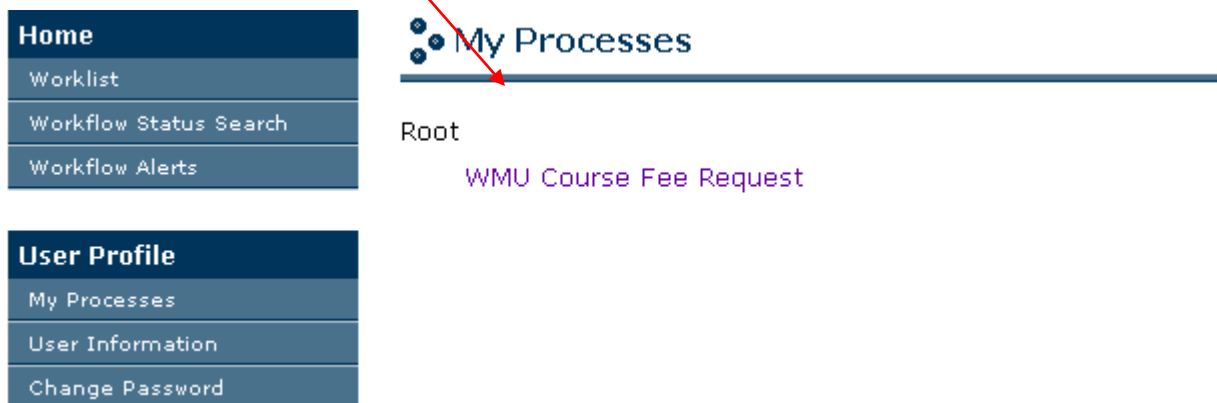


To start Fee Course Request login at: <https://bwfp1.cc.wmich.edu:7102/wfbprod/> or GoWMU.

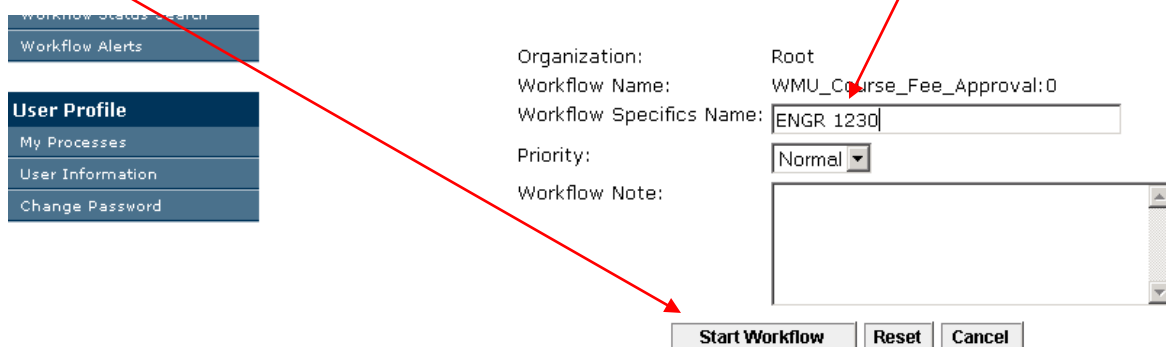
On the Worklist page, click on **My Processes** under User Profile tab.



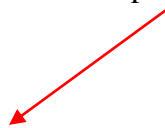
Click on **WMU Course Fee Request**. (note: will have dept specific name ie: WMU Course Fee Math Request).



At **Workflow Specifics Name** enter course subject and number (ie. ENGR 1230) and click **Start Workflow**. It will return a message that workflow started successfully, and click **OK**.



You will be brought back to your Worklist page where the workflow will be ready to be processed. Click on the workflow you would like to process to open the **Fee Request** form.



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| Organization | Workflow | Activity | Priority | Created |
|--------------|---------------------------|-----------------------------|----------|-------------------------|
| Root | ENGR 1230 Ready | Course Fee Approval Request | Normal | 28-May-2008 01:34:18 PM |

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Fill in the fields. Data fields with **asterisk** denote a required entry, and you will get an error message if you try to complete the step without data in the field. At the bottom are three options – click **Complete** when you have finished the form; click **Save & Close** to save changes you have made but are not ready to complete; click **Cancel** to empty and start over.

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Class-Related Fee Approval Request

* Course Subject and No.:
 Example: ABC 1230

* Course Title:
 If multi-topic course, please list course title(s) below:
 Course Title:

* Effective Term:

* Expiration Term:
 Future effective terms not to exceed three years:

Once completed, the workflow will be removed from your worklist and show up on the Chair/Director role worklist for processing – either an approval or denial of the fee request. The department will be notified by e-mail of an approval or denial.