This example uses a 3 credit, undergraduate course and common pricing for exchanged seats established by the Steering Committee in 2009.

- $150/SCH for undergraduate credit
- $200/SCH for graduate credit

This price will be adjusted as agreed by the WICHE ICE consortium.

### Start Here

**UAA Department** determines that there are a number of extra seats available in a distance delivered course. A decision is made by the department to open the course to WICHE ICE institutions. The department contacts the UAA ICE PIC with course information.

The offering department schedules two course sections [at UAA]: (1) a section for UAA students that is open to on-line registration, and (2) a stacked section for ICE students, with the on-line registration inhibited (dept. permission). UAA schedule submission has WICHE ICE section number, detail codes and notes that indicate how revenue should be distributed.

### Montana State and Boise State put the ICE courses in their schedules.

(See Enrolling Institutions)

Montana State and Boise State departments are advised of course availability by their ICE PICs. Faculty request seats. The ICE PICs forward those requests, and are granted seats through the ICE database.

MSU and BSU PICs send student IDs to UAA PIC through the secure, encrypted ICE database, adding them to the ICE rosters. UAA Registrar enrolls ICE students in the ICE section and IT enrolls them in the Course Management System. ICE students are not billed by UAA (Teaching Institution).

### When enrollments are stable (add/drop)

WICHE invoices MSU and BSU for payment of $450 per student ($150/credit for undergraduate for a total of $900 for the two students).

WICHE retains 15% for services and sends $382.50 for each student to UAA (total of $765) as payment for instructional services provided. Payment sent to accounts receivable at UAA designating ICE. Revenue is deposited in the UAA account for WICHE ICE.

### UAA PIC confirms enrollments and generates invoice to WICHE for MSU and BSU students being served through ICE

UAA PIC in consultation with offering departments, distributes revenue by Journal Voucher according to agreed upon procedures. Revenue remaining in the account is used to buffer ICE transactions. Journal Vouchers completed late in fiscal year – when revenue and expenses are known.

### Priority 1: Fees to pay delivery expenses and recharge centers, etc. (e.g. DE Fee and Tech Fee).

Estimate ~$50/course

### Priority 2: Revenue to college or offering department.

Amount set by agreement prior to class offering. Estimate ~$90/SCH for undergraduate and ~$120/SCH for graduate.

### Priority 3: Revenue to Administrative Services.

Estimate ~$20/SCH for undergraduate and ~$30/SCH for graduate

**Note:** These are priorities for UAA. Others may differ.