

# University of Alaska Anchorage - WICHE ICE Instructions

## UAA as TEACHING institution:

### Course Set up

1. Department identifies course they wish to offer to as a part of ICE including number of seats and communicates this information to the ICE PIC.
2. Department submits Class Schedule form to the Office of the Registrar identifying this as WICHE ICE stacked course.
  - a. UAA students enrolled in one section – available in online registration system.
  - b. ICE students enrolled in second section – all manually registered.
    - 1) ICE section number has “W” in second position (EX: 8W1).
3. ICE PIC uploads the course into the WICHE ICE database with a set cost for the course and the number of seats that are being offered. ICE PIC also gather information pertaining to the course, i.e. syllabus, course description, credit hours, instructor, etc. and enters into the database.

### Accounting

1. Work with Accounting to determine course tuition and fee breakdown.
  - a. Possible tuition and fee allocation
    - 1) Department allocation
    - 2) Administrative service allocation
    - 3) Technology fees
    - 4) Distance Education fee
    - 5) Network fees
    - 6) WICHE course fee
2. Set up fees using detail codes to apply fees to appropriate accounts

### Admissions

1. Quick Add student to create student ID as non degree seeking student
2. Regular overnight processes assign ID and attaches student to Course Management Software

### Registration

1. Manually register student for ICE course section

### Grading

1. Faculty member assigns final grade using electronic system
2. Registrar forwards grade to PIC
3. PIC uploads grade to WICHE database.

### Billing

1. PIC submits invoice to enrolling institution after drop period.
2. Payment received and distributed by detail codes

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## UAA as an ENROLLING institution

### Course Set Up

1. Faculty member identifies courses from WICHE site or from participating institutions that they wish to make available to their students.
  - a. Courses can also be requested that are not on the WICHE site. In that case the PIC will attempt to locate another institution willing to offer the desired course.
2. Faculty or Advisor informs ICE PIC that UAA would like to request seats in the course.
3. PIC submits a seat request into the WICHE ICE system identifying the number of seats desired.
4. Once the seats are granted by the teaching institution they are marketed to UAA students.
5. PIC submits course schedule form to make the course available within the Banner Registration system.
6. Course created in Banner with a “W” in the second slot of the section number. Ex: Hist a22o sec. 8W1

### Registration/Tuition and Fees

1. Students contact department to receive departmental approval for registration
2. Departmental override entered into SFASRPO by department
3. Students register for the course as they would any other online course with approval required.
  - a. Course set up with instructor approval required.
  - b. PIC, with department assistance, is responsible to obtain ICE contract signature from participating student.

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4. PIC submits student information to WICHE site for addition to class rolls at teaching institution.
5. PIC will receive invoice from teaching institution reflecting the total amount owed by UAA to the teaching institution.
6. Once invoice is received the PIC works with Accounts Payable to see that the appropriate monies are distributed accurately.
  - a. Teaching Institution (determined by teaching institution)
  - b. WICHE Organization (\$20 per enrollment)
  - c. Local Campus fee disbursement (determined by enrolling institution)

### **Grading**

1. PIC pulls grades from WICHE site.
2. Grades submitted to Office of the Registrar.
3. Grades input into student grading tables and rolled to transcript.