

PET

Purpose: Ensure accuracy and prevent errors.
Ensure fees follow student funding per policy.

Steps:

- 1) Search by Employee ID.
- 2) All Faculty transfers will be entered by College Personnel.
- 3) Enter in Remarks Box: [Last Name, First Initial; Dates; PET- reason for adjustment].
- 4) If Grad Student, contact appropriate College Personnel to move fees accordingly – they will NOT follow.