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PROCESS MEMORANDUM

Date: May 8, 2023

To: College Registrars & Vice Presidents of Enrollment

From: Associate Vice Chancellor for Academic Strategy & Operations, Kim
            Siegenthaler

Subject: **Fully Online Degree Program/Student Coding in CUNYfirst**

This process memorandum is being issued to inform you that the Committee on Fiscal Affairs recommended, and the University Board of Trustees passed, **a revised Tuition Schedule to include a Non-Resident Online Degree Program Tuition Category for Senior Colleges and Professional Schools** and **an Online Infrastructure Fee** for all **Fully Online Programs** at all colleges, effective **Spring 2023**.

The Board of Trustees of The City University of New York (the "Board of Trustees") adopted a revised schedule of student tuition that includes **a tuition rate for fully online degree programs for non-resident students at 1.2 times** the resident tuition rate for online undergraduate and graduate degree programs at the University's senior colleges and graduate and professional schools. The fully online non-resident undergraduate tuition rate is calculated by equating the full-time resident rate into a per credit rate and increasing that rate by 20%.

An **Online Infrastructure Fee of $75 per semester was also authorized for all fully online degree programs** at all colleges and programs University-wide.

As shown below, coding has been configured in CUNYfirst to identify and track fully online programs and students enrolled in those programs. The coding enables assessment of the tuition rate and infrastructure fee. These are now being assessed. Please ensure that your campus tuition and fees webpage includes this information.

- **ONLN Student Group Configured for all schools:**
    - Used for Immunization Exclusion
    - Used for Reserve Capacity Enrollment requirement configuration to reserve seats for fully online students.
    - *Request access via your local ASL and helpdesk.*

- **Subplan Configured for Majors that are approved by NYSED as Distance Education and designated by the campus as Fully Online.**
    - Used for Tuition Calculation and Fee Calculation, per board policy
    - Used for Reporting and Tracking
    - Used for Online Admission Application

See Student/Administrative workflow for process flow and coding.

Student Workflow For Senior Colleges and Professional Schools
*Please consult with your Admission office regarding online admission application setup.

Student Applies / Admitted to

Program Offered Fully Online ONLY

- In State - Current Resident Tuition Policy
- Out of State - 1.2 times Resident Tuition Rate

Program Offered both Fully Online and In Person in Admission Application*

Selects Fully Online Option

- In State - Current Resident Tuition Policy
- Out of State - 1.2 times Resident Tuition Rate

Selects In Person Option

- Tuition based on Residency
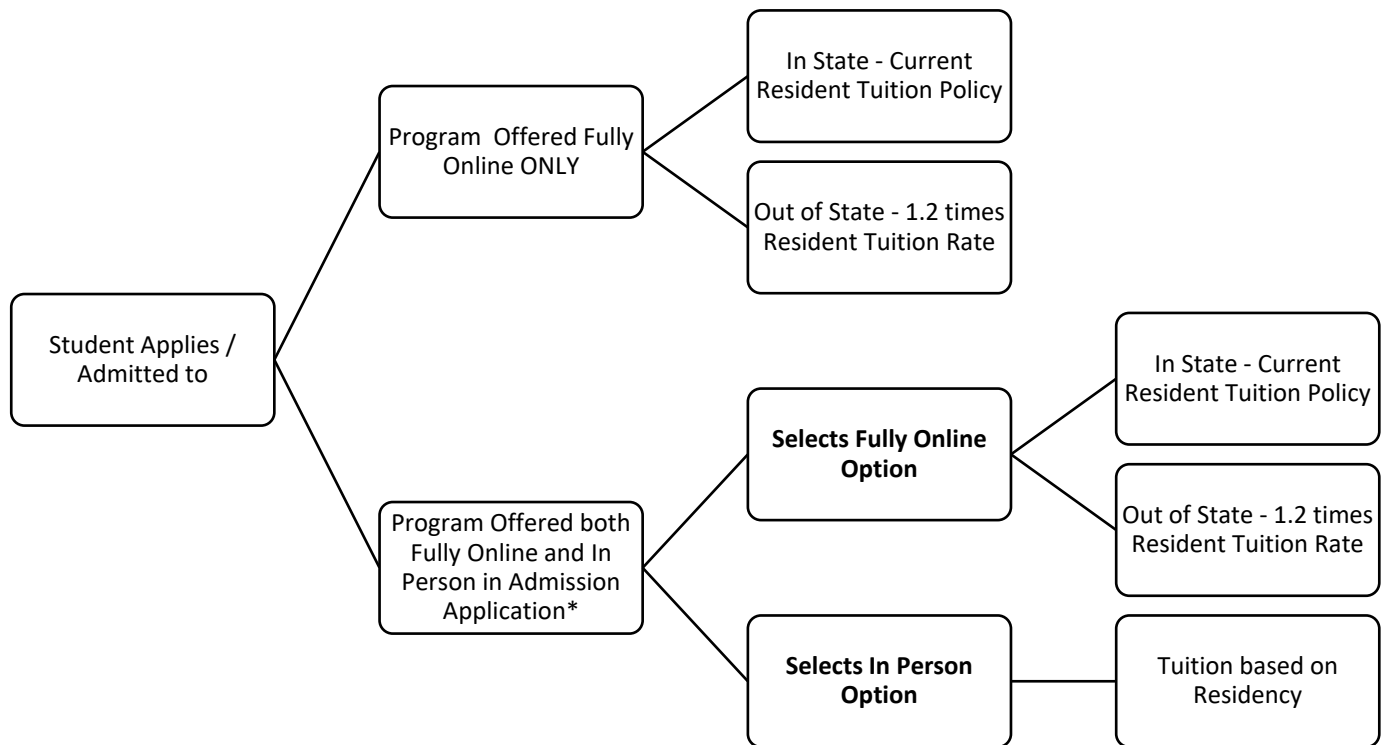
Administrative Workflow – For Senior Colleges and Professional Schools only
*Please consult with your Admission office regarding online admission application setup.

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                                    ┌─────────────────────────┐      ┌──────────────────────────┐
                                    │ In State Residency Coding│      │ Add Student to ONLN      │
                              ┌─────┤ In State - Current       ├──────┤ Studnet Group for        │
                              │     │ Resident Tuition Policy  │      │ Immunization Waiver      │
          ┌───────────────────┤     └─────────────────────────┘      └──────────────────────────┘
          │ Program Offered   │
          │ Fully Online ONLY │     ┌─────────────────────────┐      ┌──────────────────────────┐
          └───────────────────┤     │ Out of State Residency  │      │ Add Student to ONLN      │
                              └─────┤ Coding Out of State -    ├──────┤ Studnet Group for        │
                                    │ 1.2 times Resident       │      │ Immunization Waiver      │
                                    │ Tuition Rate             │      └──────────────────────────┘
                                    └─────────────────────────┘
┌──────────────┐
│ Staff/System │
│ Processing   │
└──────────────┘
                                    ┌──────────────────────────────┐   ┌──────────────────────────┐
                                    │ Add Subplan ONLINE to Track  │   │ Add Student to ONLN      │
                                    │ Online Option + In State     │   │ Studnet Group for        │
                              ┌─────┤ Residency Coding             ├───┤ Immunization Waiver      │
                              │     │ If Subplan Configured in     │   └──────────────────────────┘
                              │     │ Online Application No manual │
          ┌───────────────────┤     │ coding required*             │
          │ Fully Online      │     │ In State - Current Resident  │
          │ Option Coding     │     │ Tuition Policy               │
          └───────────────────┤     └──────────────────────────────┘
          │                   │     ┌──────────────────────────────┐   ┌──────────────────────────┐
          │                   │     │ Add Subplan ONLINE to Track  │   │ Add Student to ONLN      │
          │                   └─────┤ Online Option + Out of State ├───┤ Studnet Group for        │
┌──────────────────┐                │ Residency Coding             │   │ Immunization Waiver      │
│ Program Offered  │                │ If Subplan Configured in     │   └──────────────────────────┘
│ both Fully Online│                │ Online Application No manual │
│ and In Person    │                │ coding required*             │
└──────────────────┘                │ 1.2 times Resident Tuition   │
                                    │ Rate                         │
                                    └──────────────────────────────┘
                                    ┌─────────────────────────┐      ┌──────────────────────────┐
                                    │ In Person Option Coding │      │ Do not Add Subplan for   │
                              └─────┤                         ├──────┤ Online Option            │
                                    │                         │      │ Tuition based on         │
                                    └─────────────────────────┘      │ Residency                │
                                                                     └──────────────────────────┘
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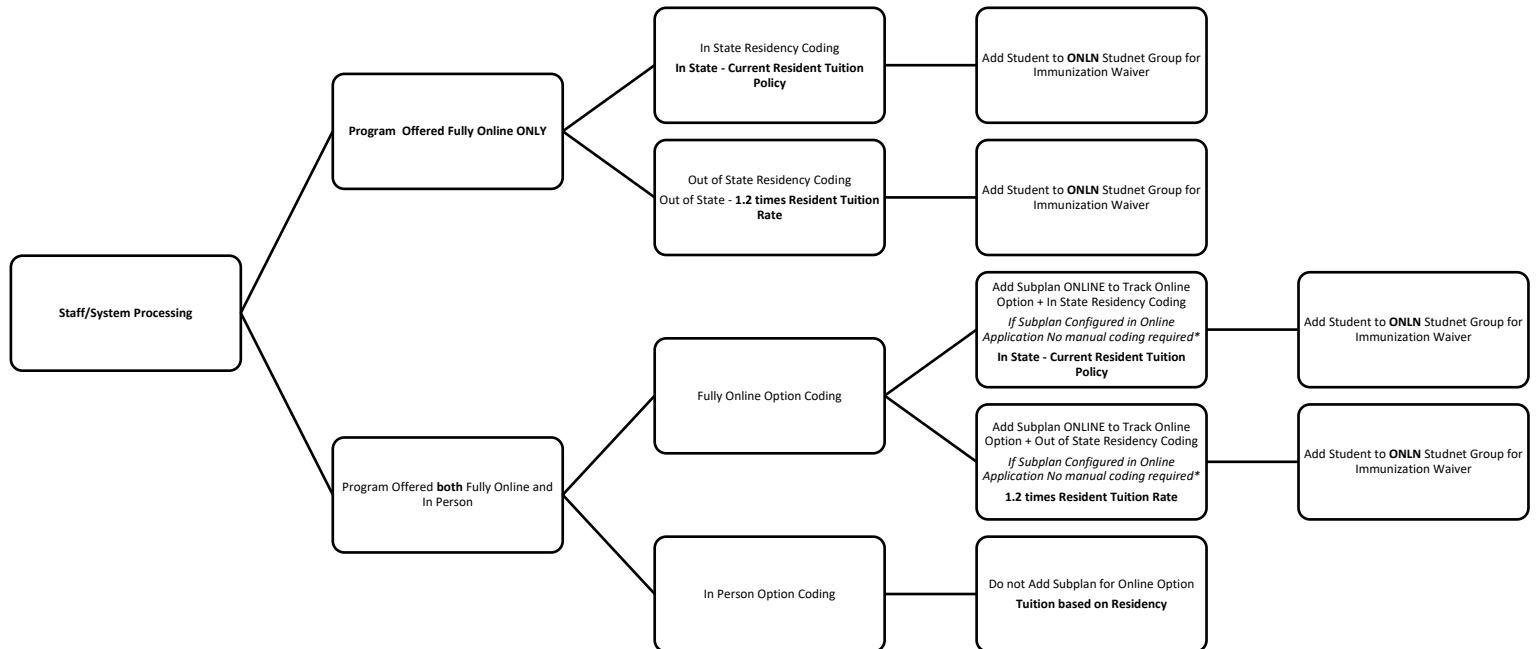
Please contact the **Office of the University Registrar at our@cuny.edu** if you have any questions.

CC:

- Chancellor and Chancellor Executive Cabinet
- University Provost and EVC Executive Cabinet
- University Enrollment Management Council
- College Vice Presidents of Finance and Administration
- College Financial Aid Offices
- College Bursar Offices
- Office of University Registrar