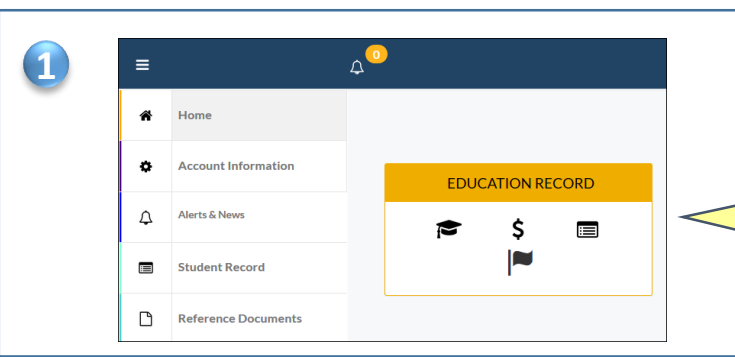


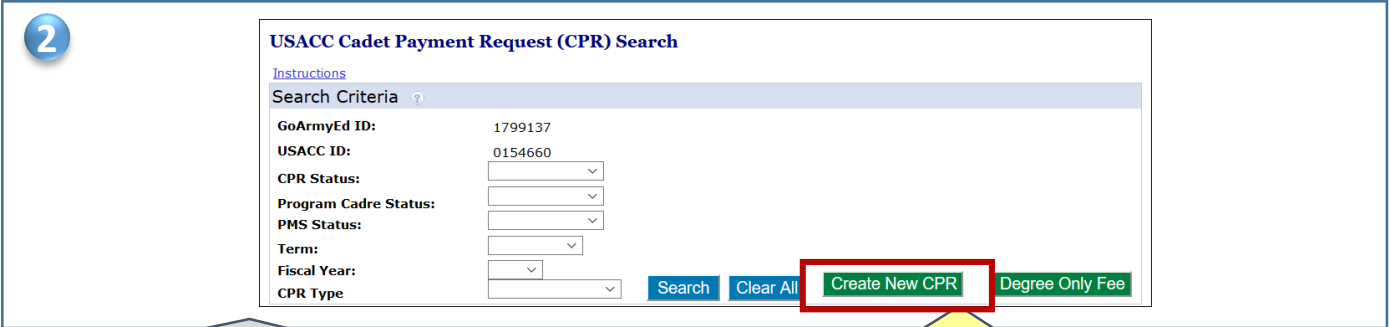
1 - Creating a CPR

Call outs: Yellow = action, Grey = information

This document only covers how to create a CPR for Tuition and Fees or Room and Board. To create a CPR for Degree Only Fees, view **“How to Create a Degree Only Fees CPR”** on the Reference Documents page.

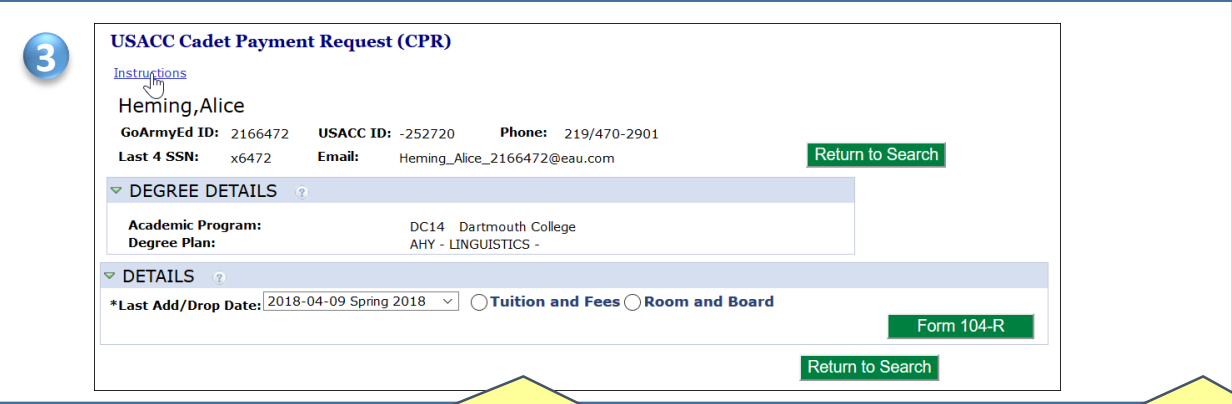


Select the dollar sign “\$” icon.



Note: You must have an approved Course Planner in GoArmyEd before creating a CPR.

Select the **“Create New CPR”** button.



Select the appropriate Last Add/Drop Date from the drop-down menu.

Select either **“Tuition and Fees”** or **“Room and Board.”**

Note: A CPR can only be submitted after the School’s last add/drop date. Before that date, a CPR can be created and saved.

1 - Creating a CPR

Call outs: Yellow = action, Grey = information

4 USACC Cadet Payment Request (CPR)

Instructions

Heming, Alice
GoArmyEd ID: 2166472 USACC ID: -252720 Phone: 219/470-2901
Last 4 SSN: x6472 Email: Heming_Alice_2166472@eau.com [Return to Search](#)

DEGREE DETAILS

Academic Program: DC14 Dartmouth College
Degree Plan: AHY - LINGUISTICS -

DETAILS

*Last Add/Drop Date: 2018-04-09 Spring 2018 Tuition and Fees Room and Board [Add Courses](#)
 Flat Rate \$0.00 [Form 104-R](#)

[Return to Search](#)

Never use Flat Rate for ASU or GCU.

Flat Rate applies **only** if your school charges one rate for tuition, regardless of courses or number of credits taken.

5 USACC Course Planner

Instructions

Heming, Alice
GoArmyEd ID: 2166472 USACC ID: -252720 Phone: 219/470-2901
Last 4 SSN: x6472 Email: Heming_Alice_2166472@eau.com [Return to CPR](#)

DEGREE DETAILS

Academic Program: DC14 Dartmouth College
Degree Plan: AHY - LINGUISTICS -

COURSE DETAILS

Add to CPR	Course Planner Status	CPR Status	School	School Name	Subject	Catalog Number	Course Title	Units	Unit Type	Semester Hours	Millitz Science
SAVED			AC148	Asbury College	MATH	MATH002	Intro to Math	3.00	Semester Hour	3.00	
Add to CPR	Approved	Passed	DC14	Dartmouth College	ARTHIST	ARTH17.11	Art&Archaeology of Israel	4.00	Semester Hour	4.00	
Add to CPR	Approved		DC14	Dartmouth College	CLASSICS	CLST002	Tragedy&Comedy of Greece&Rome	1.00	Same	1.00	
Add to CPR	Approved	Passed	DC14	Dartmouth College	COMPLIT	COLT001	Read the World	4.00	Semester Hour	4.00	

Select the "Add Courses" button.

Note: If creating a Tuition and Fees CPR, add one of the School Fees courses from your Course Planner.

Select the "Add to CPR" button for each course taken this term.

6 DETAILS

*Last Add/Drop Date: 2017-09-07 Fall 2016 Tuition and Fees Room and Board [Add Courses](#)
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	1-4 of 4
VMI	Virginia Military Institute	ME	419	Thermal-Fluid Systems Design	4.00		Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	425	Mechanical Design	4.00		Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	431	Power Plant Design	3.00		Cade	Enter Costs	\$0.00	Delete
VMI	Virginia Military Institute	ME	457	Seminar	1.00		Cade	Enter Costs	\$0.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$0.00 [Recalculate Costs](#) [Upload School Bill](#)
TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00

Use the drop-down menus to select the "Instruction Mode" and "Fund Type" for each course.

2 - Creating a Tuition and Fees CPR

1 DETAILS

*Last Add/Drop Date: 2018-04-09 Spring 2018 Tuition and Fees Room and Board [Add Courses](#)
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost	1-4 of 4
DC14	Dartmouth College	FEE	FEE16F	Fall 2016 Fees			Cadet	Enter Costs	\$0.00	Delete
DC14	Dartmouth College	GEOGRAPH	GEOG081	Field Research in Czechia	1.00		Cadet	Enter Costs	\$0.00	Delete
DC14	Dartmouth College	GERMAN	GERM001	German I	1.00		Cadet	Enter Costs	\$0.00	Delete
DC14	Dartmouth College	LINGUIST	LINGO17	Sociolinguistics	1.00		Cadet	Enter Costs	\$0.00	Delete

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: \$0.00 [Recalculate Costs](#) [Upload School Bill](#)
TOTAL AMOUNT TO BE PAID BY STUDENT: \$0.00 [Form 104-R](#)

[Save](#) [Return to Search](#)

Select the "Enter Costs" link.

2 - Creating a Tuition and Fees CPR

2

USACC CPR Tuition and Fees

GoArmyEd ID: 2238690 USACC ID: 0168463 Total Cost: \$0.00

Course Title: English 2

Tuition/ Fee Code	Tuition and Fees Description	Amount
000	Tuition	400.00

Return To CPR Cancel

Use the magnifying glass icon to locate the **“Tuition/Fee Code”**, then enter the fee amount.

Note: The Tuition/Fee Code for the tuition cost of each course you take should be **“000”**.

3

USACC CPR Tuition and Fees

GoArmyEd ID: 2238690 USACC ID: 0168463 Total Cost: \$50.00

Course Title: School Fees

Tuition/ Fee Code	Tuition and Fees Description	Amount
004	Activity fee	50.00
059	Laboratory fees	75.00

Return To CPR Cancel

For the School Fees course on your CPR, add all mandatory fees that are charged by your school to all students.

Important: You must separate out all individual fees. Select the **“Add”** button to add additional lines.

4

DETAILS

*Last Add/Drop Date: 2018-04-09 Spring 2018 Tuition and Fees Room and Board Add Courses

Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost
DC14	Dartmouth College	FEEES	FEE16F	Fall 2016 Fees		On Campus	Cadet	Enter Costs	\$500.00
DC14	Dartmouth College	GEOGRAPH	GEOG081	Field Research in Czechia	1.00	On Campus	Cadet	Enter Costs	\$750.00
DC14	Dartmouth College	GERMAN	GERM001	German I	1.00	On Campus	Cadet	Enter Costs	\$500.00
DC14	Dartmouth College	LINGUIST	LING017	Sociolinguistics	1.00	On Campus	Cadet	Enter Costs	\$550.00

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: **\$0.00** Recalculate Costs Upload School Bill

TOTAL AMOUNT TO BE PAID BY STUDENT: **\$0.00** Form 104-R

Select the **“Upload School Bill”** button to upload a copy of your bill.

Select the **“Form 104-R”** button to ensure it matches your CPR.

3 - Submitting a CPR

4

Floyd, Shari
 GoArmyEd ID: 2166363 USACC ID: -252722 Phone: 726/504-1142
 Last 4 SSN: x6363 Email: Floyd_Shari_2166363@eau.com [Save](#) [Submit](#) [Return to Search](#)

DEGREE DETAILS

Academic Program: DC14 Dartmouth College
 Degree Plan: CKH - ENGR.MECHANICS -

DETAILS

*Last Add/Drop Date: 2017-09-07 Fall 2016 Tuition and Fees Room and Board [Add Courses](#)
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Tuition and Fees	Total Cost
DC14	Dartmouth College	CHEM	005	General Chemistry	4.50	On Campus	Cadet	Enter Costs	\$750.00
DC14	Dartmouth College	COSC	001	IntroProgramming&Computatn	3.30	On Campus	Cadet	Enter Costs	\$500.00
DC14	Dartmouth College	ENGS	092	Fourier Tranfrms&Cmplx Vars	3.30	On Campus	Cadet	Enter Costs	\$500.00
DC14	Dartmouth College	NAS	022	Native American Lives	3.30	On Campus	Cadet	Enter Costs	\$550.00

TOTAL AMOUNT TO BE PAID BY SCHOLARSHIP: **\$2,300.00** [Recalculate Costs](#) [Upload School Bill](#)
 TOTAL AMOUNT TO BE PAID BY STUDENT: **\$0.00** [Form 104-R](#)

[Save](#) [Submit](#) [Return to Search](#)

Select the “**Recalculate Costs**” button to preview the total amount of the CPR.

Note: The total amount must match the amount of the School Bill to be approved.

Select “**Submit.**”

4 - Submitting a Duplicate Course

1

DETAILS

*Last Add/Drop Date: 2017-09-07 Fall 2016 Tuition and Fees Room and Board [Add Courses](#) [Request Override](#)
 Flat Rate

School	School Name	Subject	Catalog Number	Course Title	Semester Hours	Instruction Mode	Fund Type	Student Payment Reason	Tuition and Fees	Total Cost
VMI	Virginia Military Institute	ME	444W	Mech Engineering Design	3.00		Cade		Enter Costs	\$0.00
VMI	Virginia Military Institute	ME	431	Power Plant Design	3.00		Cade		Enter Costs	\$0.00
VMI	Virginia Military Institute	ME	425	Mechanical Design	4.00		Cade		Enter Costs	\$0.00
VMI	Virginia Military Institute	ME	321	Dynamics of Machinery	3.00		Student Funded	Duplicate Course	Enter Costs	\$0.00

If a course is already on an approved CPR, select “**Request Override**” to request PMS approval for payment.

Note: If your PMS does not approve the override request, you will be responsible for paying for the course.