Add Tuition Program(s)

This job aid lists the steps required to create tuition programs in NUPlans Forecasting.

**Process Steps**

1. Add the parent program. This step is optional. Many degree programs have a rollup (parent) for the fiscal year to enable a summary at that level.
2. Add the child program(s). This step is required. To enable forecasting, a degree program must have one or more corresponding tuition programs in NUPlans Forecasting.

**Navigate to the “Add Tuition Program” form.**

From the NUPlans Forecasting Applications menu: Click Tuition Forecasting > Add Tuition Program.

Steps are numbered on the form itself.

**Step 1: Add the rollup program (parent).**

Begin with the Add Tuition Program or Rollup form on display.

1. Select the child budget grouping to which the degree program belongs, or verify it is selected.
2. Skip step 2.
3. Name the rollup program (parent).
   - You may use this formula: “School/Unit - Degree Name.” Example: “WCAS Math”
   - The field allows a long description, but keep it short enough to remember exactly. To accelerate Step 2, put the description in Notepad for easy copy/paste later.
4. Click Verify Status. A message will describe the next step.
5. Click Add Program > OK > OK. NUPlans adds rollup programs overnight. If you created a rollup, you may proceed to create the child programs at any time.

**Step 2: Add the child program(s).**

Begin with the Add Tuition Program or Rollup form on display.

1. Select a child budget grouping to which the degree program belongs, or verify it is selected.
2. Name the child program.
   - You may use this formula: “School/Unit: Degree Name Term.” Example: “WCAS Math Fall”
   - Conditional: If this program has a rollup (parent), enter the name of the rollup.
     - You must enter the name exactly.
     - Per the example above, “WCAS Math.”
3. Conditional: If this program has a rollup (parent), enter the name of the rollup.
   - You must enter the name exactly.
4. Click Verify Status. A message will describe the next step.
5. Click Add Program > OK > OK. Repeat Step 2 as applicable. For example, add a program for each academic term (quarter, semester, or other).
   - NUPlans adds rollup programs overnight. Parent/child relationships are created overnight.

**Next Step**

Profile each program that you created.

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