



University of New Mexico Board of Regents
Student Success, Teaching and Research Committee
March 30, 2023

Academic Affairs Course Fee Review

Policies

Class and curricular fees, or broadly termed “course” fees, at UNM are determined by the policies spelled out in the Regents Handbook 4.7, “Tuition and Fees,” and the University Administrative Policies and Procedures Manual 8210, “Tuition and Related Fees.” The relevant portion of the policy is included as Appendix A to this report.

Broadly speaking, “class” fees are fees tied to the specific costs of delivering certain courses with distinctive expenditures. Examples include the travel costs of a field trip, the cost of particular supplies (art or lab), or special instructional materials. Since these fees fund the costs associated with the provision of a specific class, these fees are typically expended in the semester in which the costs are incurred. “Curriculum” fees, by contrast, are used for equipment and/or staff costs related to an entire course of study. Examples include IT requirements of various colleges (e.g., the unique software requirements of Architecture and Planning or Anderson School of Management); unique equipment costs (e.g., piano studios or engineering labs), or the specific technical staff required to maintain the labs and make them accessible to students.

Per policy, the Regents set the level of all tuition rates and fees that apply to all students. Class and curricular fees that apply to a specific course of study, or assessed at the class, department, or college level, are reviewed and authorized by the Provost for Main Campus and the Chancellor for the Health Sciences Center.

Procedures

A request to implement or change a class or curricular fee usually originates in an academic department. Proposals are submitted on a required template (attached as Appendix B and C) that gives the necessary technical data, along with a projected budget and description of the fee’s intended use. These are reviewed at the school/college level and require the authorization of the dean or director before being submitted to the Office of the Provost.

The review of a class or curricular fee proposal at the Provost's level has two components:

1. A review for eligibility, per the definitions of UAP 8210. We ensure the description of the fee conforms to the uses detailed in the policy, and that the projected budget is rational and defensible.
2. A consideration of the fee's impact on students, either in terms of scope (e.g., assessing a large fee for a single course) or scale (e.g., curricular fees that would affect large numbers of students). **Fee approvals are not automatic.** In practice, most eligible class fee requests are approved; however curricular fee proposals are often amended or deferred for consideration in the larger context of tuition/fee decisions.

Review

Per policy (UAP 8210.3.2.8), each college/school are to review their course fee collections and expenditures at least every two years, in order "to ensure that expenses are allowable, allocable, reasonable, and timely." This year we reviewed fiscal years 2021 and 2022 for College of Arts and Sciences, College of Education and Human Sciences, School of Engineering, School of Architecture and Planning, College of University Libraries and Learning Sciences, Los Alamos Branch Campus, and Valencia Branch Campus. A summary of this year's reviews is attached as Appendix D.

Transparency

Course fees are published in each semester's registration schedule online and linked to every appropriate class, so that when students enroll they get a real-time calculation of the cost of their course of study. Students may request a specific accounting of the fees they've been charged for any course or curriculum (UAP 8210.3.2.7).

Scope

Class and curricular fees are important parts of the funding streams for most colleges and schools. UNM's main campus units collected \$3,767,610 in class and curricular fees in FY22. Proportionally, that represents 2% of their total Instruction and General (I&G) budget. Course fees are a relatively small portion of the average student bill. According to data from the Bursar's Office, the average class and curriculum fees paid per student this fall semester was \$107, about 2.3% of the total resident full time (15+ credit hour block) undergraduate tuition bill.

Administrative Policies and Procedures Manual - Policy 8210: Tuition and Related Fees

3.2 Course Fees

Course fees are charged at the time of registration to students enrolling in specific courses. They are not included in the “mandatory fees” portion of “tuition and fees,” which are paid by all students. Requests for course fees are made to and approved by the Provost or the Chancellor. Course fees are intended to help defray costs specifically associated with certain courses, and are not intended to replace general operating costs, which are paid from tuition. All students who pay course fees must benefit from the fees charged. Course fees are listed in the “Schedule of Classes” posted on the Registrar’s Office website. At the time of registration, a student should have full information on the amount and types of course fees that will be charged for that semester.

There are two (2) types of course fees: class fees and curricular fees.

3.2.1. Class Fees

A class fee is charged to support the instructional needs of a specific course. The fee is used to pay for required, uniquely identifiable materials or services provided to students that exceed the costs of supplies normally required. Class fees may be approved and implemented if they cover any of the following expenses:

- Cost of activities related to a course (e.g., field trip, tickets to off-campus lecture or event)
- Private instruction and models (e.g., guest speakers, models, tutors)
- An object or product of value retained by the student (e.g., artwork, safety gear)
- Class costs (e.g., specialized equipment or materials, safety protections, laboratory supplies, products)

Class fees may not be used to fund any of the following costs:

- The cost of any instructor of record or assistants
- Regular classroom materials and supplies (e.g., paper, photo copies, markers, chalk)
- Faculty and staff computers, equipment, and general non-program-specific software

3.2.2. Curricular Fees

A curricular fee is charged to support curricular needs in the department, college, or school. This fee funds short-term and long-term needs for the purpose of instructing students, including technology, broadly shared materials and equipment, and other expenses relevant to multiple courses in a program. A curricular fee can be assessed as a per-credit-hour fee or predetermined

flat fee. Curricular fees may be approved and implemented if they meet any of the following conditions:

- Expendable curricular costs (e.g., computer hardware and software, networking components, cameras, projectors and recorders, maintenance fees, sound equipment, musical instruments, laboratory equipment, gross anatomy program support)
- Personnel costs associated with curriculum support (e.g., technical staff support and training course development)
- Student progress assessments, clinical or practical skills assessments, and standardized patient costs
- Supplemental instruction programs
- Support of program research requirements and student travel to present research
- Medical education computer support including provision of tutorial and standardized patient computer interfaces (HSC only)
- Develop, install, and maintain technology capabilities in lecture halls and classrooms

Curricular fees may not be used to fund any of the following costs:

- The cost of any instructor of record or assistants
- Administrative equipment and supplies
- Faculty and staff computers, equipment, and general non-program-specific software
- Equipment not used by or accessible to students
- Facility remodeling other than for classrooms and instructional labs
- Regular classroom materials and supplies
- Scholarships (except for the Music Department)
- Travel costs for faculty and staff (except when related to program-specific field trips or HSC clinical experiences)

3.2.3. Payment of Course Fees

Approved fees are collected by the University Cashier Department. Academic departments are not authorized to collect course fees directly from students. Course fees are refunded according to Section 5 of UAP 8215 (“Bursar’s Office Operations and Services”). Departmental requests to waive all or part of a course fee must be sent to the Bursar's Office and include a detailed justification.

3.2.4. Authorization to Assess Course Fees

Assessment of course fees requires the approval of the Provost or the Chancellor. Requests for all course fees must be reviewed and approved by the appropriate dean or branch director prior to submission to the Provost or Chancellor, as applicable, for approval. Subsequent approvals are not required each semester unless a change in the fee, course title, or receiving index number occurs.

3.2.5. Publication of Course Fees

All course fees, along with a brief rationale, must be published on the Bursar's Office website.

3.2.6. Review of Course Fees

Colleges, schools, and departments must review course fees at least every two (2) years to ensure that expenses are allowable, reasonable, and timely. The Provost's Office or Chancellor will submit summary findings of these reviews annually to the Board of Regents.

3.2.7. Accountability to Students

Students may submit a written request to the department, school, or college the fee resides under requesting accountability of course fees assessed. The request should state the specific fee and, in the case of class fees, the specific course number and semester. The department, school, or college will respond to the student with the information as soon as possible, but no later than sixty (60) days after receipt of the request.

3.2.8. Responsibility and Authority

The Provost's Office or Chancellor is responsible for the following functions:

- Approving course fees
- Insuring publication of course fees on the Bursar's Office website

Reviewing course fees and reporting on course fees to the Board of Regents every two (2) years.

MEMORANDUM

TO: Associate Provost for Academic Affairs/EVP of Health Sciences Office
of the Provost and EVP for Academic Affairs/EVP for Health Sciences

DATE:

FROM: *(Enter: Dean, Executive Director)*
(Enter: School/College)

RE: **Course Fee Proposal**

Please answer the following questions and provide any additional documentation that will support this proposal.

- Is this course fee a curriculum or class fee (see policy UAP 8210)?
- Reason for the new/revised fee.
- Have you paid for the expense in the past? How?
- What impact on the students/enrollments will this new/revised fee have?
- How have you communicated the proposed fee to the students? Please explain your process and provide contact information for the college/school.

My signature below confirms that I have read UAP 8210 and understand its requirements (<http://policy.unm.edu/university-policies/8000/8210.html>) as it relates to class and curriculum fees. Course Fee Approval Form and appropriate back-up documentation are attached to this request. I also maintain that the uses of these class and curriculum fees are integral to our ability to provide a flagship-level education to our students.

Dean/Executive Director Signature

Printed Name

Title

Date

INSTRUCTIONS:

For information regarding the creation of new fees as well as changes to existing fees can found in the UNM Policy 8210 available on the UNM Policy website <http://policy.unm.edu/university-policies/8000/8210.html>.

All requests for fee increases or new fees must be fully justified financially by matching projected fee revenues to the purposes specified. Examples and blank budget forms are provided on the attached sheet. If fees will be used for repair or replacement of equipment please attach a depreciation schedule found on the Provost Office website <http://www.unm.edu/~acadaffr/budget-planning/course-fees.html>. Feel free to modify or use additional budget forms as necessary.

Deadlines for receipt of requests:	
Spring	First week of September
Summer	Last week of February
Fall	Last week of February

Please identify: Class Fee or Curriculum Fee (see 8210 policy)					Dept. Contact Person:					
Department:			Mail Stop Code:		Email:					
Index Number:			Program Code:		Telephone Number:					
Subject Code & Course Number	Does fee apply to all sections?	If fee is section specific, provide section #	Course Title	Effective Term	End Term (If applicable)	If cross-listed, will equal fees be assessed for all courses in the cross-list?	Current Course Fee	New/ Revised Course Fee	Index/account code (10 digits)-	Detail Code (Bursar's use only)

REQUIRED APPROVAL SIGNATURES		
Chair _____ _/ _/ _	Dean / Director _____ _/ _/ _	Approved _____ _/ _/ _ Provost for Academic Affairs
Chair (if cross-listed) _____ _/ _/ _	Dean / Director (if cross-listed) _____ _/ _/ _	FOR BURSAR'S OFFICE ONLY Processed By _____ _/ _/ _
Chair (if cross-listed) _____ _/ _/ _	Dean / Director (if cross-listed) _____ _/ _/ _	FOR OFFICE OF THE REGISTRAR ONLY Processed By _____ _/ _/ _

Sample course fee budget per student
Art Studio 100

Proposed fee		30.00
Description	Drawing materials	
Projected expenses		
	5 pencils @ 2.00/ea	10.00
	4 drawing tablets @ 5.00/ea.	20.00
Total projected expenses per student		30.00

Sample course fee budget per section
Biology 100

Proposed fee		20.00
Description	Lab supplies and equipment	
Projected enrollment		25
Projected revenue		500.00
Projected expenses		
	500 microscope slides (10/student)	100.00
	2 microscopes (1/10 th of cost of \$1,000 @ 10 yr. replacement cycle)	200.00
	Cultures	200.00
Total projected expenses per section		500.00

<i>Course fee budget</i>		
Section:		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<i>Course fee budget</i>		
Section:		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<i>Course fee budget</i>		
Section:		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

<i>Course fee budget</i>		
Section:		
	Description	Amount
Proposed fee		
Projected enrollment		
Projected revenue		
Projected expenses		
Total projected expenses		

Review of Course Fees
Fiscal Year 2022 and Fiscal Year 2021
Appendix D
Main Campus Schools/Colleges:

College of Arts and Sciences
 College of Education and Human Sciences
 School of Engineering
 School of Architecture and Planning
 College of University Libraries and Learning Services

	FY22- Actuals	FY21 - Actuals
REVENUE		
OA2 - Student Fees	\$ 1,902,245	\$ 1,842,404
OA4 - Grants Contracts	-	-
OA5 - Sales & Services	2,366	562
OA6 - Other Operating Revenue	25,045	2,939
OP5 - Other Non Operating Revenue	-	-
OS1 - Transfers		
11C0 - Transfer from Research Gen	2,000	-
11E0 - Transfer to Public Service	(10,000)	(10,000)
11F0 - Transfer From Public Service	-	-
11H0 - Transfer To Internal Services	(5,000)	(5,000)
11J0 - Transfer From Internal Services Gen	2,010	-
1240 - Transfer To Plant Fund Minor	(158,773)	(253,908)
1260 - Transfer From Plant Fund Minor	-	2,000
OV1 - Allocations	(4,044)	36,046
OZ1 - Reserves	1,338,496	1,004,591
TOTAL REVENUE	\$ 3,094,345	\$ 2,619,634
EXPENSES		
OF1 - Salaries	\$ 403,657	\$ 293,208
OG1 - Payroll Benefits	96,649	73,021
OJ1 - Supplies	773,276	529,018
OJ2 - Travel	13,032	6,707
OJ3 - Student Costs	5,193	113
OJ4 - Research Costs	18,740	13,770
OJ6 - Communication Charges	3,291	1,142
OJ7 - Services	124,018	178,338
OJ8 - Plant Maintenance	135,742	161,673
OJ9 - Utilities	-	-
OJA - Other Expense	24,223	15,553
OM1 - Capital Expenditures	12,942	8,850
TOTAL EXPENSE	\$ 1,610,763	\$ 1,281,391
RESERVES	\$ 1,483,582	\$ 1,338,243



**Review of Course Fees
Fiscal Year 2022 and Fiscal Year 2021**

School/College/Branch:	College of Arts & Sciences	
	FY22 - Actuals	FY21 - Actuals
REVENUE		
OA2 - Student Fees	\$ 884,475	\$ 827,612
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	9
OP5 - Other Non Operating Revenue	-	-
OS1 - Transfers		
1160 - Transfer to Soc. Cultural	-	
11J0 - Transfer From Internal Services	2,010	
1240 - Transfer To Plant Fund Minor	(21,001)	(31,508)
1260 - Transfer from Plant Fund Minor	-	
OV1 - Allocations	-	
OZ1 - Reserves	586,871	380,131
TOTAL REVENUE	\$ 1,452,355	\$ 1,176,244
EXPENSES		
OF1 - Salaries	\$ 199,109	\$ 184,434
OG1 - Payroll Benefits	70,610	63,510
OJ1 - Supplies	392,922	219,730
OJ2 - Travel	12,660	6,707
OJ3 - Student Costs	3,658	113
OJ6 - Communication Charges	650	872
OJ7 - Services	82,068	64,854
OJ8 - Plant Maintenance	25,108	33,820
OJ9 - Utilities	-	-
OJA - Other Expense	9,435	6,196
OM1 - Capital Expenditures	5,702	8,850
TOTAL EXPENSE	\$ 801,920	\$ 589,084
RESERVES	\$ 650,435	\$ 587,161

Comments:

The College provides support to students using course fees in a multitude of ways. Departments purchase computers, audio/visual equipment, materials, and lab software to help further student success. Course fees are also used to fund student support, lab supplies, equipment, field trips, and necessary capital expenditures and upgrades. Overall balances within the College increased by \$63,275. The largest increase was in Communication & Journalism, mainly due to increased emollient in their courses. Reserves in C&J will be used for replacement of several computers and audio/visual equipment used in the student computer labs and classrooms.

Material balances also reside in units such as Math & Stats, Chemistry, Biology, Physics & Astronomy, and Language Learning Center. These departments all have technology and equipment intensive needs and balances are necessary to plan appropriately for replacement of aging equipment. In addition to regular replacement of lab equipment, software, and audiovisual equipment, the departments must have balances sufficient to respond to any unexpected repairs or replacements that may arise during the year.

Additionally, many departments accrued large reserve balances in FY20-FY21 as UNM was in remote operations caused by COVID, and overall expenses decreased. The College will continue to monitor all balances to ensure course fees are being charged appropriately and reserve balances are being managed efficiently.


**OFFICE OF
ACADEMIC AFFAIRS**
**Review of Course Fees
Fiscal Year 2022 and Fiscal Year 2021**

School/College/Branch:	College of Education & Human Sciences	
	FY22 - Actuals	FY21 - Actuals
REVENUE		
OA2 - Student Fees	\$ 321,700	\$ 268,815
OA4 - Grants Contracts	-	-
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers	-	-
1160 - Transfer to Soc. Cultural	-	-
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
11H0 - Transfer To Internal Services	-	-
11N0 - Transfer From Student Aid	-	-
1240 - Transfer To Plant Fund Minor	-	-
12C0 - Transfer to Renewal Replacement	-	-
OV1 - Allocations	(4,044)	36,046
OZ1 - Reserves	259,240	186,264
TOTAL REVENUE	\$ 576,896	\$ 491,125
EXPENSES		
OF1 - Salaries	\$ 84,574	\$ 49,816
OG1 - Payroll Benefits	4,943	8,066
OJ1 - Supplies	78,533	57,842
OJ2 - Travel	-	-
OJ3 - Student Costs	100	-
OJ4 - Research Costs	14,931	13,600
OJ6 - Communication Charges	-	-
OJ7 - Services	3,017	714
OJ8 - Plant Maintenance	97,630	98,973
OJ9 - Utilities	-	-
OJA - Other Expense	3,321	2,873
OM1 - Capital Expenditures	-	-
TOTAL EXPENSE	\$ 287,050	\$ 231,884
RESERVES	\$ 289,846	\$ 259,240

Comments:

The College of Education and Human Sciences course fees are used for program specific costs, which include equipment, supplies, student related travel and other student costs. Due to the pandemic and limited spending reserve balances slightly increased from FY21 to FY22. Balances will be used for equipment renewals and replacements for students related activities.



**Review of Course Fees
Fiscal Year 2022 and Fiscal Year 2021**

School/College/Branch:	School of Engineering	
	FY22 - Actuals	FY21 - Actuals
REVENUE		
OA2 - Student Fees	\$ 459,505	\$ 491,070
OA5 - Sales & Services	375	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers		
11C0 - Transfer from Research Gen	2,000	-
11E0 - Transfer to Public Service	(10,000)	(10,000)
11H0 - Transfer To Internal Services	(5,000)	(5,000)
1240 - Transfer To Plant Fund Minor	(137,772)	(122,400)
1260 - Transfer from Plant Fund Minor Gen	-	2,000
OV1 - Allocations	-	-
OZ1 - Reserves	330,363	315,012
TOTAL REVENUE	\$ 639,472	\$ 670,682
EXPENSES		
OF1 - Salaries	\$ 14,132	\$ -
OG1 - Payroll Benefits	10,615	-
OJ1 - Supplies	244,426	215,309
OJ2 - Travel	372	-
OJ3 - Student Costs	1,435	-
OJ6 - Communication Charges	2,641	270
OJ7 - Services	37,952	112,625
OJ8 - Plant Maintenance	7,990	7,619
OJ9 - Utilities	-	-
OJA - Other Expense	4,640	5,037
OM1 - Capital Expenditures	7,240	-
TOTAL EXPENSE	\$ 331,442	\$ 340,860
RESERVES	\$ 308,029	\$ 329,821

Comments:

The School of Engineering course fees are used to maintain, replace and upgrade equipment for teaching labs and student computer pods; purchase supplies, software and services for courses; to fund student travel as well as seminar speaker travel and other associated student related costs. Reserve balances will be used to upgrade equipment in the Engineering teaching labs to maintain our ABET accreditation. Because departmental needs are variable and unpredictable, a centralized reserve is also maintained.


**OFFICE OF
ACADEMIC AFFAIRS**
**Review of Course Fees
Fiscal Year 2022 and Fiscal Year 2021**

School/College/Branch:	School of Architecture & Planning	
	FY22 - Actuals	FY21 - Actuals
REVENUE		
OA2 - Student Fees	\$ 236,565	\$ 254,907
OA4 - Grants Contracts	1,991	562
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	25,045	2,930
OS1 - Transfers		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	(100,000)
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	162,021	123,184
TOTAL REVENUE	\$ 425,622	\$ 281,583
EXPENSES		
OF1 - Salaries	\$ 105,843	\$ 58,958
OG1 - Payroll Benefits	10,481	1,444
OJ1 - Supplies	57,396	36,137
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ4 - Research Costs	3,809	170
OJ6 - Communication Charges	-	-
OJ7 - Services	981	145
OJ8 - Plant Maintenance	5,015	21,261
OJ9 - Utilities	-	-
OJA - Other Expense	6,827	1,447
OM1 - Capital Expenditures	-	-
TOTAL EXPENSE	\$ 190,351	\$ 119,563
RESERVES	\$ 235,271	\$ 162,021

Comments:

The School of Architecture and Planning course fees are used to maintain, replace and upgrade equipment for both the computer lab and fabrication lab. Course fees are also used for the labs technical staff support and supplies used in each lab. Due to the pandemic and limited spending driven by remote instruction in FY21 reserve balances increased from FY21 to FY22. Balances will be used for equipment renewals and replacements for equipment needs in the labs.



**Review of Course Fees
Fiscal Year 2022 and Fiscal Year 2021**

School/College:	College of University Libraries & Learning Sciences	
	FY22 - Actuals	FY21 - Actuals
REVENUE		
OA2 - Student Fees	\$ -	\$ -
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	-
OS1 - Transfers (please list all transfers)		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	-	-
OZ1 - Reserves	-	-
TOTAL REVENUE	\$ -	\$ -
EXPENSES		
OF1 - Salaries	\$ -	\$ -
OG1 - Payroll Benefits	-	-
OJ1 - Supplies	-	-
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ4 - Research Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	-	-
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	-	-
OM1 - Capital Expenditures	-	-
TOTAL EXPENSE	\$ -	\$ -
RESERVES	\$ -	\$ -

Comments:

College of University Libraries and Learning Services does not collect course fees.



**Review of Course Fees
Fiscal Year 2022 and Fiscal Year 2021**

School/College/Branch:

Los Alamos Branch Campus

	FY22 - Actuals	FY21 - Actuals
REVENUE		
OA2 - Student Fees	\$ 104,675	\$ 89,457
OA5 - Sales & Services	-	-
OA6 - Other Operating Revenue	-	87
OS1 - Transfers		
11E0 - Transfer to Public Service	-	-
11F0 - Transfer From Public Service	-	-
1240 - Transfer To Plant Fund Minor	-	-
1280 - Transfer to Plant Fund Major	-	-
OV1 - Allocations	(5,000)	-
OZ1 - Reserves	138,869	108,676
TOTAL REVENUE	\$ 238,544	\$ 198,220

EXPENSES		
OF1 - Salaries	\$ 32,306	\$ 30,964
OG1 - Payroll Benefits	15,118	12,821
OJ1 - Supplies	19,099	14,406
OJ2 - Travel	-	-
OJ3 - Student Costs	-	-
OJ6 - Communication Charges	-	-
OJ7 - Services	-	1,006
OJ8 - Plant Maintenance	-	-
OJ9 - Utilities	-	-
OJA - Other Expense	224	154
OM1 - Capital Expenditures	3,329	-
TOTAL EXPENSE	\$ 70,076	\$ 59,351

RESERVES	\$ 168,469	\$ 138,869
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Comments:

Los Alamos course fees are used for chemical supplies for labs, supplies for vocational training programs, art supplies, hazardous waste removal, computer hardware, and costs associated with support for online learning and instructional technology. The majority of reserve balances are affiliated with the online curricular fee, which will be used for renewals and replacements of student-facing computers and accessories.



**Review of Course Fees
Fiscal Year 2022 and Fiscal Year 2021**

School/College/Branch:

Valencia Branch Campus

	FY22 - Actuals		FY21 - Actuals	
REVENUE				
OA2 - Student Fees	\$	33,263	\$	26,235
OA5 - Sales & Services		-		-
OA6 - Other Operating Revenue		-		-
OS1 - Transfers				
11E0 - Transfer to Public Service		-		-
11F0 - Transfer From Public Service		-		-
1240 - Transfer To Plant Fund Minor		-		-
1280 - Transfer to Plant Fund Major		-		-
OV1 - Allocations		-		-
OZ1 - Reserves		2,827		7,708
TOTAL REVENUE	\$	36,089	\$	33,943
EXPENSES				
OF1 - Salaries				
OG1 - Payroll Benefits				
OJ1 - Supplies		28,234		26,176
OJ2 - Travel				
OJ3 - Student Costs		605		770
OJ6 - Communication Charges				
OJ7 - Services				
OJ8 - Plant Maintenance				
OJ9 - Utilities				
OJA - Other Expense		2,586		4,170
OM1 - Capital Expenditures		-		-
TOTAL EXPENSE	\$	31,426	\$	31,116
RESERVES	\$	4,663	\$	2,826

Comments:

Course fees at UNM-Valencia are used solely for materials utilized by students in the courses. Uses for fees include: science lab materials and equipment, art supplies (easels, paints, brushes, etc.), computer hardware supplies for use in hardware installation class, etc. Reserve balances are minimal and will be used for student-related needs.