

**Request to Initiate, Modify, or Drop Course Instructional Charges as an Integral Part of Registration (Form100)**

Southern Illinois University Carbondale

[\(Instructions\)](#)

1. Check one:      Initiate          Modify          Drop

2. Academic Unit and Course Number:

3. Effective Semester (to be filled in by Academic Support Programs):

4. Fee Title:

(Title must include department abbreviation and course number.)

Fee Amount                      Per      Course Registration      or      Hours Enrolled  
Pending approval of fee:      Manually Billed (must have pre-approval)                      Bursar Billed

5. Fiscal Accounts to Receive Payment:

*To be filled out by General Accounting*

Income Fund  
General Ledger Account  
Account Number  
AIS Budget Purpose

*To be filled out by Department*

Subsidiary Ledger Account Title  
FAS Account Number                      Major/Minor Code  
(New Accounts: Process a Request for New Account)  
AIS Budget Purpose                      BP Object Code

6. Bursar Assigned Subcode:                      (Assigned by Bursar only)

7. Expenditure Account to Make Payments:

Expenditure Account Title  
FAS Account Number  
AIS Budget Purpose

8. Approvals:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost and Vice Chancellor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bursar

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Support Programs

\_\_\_\_\_  
Date

9. Distribution of Form: 1) Provost & Vice Chancellor, 2) Bursar for the assignment of the subcode, 3) General Accounting for the assignment for the ledger accounts if needed, 4) Bursar for processing, 5) Academic Support Programs for processing. Copies will be sent to Vice Chancellor's Office, the Budget Office, the Bursar Office, General Accounting, and the Academic Unit.