod.memphis.edu/applicationNavigator/seamless'. The application has a dark sidebar on the left with icons for menu, home, grid, search, notifications, help, and user profile. The main content area has a purple header bar with 'ellucian' logo, title, and navigation links (ADD, RETRIEVE, RELATED, TOOLS). Below the header, there are input fields for 'ID:' and 'Credit Limit:', and a 'Go' button. A blue callout box with an arrow points to the 'ID:' field with the text 'Enter Student U ID#'. Another blue callout box with an arrow points to the 'Go' button with the text 'Click Go'. Below the input fields, a grey box contains the text: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The user name 'User: BAHAYES4' is displayed below the 'ID:' field. The 'Holds:' field is also present below the 'Credit Limit:' field.

bannerprod.memphis.edu/applicationNavigator/seamless

ellucian Account Detail Review Form - Student TSAAREV 9.3.6.1 (PROD)

ADD RETRIEVE RELATED TOOLS

ID: ... **Enter Student U ID#**

User: BAHAYES4

Credit Limit: ...

Holds: ...

Go **Click Go**

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Student Transactional Amounts by Date



THE UNIVERSITY OF
MEMPHIS®

Important Dates for Fall 2020

Friday, July 10, 2020 - USBS assessment of tuition and fees processed. Electronic billing notifications on a weekly basis

Friday July 10, 2020 through Friday, July 31, 2020

- Students that elect to enroll in the Installment Payment Plan (IPP) between July 9th through July 31, 2020 would be eligible for a 50% reduction off the Installment Payment Plan Enrollment fee (Early Enrollment is \$25.00 – August 1, 2020 the enrollment rate would be \$50.00)
- The Installment Payment Plan would include all applicable fees (tuition, fees, housing and dining options) in the calculation of the monthly plan payment.

Friday, July 24, 2020 - Graduate Assistantship (GA) e-Contracts are to be submitted

Monday, August 10, 2020 - Initial date for the Drop for Non-Payment (DNP) process

- Registration Closes at 4:00pm - Students may begin to re-register at 1:00 am on August 11, 2020
- Students with a new registration (Drop for Non-Payment (DNP) would be considered a new registration) would not be assessed the \$100.00 Late Registration Fee)

Friday, August 14, 2020 - Second date for Drop for Non-Payment (DNP) – FIRST DAY OF CLASS - Monday, August 17, 2020

- Registration Closes at 4:00pm - Students may begin to re-register at 1:00am on Saturday, August 15, 2020
- Students with a new registration (Drop for Non-Payment would be considered a new registration) would be assessed the \$100.00 Late Registration Fee

Thursday, August 20, 2020 – Late Payment Fee Assessment

- Students that have a balance greater than \$100.00, who have not enrolled in the Installment Payment Plan or do not have any pending financial aid to cover their outstanding balance or have not remitted their balance due by 4:30pm, would be assessed a \$100 late payment fee

Friday, August 28, 2020 - Final Drop for Non-Payment (DNP)

- Registration portal will close at 4:00pm – Students will need to appeal to be enrolled late
- Students will need to file any late registration appeals to their academic department
- **Any approved late registration appeals would be assessed the \$100.00 late registration and \$100.00 late payment fee**

Still Have Questions?

Contact your on-campus resources

- Scholarships
eContract amount does not equal the authorized or paid amount in Banner
Email: scholarships@Memphis.edu
Phone: (901) 678-3213
- University & Student Business Services
Questions regarding tuition & fee charges
Email: USBS@Memphis.edu
Phone: (901) 678-2712
- Graduate Admissions Counselors'
Counselor Contact Information by College:
<https://www.memphis.edu/gradschool/contacts.php>
Phone: (901) 678-3685



Still Have Questions?

Refer to Graduate School Web Page for Resources

- <https://www.memphis.edu/gradschool/resources/index.php>

