CAPSTONE PROGRAMS MOVE TO SCHOOL/COLLEGE NONSTANDARD FEE COURSE/PROGRAM DESIGNEE SYSTEM

To provide a consistent model for operating programs outside the standard fee structure it has been approved that the capstone programs come under the umbrella of the school/college designee system.

Each school/college has an assigned nonstandard fee course/program designee. When the Registrar’s Office requests nonstandard fees before the start of each semester the designee gathers that information from the coordinators, and then sends it back to the Registrar’s Office. It is then set up in the computer system (SIS).

The designees are the gatekeepers that enforce the administrative policies and make sure the approvals are secured for each nonstandard fee course and program.

All capstone participants have an academic career of Special. They have a program code of UNCS and a plan code that represents the capstone they are pursuing. The program codes are as follows:

- UNCS106 – Bioinformatics;
- UNCS203 – Clinical Investigation;
- UNCS245 – Global Health;
- UNCS273 – Master Administrator;
- UNCS358 – Geographic Information Systems;
- UNCS452 – French Studies;
- UNCS453 – Fundamentals of Clinical Research;
- UNCS592 – Laboratory Quality Management;

Starting in term 1082 (Fall 2007), all new admits will be charged at least the graduate tuition rate. This will be accomplished by making capstones part of the designee system which notifies the Registrar’s Office Tuition Assessment for setting up their tuition and fees in SIS. See the “capstone and designee list” on the Registrar Home page at: http://sfc.registrar.wisc.edu/nonstandard.asp. This document shows the current designees who have these capstone programs. This also shows the item type that will be used for that capstone program.

Norb Richgels will no longer need to be a part of this process. These courses will need to denote they have special fees, and they need to be directed to the web link on the Registrar’s Office home page that shows this data. This is the same as any other nonstandard fee course. The link is: http://sfc.registrar.wisc.edu/

Any increases of fees on a capstone program will apply to all participants, no matter when they started. Those with future admit terms of 1082 or later will be charged in this manor. All students with admit terms prior to 1082 will be charged based on the current system setup if arrangements are made with the school/college designee.