

Guest Users

1. Access the UC Davis policy manuals at [policy management system](#) (no login required).

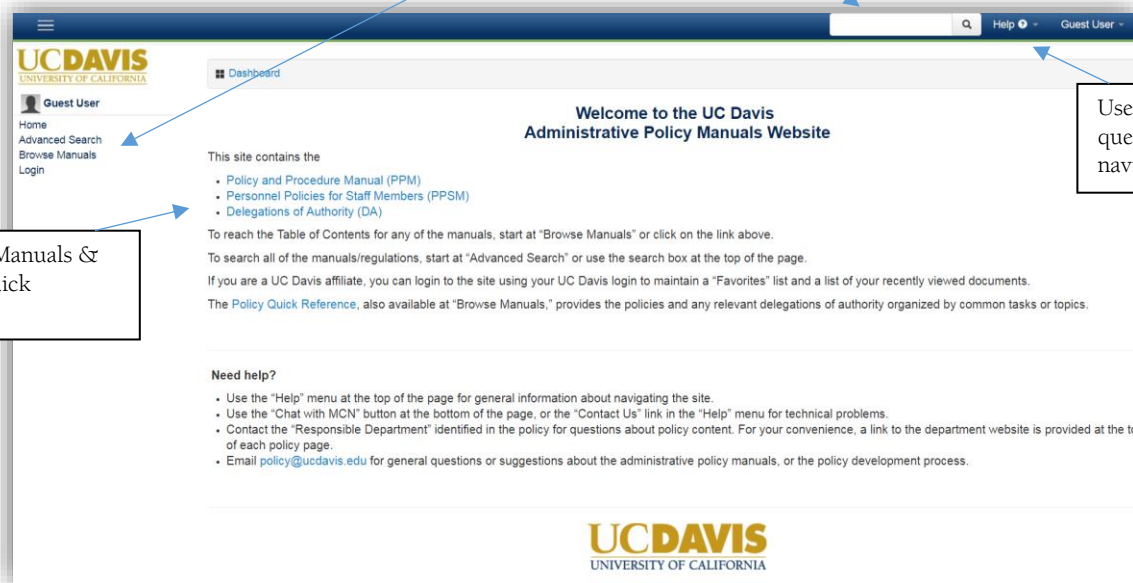
The homepage includes the following (also available to UC Davis affiliates):

- Policy and Procedure Manual (PPM)
- Personnel Policies for Staff Members (PPSM)
- Interim Policies
- Delegations of Authority (DA)
- Search & Advanced Search
- Browse Manuals
- Policy Quick Reference
- Help

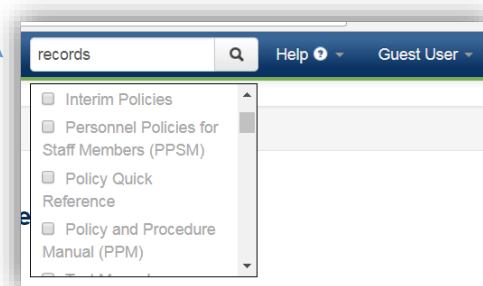
Use Search, Advanced Search or Browse Manuals to find policies

Use Help for general questions or site navigation assistance.

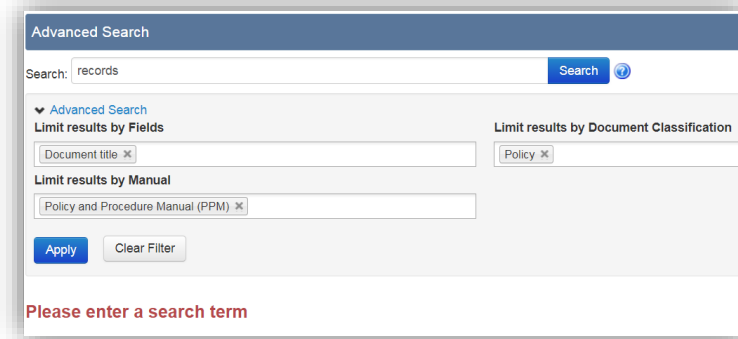
Links to Manuals & Policy Quick Reference



2. Use Search or Advanced Search to search within specific manual(s).



- Select **Advanced Search** in the navigation menu to refine your search.
- Use drop down menus to limit search results.



The screenshot shows the 'Advanced Search' interface. At the top, there is a search bar with the text 'records' and a 'Search' button. Below this, there are two sections for filtering results. The first section, 'Limit results by Fields', has a dropdown menu set to 'Document title'. The second section, 'Limit results by Document Classification', has a dropdown menu set to 'Policy'. Below these sections, there is a 'Limit results by Manual' section with a dropdown menu set to 'Policy and Procedure Manual (PPM)'. At the bottom of the filtering section, there are 'Apply' and 'Clear Filter' buttons. Below the filtering section, there is a red text prompt: 'Please enter a search term'.

3. Manuals contain a **Folder Structure** by policy chapter. Each folder contains a list of documents in that chapter.

- Select a folder to access the list of documents available.



The screenshot shows the 'Policy and Procedure Manual (PPM)' folder structure. The title 'Policy and Procedure Manual (PPM)' is at the top. Below it, the breadcrumb 'Manuals / Policy and Procedure Manual (PPM)' is displayed. The main content is a list of folders, each with a yellow folder icon and a blue text label. The folders are listed in numerical order from 100 to 360. A blue arrow points to the folder labeled '270, Properties Use and Extracurricular Activities'.

Folder Name
Introduction
100, UC Organization
200, Campus Organization and Management
210, Instruction
220, Research--General
230, Sponsored Programs
240, Research Involving Human Subjects
250, Intellectual Property
260, Gifts and Endowments
270, Properties Use and Extracurricular Activities
280, Student Affairs
290, Health and Safety Services
300, Travel and Transportation
310, Communications and Technology
320, Records and Archives
330, Financial Management and Services
340, Rates, Recharges, and Sales Activities
350, Supplies and Equipment
360, Physical Facilities

4. Select a **Document** link from the list to view the policy.



5. The **Policy Document Page** will open and includes the following information:

Breadcrumbs allow you to navigate back to the chapter listing, the policy listing, or the list of manuals.

Select Approval Details to view date approved and approved by.

Links to external documents referenced in the policy.

Print the document.

Links to related UC Davis policies referenced in the policy and Revision history. Select the + to expand the list of related documents.

Use the scroll bar to view the rest of the policy.

UNIVERSITY OF CALIFORNIA

Guest User

Home
Advanced Search
Browse Manuals
Login

280-20, Voluntary Campus-Based Student Fees (280-20)

Manuals / Policy and Procedure Manual (PPM) / 280, Student Affairs

Reference Code:
280-20

Related Documents: +

- [270-05, Campus Organizations](#)
- [270-05, Exhibit A, Constituent Organizations and Student Government](#)
- [270-05, Exhibit B, Registered Student Organizations](#)
- [280-15, Compulsory Campus-Based Student Fees and Referendum Elections](#)
- [320-21, Privacy and Disclosure of Information from Student Records](#)

External links:

- [UC Davis Student Accounting](#)
- [UC Davis Student Affairs](#)
- [UC Policies Applying to Campus Activities, Organizations, and Students, Section 70, Policy on Registered Campus Organizations](#)
- [UC Policies Applying to Campus Activities, Organizations, and Students, Section 80.00, Policy on Compulsory Campus-Based Student Fees](#)
- [UC Policies Applying to Campus Activities, Organizations, and Students, Section 90, Policy on the Campus Assessment of Voluntary Student Contributions to Student Governments and Registered Campus Organizations](#)

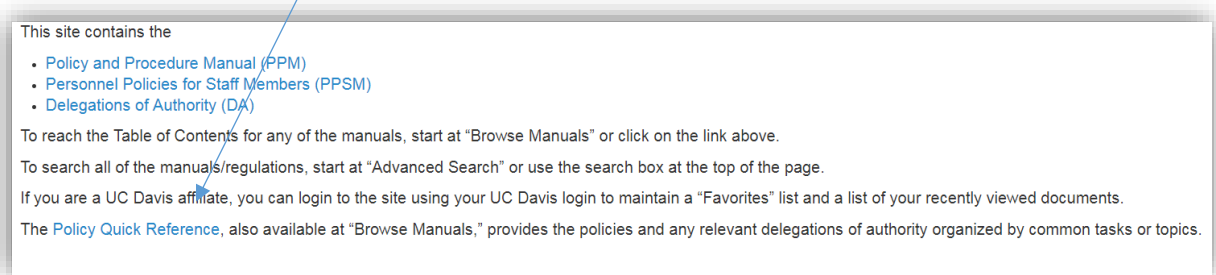
Approval Details Hide Details [-] Print

UC Davis Policy and Procedure Manual

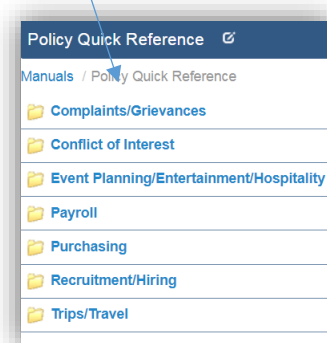
Chapter 280, Student Affairs
Section 20, Voluntary Campus-Based Student Fees
Date: 8/15/16
Supersedes: 5/21/08
Responsible Department: Student Affairs
Source Document: UC Policies Applying to Campus Activities, Organizations, and Students (Section 90.00, Policy on the Campus Assessment of Voluntary Student Contributions to Student Governments and Registered Campus Organizations)

I. Purpose

6. To access policies and any relevant delegations of authority organized by common tasks or topics, select **Policy Quick Reference** link on the homepage.



- Select a **Folder** with the topic of interest to view the policies and/or delegations that are related.



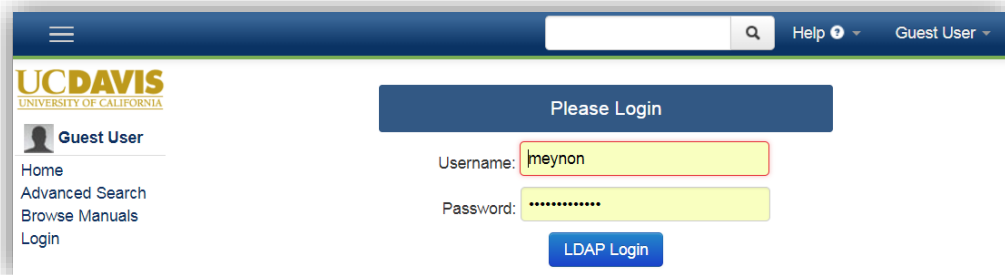
- Select the **Document** to view the policy or delegation for a topic.



UC Davis Affiliates

Individuals affiliated with UC Davis (e.g., faculty, staff) have access to the tools described in **Guest Users** above, as well as additional tools as follows.

1. Login to the system with your UC Davis user name, and use the generic “password” in the password field the first time you login. You will be prompted to change your password upon successfully logging in. (Suggested internet Browsers: Chrome or Firefox preferred).



2. The additional tools below are available:

- Favorites
- Recent Documents
- Tasks, including a notification badge
- Dashboard
- My Preferences

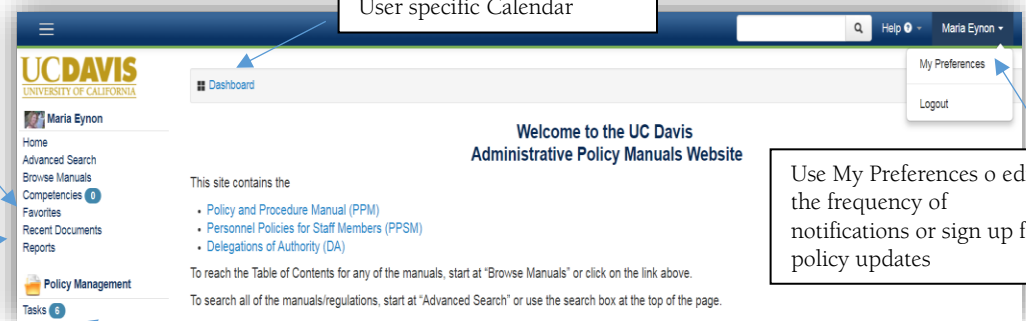
Favorites allows you to navigate to the list of documents bookmarked

Recent Documents allows you to navigate to the list the last 50 documents viewed

Use the Dashboard to view User specific Calendar

Use My Preferences to edit the frequency of notifications or sign up for policy updates

Select Tasks to view the list of tasks assigned to you



3. From **Tasks**, select **View** next to a task to access the **Document Section** (document draft) and complete your task (review/approve).
 - **Task Filters** allow Users to search for tasks based on task status, or a date range.

Task Filters

☒ Display Only Actionable Tasks

☐ Display Only Tasks That Are Overdue

☐ Display Only Tasks Where Task Start Date Is From To

[Apply](#)

Tasks

Filter Results: development Showing 1 to 1 of 1 entries (filtered from 6 total entries)

Show 25 entries

Document Name	Your Task	Current Task	Task Start	Task Due	Status	Checked Out
Development and Management of Campus Administrative Policies	3 - Formal PPM Review	3 of 7	05/18/2018	06/01/2018	Current	View

Copy CSV PDF Print Export all

- **Tasks** appear in three colors:
 - Black font – current.
 - Gray font – unavailable (in another step of the process or a future task).
 - Red font – overdue.

4. The Policy Section will open and includes:

- File path location within the system.
- Due date of the step in process.
- The name of the step the process is currently on, including a description.
- View of the document.
- Buttons to Email, Download, Checkout, and Approve.

Approval Process step
and Task description

Task Due Date

Development and Management of Campus Administrative Policies

Due: Jun 1, 2018

Path: / Manuals / Policy and Procedure Manual (PPM) / Introduction

Task 3 of 7: Formal PPM Review - Please review the policy and make any suggested edits or comments directly to the document online. No response by the deadline will be interpreted as your concurrence with the proposed manual section. Reviewers' comments and suggestions will be compiled, and I will work with the policy/process originator to resolve any issues. Once the comments are reconciled, I will prepare a final draft for approval by the originator, the department head and the appropriate vice chancellor or vice provost prior to publication. Contact Maria Eynon (meynon@ucdavis.edu) with any questions.

Document Tasks Notes History

Help

Email

Checkout

Approve

Reject

Select navigation
buttons to quickly
access functions

Email the draft
to others.

UC Davis Policy and Procedure Manual
Introduction
Development and Management of Campus Administrative Policies
Date: Draft 4/11/18 4:00:42
Supersedes: 1/30/17 4:13:40
Responsible Department: Offices of the Chancellor and Provost
Source Document: N/A

[Exhibit A - Structure for Policy and Procedure Manual Sections](#)
[Exhibit B - Policy Development Best Practices](#)

Use the scroll bar to
view the rest of the
policy

5. The **Tasks** below the draft Document Page includes:

- All steps in the process, select the name of the step to view the approval groups and its members.
- Type of signature required (All signatures required or any signature required).
- Members of the process (Approval Groups in red have not completed their task. Approval Groups in green have completed their task.)

Document **Tasks** Notes History Help Email Download Checkout

B. The PPM is a public document and must be made available to employees.
C. Policy sections in the PPM apply to all units under the jurisdiction of UC Davis, including UC Davis Health and all off-site locations.
D. The PPM contains policies and procedures that are, in general, useful to the entire UC Davis community. It does not include procedures that relate only to the internal operation of a particular department or activity.
E. The PPM is intended to be a current, practical, administrative guide, with both content and style determined by user needs.

Tasks

- 1 Initial Draft Creation/Review
Requires approval from any Approval Group Editing Task Due On: 05/15/2022
Your policy is due for review. Please make any updates to the draft online, using track changes. When you have completed all of the edits needed and are ready for the policy to be reviewed, click on the Approve button. Enter a summary of your changes and the individuals consulted in the comments field for submission. Contact Maria Eynon (meynon@ucdavis.edu) with questions.
Compliance & Policy/Policy Coordinator
MARIA EYNON
- 2 Policy Office Review Prior to Formal Review
- 3 Formal PPM Review
- 4 Policy Office Comment Review
- 5 Policy Owner Approval
- 6 AVC/Unit Head Approval
- 7 Final Approval

View the Approval Process steps, due date, status, and members of each task step.

- Policy Developers, Reviewers, Approvers receive an email (default weekly) with a link to pending **Tasks**. To change the frequency of notifications or to sign up for policy updates, see the process for updating **My Preferences** below.
- To take action on a task see [Policy Reviewers: Providing Policy Input](#), [Policy Approvers: Providing Final Policy Approval](#). Additional guidance, instructions and a video is available at [Help Completing a Task](#).

6. The **Notes** section below the draft document includes:

- A free-form text field to enter in messages that might be pertinent to the approval process (e.g., summary of changes, individuals consulted as part of the update, questions, etc.)
- Links to document files that have been added as part of the approval process.
- Annotations about the approval process, including who checked out the document and when, and approval/rejection notes.

Add your input or
comments in Notes

Notes

Enter a new note here:

Save Note

Document check out canceled by Maria Eynon (meynon)

— Maria Eynon (meynon) (05/01/2018 09:33:18AM PDT)

Document checked out by Maria Eynon (meynon)

— Maria Eynon (meynon) (04/19/2018 11:01:42AM PDT)

Document check out canceled by Maria Eynon (meynon)

— Maria Eynon (meynon) (04/12/2018 01:42:10PM PDT)

Document checked out by Maria Eynon (meynon)

— Maria Eynon (meynon) (04/12/2018 10:39:21AM PDT)

Revision Added: [280-10.docx](#)

— Maria Eynon (meynon) (04/04/2018 11:03:32AM PDT)

Document checked in by Maria Eynon (meynon) using Inline Editing

— Maria Eynon (meynon) (04/04/2018 11:03:32AM PDT)

Document checked out by Maria Eynon (meynon)

— Maria Eynon (meynon) (04/04/2018 11:01:37AM PDT)

Document check out canceled by Duane Lindsay (dlind)

— Duane Lindsay (dlind) (03/08/2018 03:28:17PM PST)

Document checked out by Duane Lindsay (dlind)

Download draft versions added
that include comments and
changes tracked

View approval
process activity

7. The **History** section below the draft document includes:

- A full audit history of the process.
- An option to print the history of the approval process or view drafts (revisions added).

View note and revision activity by member and date

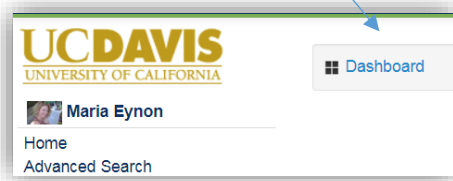
Print the audit history

History				
<input checked="" type="checkbox"/> Display Notes <input checked="" type="checkbox"/> Display Revisions <input type="checkbox"/> Display Logs				
Print History				
Type	Task	Created By	Note	Created On
Note	1	Maria Eynon (meynon)	Document check out canceled by Maria Eynon (meynon)	05/01/2018 09:33:19AM PDT
Note	1	Maria Eynon (meynon)	Document checked out by Maria Eynon (meynon)	04/19/2018 11:01:42AM PDT
Note	1	Maria Eynon (meynon)	Document check out canceled by Maria Eynon (meynon)	04/12/2018 01:42:10PM PDT
Note	1	Maria Eynon (meynon)	Document checked out by Maria Eynon (meynon)	04/12/2018 10:39:21AM PDT
Revision	1	Maria Eynon (meynon)	Revision Added: 280-10.docx	04/04/2018 11:03:32AM PDT
Note	1	Maria Eynon (meynon)	Document checked in by Maria Eynon (meynon) using Inline Editing	04/04/2018 11:03:32AM PDT
Note	1	Maria Eynon (meynon)	Document checked out by Maria Eynon (meynon)	04/04/2018 11:01:37AM PDT
Note	1	Duane Lindsay (dlind)	Document check out canceled by Duane Lindsay (dlind)	03/08/2018 03:28:17PM PST
Note	1	Duane Lindsay (dlind)	Document checked out by Duane Lindsay (dlind)	03/08/2018 03:18:43PM PST
Note	1	Duane Lindsay (dlind)	Document checked in by Duane Lindsay (dlind) using Inline Editing	03/08/2018 03:18:16PM PST
Revision	1	Duane Lindsay (dlind)	Revision Added: 280-10.docx	03/08/2018 03:18:16PM PST
Note	1	Duane Lindsay (dlind)	Hello	03/08/2018 03:15:17PM PST
Note	1	Duane Lindsay (dlind)	Document checked out by Duane Lindsay (dlind)	03/08/2018 03:08:22PM PST
Note	1	Maria Eynon (meynon)	Made edits and comments for testing purposes.	03/08/2018 02:38:06PM PST

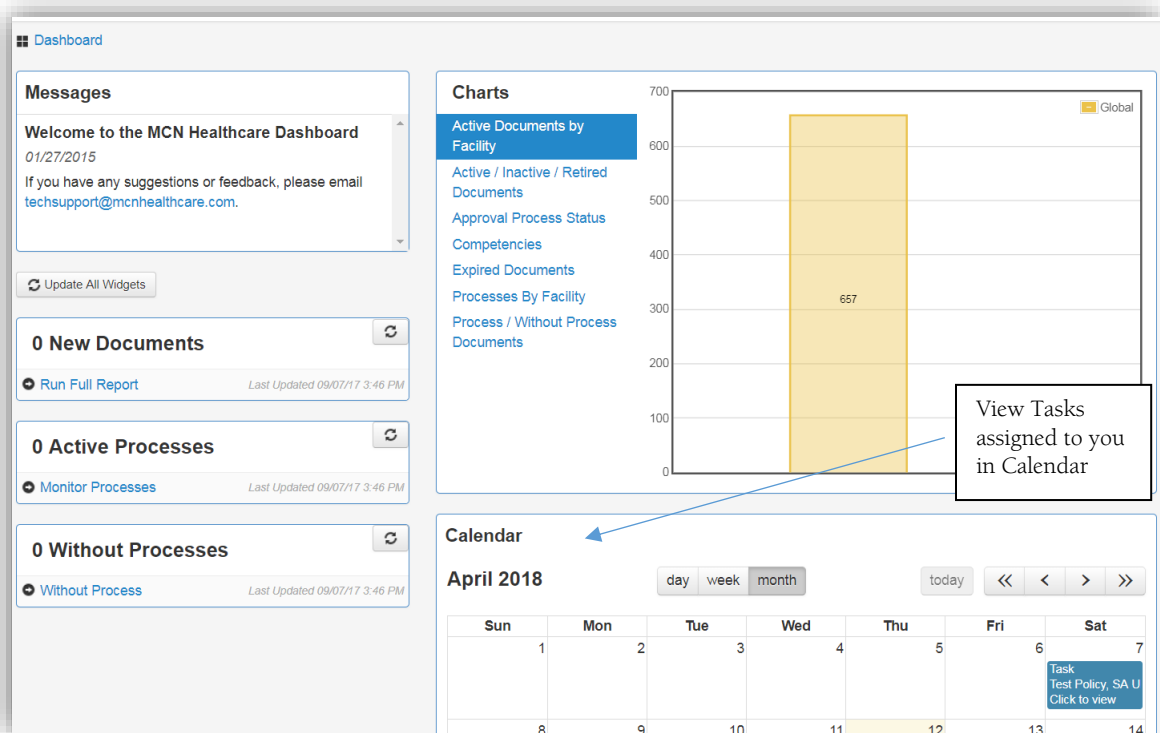
Download draft versions added

- The Policy Office is the last approver in the workflow and conducts a quality check, or makes any necessary edits based on Approver input prior policy publication.
- Upon publication of the approved policy, the old revision of the policy and full review/approval history is archived automatically.
- The full audit history is accessible by the Policy Office for future reference.

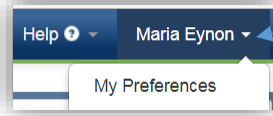
8. Access the User specific **Dashboard** from the homepage and includes a calendar that includes assigned **Tasks** by date.



- The following information is included:
 - Messages from the vendor.
 - Number of New, Active or Documents Without Processes.
 - Charts.
 - User specific calendar with tasks.



9. Go to **My Preferences** from the homepage to edit preferences, frequency of task notifications, and sign up for policy updates.
 - Edit Email Options, select the drop down menu or arrow next to your name on the upper right corner of the screen, select **My Preferences**.

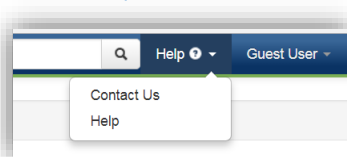


- Edit **Email Options**, as necessary, select save.

A screenshot of the 'Email Options' form. It has a title 'Email Options:' followed by four rows of checkboxes. The first row is 'Send daily task summary email' with an unchecked checkbox. The second row is 'Send weekly task reminder email' with a checked checkbox. The third row is 'Notify when tasks have been updated' with an unchecked checkbox. The fourth row is 'Notify if new documents/revisions have been published yesterday' with a checked checkbox.

Need Additional Assistance?

1. Use the **Help** menu at the top of the homepage to contact the vendor MCN Healthcare to access general information about navigating the site, provide feedback or for technical support. These tools are not used for general support or to provide policy related feedback.



- Select **Contact Us** for technical support and feedback to the vendor.

This is the best way to contact the MCN Healthcare staff directly.
Logging problems through this form allows us to work quickly and efficiently to answer questions or resolve issues.

[Click here](#) to visit the MCN Community

To request membership in the MCN Community, please send an email to techsupport@mcnhealthcare.com, and indicate your interest in joining the community.

You can also contact us by phone or fax:
Toll free: 800-538-6264
International: +1-303-762-0778
Fax: 303-762-0774

Feedback Type: *

Your Name: *

Subject: *

Your Email Address: *

Phone Number:

Preferred Method of Contact: ☒ By Email
☐ By Phone
☐ I do not want to receive a reply to my feedback.

Reply:

Comments: *

[Send Feedback](#)

- Select **Help** to access general information about navigating the site.

MCN Healthcare Help Section

[Search](#)

Popular Help Topics

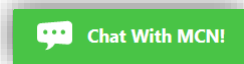
Basic Functions <ul style="list-style-type: none">• Browsing Manuals• Completing Competencies• Logging In• Searching for Documents	Document Management <ul style="list-style-type: none">• Creating and Uploading Documents• Managing Manuals and Folders• Quick Approve
Site Administration <ul style="list-style-type: none">• Assign Competencies• Backups• Departments• Email Preferences• Guest Settings• Users• User Import	Approval Process <ul style="list-style-type: none">• Approval Groups• Approval Templates• Completing A Task-- NEW Editor!
	Open Training Sessions <ul style="list-style-type: none">• Open Training Sessions Descriptions• Calendar

Can't find an answer?
Email Us
techsupport@mcnhealthcare.com
By Phone
Product and Technical Support:
Toll free: 800-538-6264
International:
+1-303-762-0778
Fax: 303-762-0774

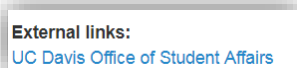
Was this information helpful?

☒ Yes ☐ No

- Use the **Chat with MCN** button at the bottom of the homepage, for technical problems/support from the vendor.

A white chat form with a green header bar that says "Now Chatting" and a downward arrow. Below the header, it says "Please let us know who you are!". There are three input fields: "Enter Your Name", "Enter Your Email", and "Enter Your Phone", each with a small circular icon to its right. At the bottom is a green button with the text "Click here to start chatting".

2. Contact the **Responsible Department** identified in the policy for questions about policy content. A link to the department website is provided at the top of each **Policy Document Page** under **External Links**.



3. Email policy@ucdavis.edu for general questions or suggestions about the administrative policy manuals, or the policy development process.