



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Laboratory and Special Fees	FD – I - b	13	03/16/2026

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
F – Students	Tuition and Fees	FD	8/26/2025

Laboratory or special fees shall be charged for each of the following courses and/or course areas in the amounts indicated:

LABORATORY FEES

Accounting – ACCT 2301, 2302.....	15.00
ACNT 1303, 1313, 1329, 1331.....	15.00
Agriculture – AGRI 1131.....	5.00
AGRI 1107, 1115, 1119, 1309, 1311, 1329, 1407, 1415, 1419, 2301, 2321.....	30.00
AGCR 1341, 2318.....	30.00
HALT 1301.....	30.00
WMGT 1323.....	30.00
Arts – ARTS 2389.....	10.00
ARTS 2348.....	15.00
ARTS 1311, 1312, 1316, 1317, 2316, 2317, 2323, 2326, 2356, 2357.....	25.00
Biology – BIOL 1408, 1409, 1411, 2401, 2402, 2404, 2420.....	15.00
BIOL 1406, 1407, 1413, 2389.....	20.00
Business – BMGT 1325.....	10.00



POFT 1301, 2312	10.00
POFT 1321	15.00

Certified Medical Assistant Program –

MDCA 1343, 1402, 1409, 1417, 1421, 1448, 1452	30.00
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Chemistry – CHEM 1405.....	25.00
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CHEM 1409, 1411, 1412, 2389.....	40.00
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CHEM 2423, 2425	60.00
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Child Development - CDEC 1313, 1317, 1319, 1321, 2322, 2324,

2341, 2364, 2386	10.00
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TECA 1303, 1311, 1318	10.00
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Computer Information Systems - ARTC 1302, 1313, 1325, 2305.....

ARTV 1351, 2301	15.00
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BCIS 1305.....	15.00
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COSC 1320, 1336, 1337, 2336	15.00
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GRPH 1359.....	15.00
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IMED 1316, 1345, 1366, 2309, 2315, 2388.....	15.00
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ITCC 1314, 1340, 1344, 2320.....	15.00
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ITNW 1320, 1354, 1358, 2327, 2338.....	15.00
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ITSC 1305, 1309, 1325, 1391, 2325, 2339, 2386	15.00
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ITSE 1302, 1311, 1391, 2302, 2309, 2359.....	15.00
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ITSW 1301, 1307, 2386.....	15.00
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ITSY 1342, 2341, 2342, 2359, 2386	15.00
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POFI 1204, 2340.....	15.00
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Cosmetology – CSME 1348, 1354, 1405, 1410, 1420, 1445, 1521, 1547, 2337, 2401, 2439, 2431, 2443, 2531, 2541	12.00
Criminal Justice – CJSA 1308, 2471.....	20.00
CJSA 1372	30.00
Engineering – ENGR 2106	10.00
ENGR 1304, 2105, 2304, 2405, 2406.....	15.00
ENGR 1307.....	25.00
Environmental Science - ENVR 1101, 1102, 1401, 1402.....	15.00
Fire Academy – FIRS 1103	25.00
Geology – GEOL 1101, 1401, 1403, 1404.....	15.00
GEOL 2389.....	20.00
Health Information Technology – HITT 1301, 1311, 1313, 1341, 2330, 2335, 2346.....	20.00
ITSC 1315.....	15.00
ITSW 1304	15.00
Health and Physical Education - KINE 1103, 1104, 1106, 1108, 1109, 1110, 1111, 1112, 1114, 1115, 1116, 1117, 1119 1120, , 1124, 1125, 1130, 1131, 1135, 1136, 1137, 1138, 1139, 1141, 1142, 1143, 1144, 1150, 2109, 2110, 2111, 2112, 2135, 2144.....	5.00
KINE 1113	7.00



KINE 1146, 1148.....	10.00
KINE 1147, 2156.....	15.00
KINE 2113, 2114, 2123, 2124, 2356.....	17.00
KINE 1306	40.00
Integrated Reading/Writing – BASI 0100	10.00
Interpreter Training – SGNL 1401, 1402, 2301, 2302	10.00
SLNG 1211, 1215, 1291, 2331, 2334, 2401, 2402	10.00
Math – BASM 0100.....	10.00
MATH 0307, 0308, 0311, 1314, 1316, 1324, 1325, 1332, 1342, 1350, 1351, 1414, 2305, 2318, 2320, 2412, 2413, 2414, 2415	15.00
Medical Laboratory Technician - MLAB 1211, 1227, 1235.....	50.00
MLAB 1415	60.00
MLAB 2401, 2534.....	70.00
MLAB 2431 (Blood Bank)	100.00
PLAB 1323.....	50.00
Music Industry Careers – MUSC 1331	20.00
MUSP 1113, 1114	10.00
MUSP 1143, 2103	20.00
Music, Transfer - MUSI 1181, 1182, 2181, 2182.....	20.00



Non-Course Based Instruction – NCBI 0100	10.00
Nursing Simulation Lab RNSG 1324, 1430, 1533, 1538, 2539	98.00
RNSG 2360, 2362, 2363	121.00
VNSG 1260, 1261, 1262, 1263.....	50.00
VNSG 1360.....	98.00
RNSG 1161 (Student Badges).....	3.00
RNSG 1163 (Student Badges).....	3.00
Nursing Skills Lab - RNSG 1538.....	35.00
RNSG 2539.....	50.00
RNSG 1533.....	60.00
RNSG 1118.....	277.00
RNSG 1216.....	550.00
VNSG 1360 (Student Badges)	3.00
VNSG 1260, 1261.....	30.00
VNSG 1423 (Skills Supplies)	60.00
VNSG 1423 (Skills Bags)	181.00
Occupational Therapy Assistant - OTHA 1309	15.00
OTHA 1305.....	25.00
OTHA 1341.....	30.00
OTHA 1315.....	50.00
OTHA 1319.....	65.00
Paralegal – LGLA 1353, 2333	15.00
Paramedicine – EMSP 1438, 1455, 1456, 1501, 2164, 2237, 2268, 2430, 2434, 2444.....	25.00
EMSP 2243	30.00
EMSP 2306	50.00



EMSP 2137	60.00
Physical Therapist Assistant – PTHA 2301, 2431, 2435.....	10.00
PTHA 1409, 1413, 1431, 2409	15.00
Physics – PHYS 1401, 1402, 1403, 1404, 1405, 1407, 2425, 2426.....	10.00
PHYS 2389.....	20.00
Radiologic Technology – RADR 1311, 2301	20.00
RADR 2305 (Fall Course)	20.00
RADR 2331 (Spring Course).....	20.00
Respiratory Care Technology – RSPT 1410, 1411, 2230, 2414.....	25.00
Surgical Technology – SRGT 1441, 1442	25.00
SRGT 1405, 1409, 1660	45.00
SRGT 1409 (Skills Kits).....	125.00
SRGT 1409 (Periop Sim).....	137.50
SRGT 1405 (Board Vitals)	85.00
Veterinary Technology – VTHT 1217	20.00
VTHT 2201	25.00
VTHT 1249, 1291, 2321.....	30.00
VTHT 2166	40.00
VTHT 2213, 2325	50.00
VTHT 1245	53.00
VTHT 1301, 2205	75.00
VTHT 2223, 2331	150.00
VTHT 1341, 1413, 2439.....	175.00



SPECIAL FEES

Accounting – ACNT 1347, 2331.....	75.00
Arts – ARTS 2323, 2346, 2347	75.00
Business – BMGT 1344.....	20.00
Certified Medical Assistant Program – MDCA 1160, 1161	
(Insurance and Name Badge) (Spring and Summer 2026 Terms)	16.00
MDCA 1160, 1161 (Insurance and Name Badge) (Effective Fall 2026 Term)	24.00
MDCA 1421, 1452 (Complio Immunization Tracking)	25.00
MDCA 1160, 1421, 1448, 1452 (Evaluate Clinical Tracking)	65.00
MDCA 1154 (CCMA National Certification Exam)	165.00
Child Development –	
CDEC 1381, 2364 (Insurance) (Spring and Summer 2026 Terms).....	13.00
CDEC 1381, 2364 (Insurance) (Effective Fall 2026 Term)	20.00
Computer Information Systems – GAME 1303.....	
IMED 1345 (Software).....	100.00
ITSY 1342, 2341, 2342, 2359.....	45.00
ITNW 1358, 2327.....	175.00
Cosmetology –	
CSME 1405, 1420, 2431, 2541, 2531 (Liability Insurance) (Spring and Summer 2026 Terms)	13.00
CSME 1405, 1420, 2431, 2541, 2531 (Liability Insurance) (Effective Fall 2026 Term)	20.00
CSME 1405, 1420 (State Mandated Student Permit)	25.00
CSME 2431, 2531, 2541(State License Exam).....	126.00
CSME 1420.....	400.00
CSME 1405, 2541 (Supplies)	600.00



CSME 2431, 2531 (Supplies).....	550.00
Criminal Justice – CJSA 2389	13.00
Education –	
EDUC 1301, 2301 (Insurance) (Spring and Summer 2026 Terms).....	13.00
EDUC 1301, 2301 (Insurance) (Effective Fall 2026 Term).....	20.00
Fire Academy – FIRS 1301, 1313, 1319, 1323, 1329, 1407, 1433.....	100.00
Health Information Technology –	
HITT 2261 (Insurance and Name Badge) (Spring and Summer 2026 Terms)	16.00
HITT 2261 (Insurance and Name Badge) (Effective Fall 2026 Term).....	24.00
HITT 2145 (CCA Exam).....	299.00
HITT 1353 (AHIMA Membership)	49.00
HITT 2149 (RHIT Exam – AHIMA Members)	229.00
Health and Physical Education – KINE 1121, 1129	40.00
Hospitality –HAMG 2301 (ExPrep Lab).....	40.00
HAMG 2337 (First Aid Training).....	70.00
HAMG 1321 (AHLEI Certified Guess Service Prof Certification)	65.00
Interpreter Training –	
SLNG 2266, 2267, 2488 (Insurance Fee) (Spring and Summer 2026 Terms)	13.00
SLNG 2266, 2267, 2488 (Insurance Fee) (Effective Fall 2026 Term)	20.00
Long Term Care Administration –	
LTCA 2489, 2689 (Insurance) (Spring and Summer 2026 Terms)	13.00
LTCA 2489, 2689 (Insurance) (Effective Fall 2026 Term).....	20.00
Medical Laboratory Technology –	
MLAB 1167 (Insurance/Badge) (Spring and Summer 2026 Terms).....	16.00
MLAB 1167 (Insurance/Badge) (Effective Fall 2026 Terms)	24.00



MLAB 1167 (Complio Immunization Tracking)	25.00
MLAB 1167 (Lab CE Simulation).....	130.00
MLAB 2265, 2266 (Lab CE Simulation)	100.00
MLAB 1167, 2265, 2266 (EValue Clinical Tracking)	65.00
MLAB 2232 (Exam Simulator)	70.00
MLAB 2232 (Certification Exam)	225.00
PLAB 1260 (Insurance/Badge) (Spring and Summer 2026 Terms)	16.00
PLAB 1260 (Insurance/Badge) (Effective Fall 2026 Term)	24.00
PLAB 1260 (Complio Immunization Tracking).....	25.00
PLAB 1260 (Certification Exam)	135.00
Mental Health – DAAC 2266 (Insurance) (Spring and Summer 2026 Terms).....	13.00
DAAC 2266 (Insurance) (Effective Fall 2026 Term)	20.00
SOCW 2389	13.00
PMHS 1267, 2266 (Insurance) (Spring and Summer 2026 Terms)	13.00
PMHS 1267, 2266 (Insurance) (Effective Fall 2026 Term)	20.00
Music Industry Careers – MUSC 1327, 2427	75.00
MUSC 2286	175.00
MUSP (Commercial Music Applied Lessons) 1101, 1103, 1104, 1105, 1110, 1111, 1115, 1117, 1123, 1127, 2130, 2133, 2135, 2141, 2143, 2147, 2149, 2159	180.00
Music, Transfer – MUAP 1100 Level.....	90.00
MUAP 1200 Level	180.00
MUSI 1157 (New York Trip) (\$300 non-refundable fee).....	2,200.00
Nursing - VNSG 1423 (Complio Immunization Tracking)	25.00
RNSG 1161, 1163, 2362, 2363, 2360 (eValue Tracking).....	78.00
Nursing Insurance -	
RNSG 1161, 1163, 2161, 2360, 2362, 2363	4.00



RNSG 1161, 1163, 2161, 2360, 2362, 2363 (Complio Immunization Tracking)	13.00
VNSG 1260, 1261, 1262, 1263, 1360	4.00

Nursing Testing –

RNSG 1324, 1430, 1533, 1538, 2539 (Examsoft)	38.00
Computerized Nursing Program for Enhancement and Testing -	
RNSG 1324, 1533, 1538, 2539 (HESI Testing and Evolve @360 Solutions)	573.00
RNSG 1430 (HESI Testing and Evolve @360 Solutions)	926.00
VNSG 1327 (HESI Testing and Evolve @360 Solutions)	900.00
VNSG 1327, 1334, 1509 (Examsoft)	38.00
VNSG 1330 (HESI Testing and Evolve @360 Solutions) (Summer 2026 only)	245.00
VNSG 1334 (HESI/Elsevier Testing and Remediation)	245.00
VNSG 1509 (HESI Testing and Evolve @360 Solutions) (effective Fall 2026)	550.00

Occupational Therapy Assistant -

OTHA 1162 (Insurance/Fieldwork Form) (Spring and Summer 2026 Terms)	15.00
OTHA 1162 (Insurance/Fieldwork Form) (Effective Fall 2026 Term)	20.00
OTHA 2266 (Insurance/Fieldwork Form) (Spring and Summer 2026 Terms)	16.00
OTHA 2266 (Insurance/Fieldwork Form) (Effective Fall 2026 Term)	20.00
OTHA 1161 (Insurance/Badge/Fieldwork Performance Eval) (Spring and Summer 2026 Terms)	20.00
OTHA 1161 (Insurance/Badge/Fieldwork Performance Eval) (Effective Fall 2026 Term)	24.00
OTHA 1161, 1162 (Complio Immunization Tracking)	25.00
OTHA 1162 (Background/Drug Screen – Second Year Students)	85.00
OTHA 2230 (AOTA NBCOT Exam Prep)	100.00
OTHA 1305 (AOTA/TOTA Student Membership)	250.00

Paralegal –

LGLA 1301, 1345, 1353, 1391, 2333 (Westlaw)	50.00
LGLA 2333 (NALS ALP Exam)	90.00



Paramedicine –

EMSP 1160, 1161, 2162, 2164, 2243, 2306, 2268 (Insurance) (Spring and Summer 2026 Terms)	13.00
EMSP 1160, 1161, 2162, 2164, 2243, 2306, 2268 (Insurance) (Effective Fall 2026 Term)	20.00
EMSP 2444 (Supplies)	26.00
EMSP 2305, 2430 (Supplies)	30.00
EMSP 2306 (Supplies)	40.00
EMSP 2268 (Shirts and Patches)	60.00
EMSP 1160 (National Registry Cognitive Exam Fee)	104.00
EMSP 2434(Shirts and Patches)	104.00
EMSP 1161 (National Registry Cognitive Exam Fee)	159.00
EMSP 2243 (National Registry Cognitive Exam Fee)	175.00
EMSP 1456 (Field Trip, Procedural Anatomy)	345.00
EMSP 1501 (Uniforms, Supplies, EMS Testing, Complio Immunization Tracking, FISDAP)	282.00
EMSP 1438 (Uniforms, Supplies, EMS Testing, Complio Immunization Tracking, FISDAP)	347.00

Physical Therapist Assistant – PTHA 2362 (Insurance)	13.00
PTHA 1361 (Insurance/Badge) (Spring and Summer 2026 Terms)	16.00
PTHA 1361 (Insurance/Badge) (Effective Fall 2026)	24.00
PTHA 1361, 1409 (Complio Immunization Tracking)	25.00
PTHA 2301 (Lab Tools Kit)	45.00
PTHA 2409 (MACS Clinical Education Manual)	20.00
PTHA 1361 (O’Sullivan Exam Prep)	75.00
PTHA 2217 (PEAT)	80.00

Radiologic Technology –

CTMT 2460 (Insurance/Badge) (Spring and Summer 2026 Terms)	16.00
CTMT 2460 (Insurance/Badge) (Effective Fall 2026 Term)	24.00
CTMT 2460 (Dosimeter)	35.00
CTMT 2460 (Complio Immunization Tracking)	25.00
CTMT 2460 (EValue Clinical Tracking)	65.00



RADR 2266 (Insurance)	13.00
RADR 1260 (Insurance/Badge) (Spring and Summer 2026 Terms).....	16.00
RADR 1260 (Insurance/Badge) (Effective Fall 2026 Term)	24.00
RADR 1260, 1261, 1460, 2266, 2267, 2360 (Dosimeter).....	35.00
RADR 1260, 2266 (Complio Immunization Tracking)	25.00
RADR 1260 (Letter Markers).....	42.00
RADR 2266 (Castlebranch Drug Screening).....	45.00
RADR 1260, 1261, 2266, 2267 (EValue Clinical Tracking)	65.00
RADR 2235 (Practice Test and Exit Exam).....	90.00
RADR 2266 (Rad Review Exam)	100.00
RADR 1260 (Rad Tech Bootcamp Subscription).....	260.00
Respiratory Care Technology – RSPT 1267 (Insurance).....	13.00
RSPT 1266 (CPR Cards).....	3.00
RSPT 1266 (Insurance/Badge) (Spring and Summer 2026 Terms)	16.00
RSPT 1266 (Insurance/Badge) (Effective Fall 2026 Term)	24.00
RSPT 1266 (Resp Simulation Student License Workbook) (Spring and Summer 2026 Terms)	20.00
RSPT 1266 (Resp Simulation Student License Workbook) (Fee Removed Effective Fall 2026 Term).....	00.00
RSPT 1266, 1267 (Complio Immunization Tracking)	25.00
RSPT 1267 (Lindsey Jones TMC & Clin Sim).....	70.00
RSPT 2230 (Testing) (Spring and Summer 2026 Terms).....	120.00
RSPT 2230 (Testing) (Effective Fall 2026 Term)	100.00
RSPT 1266, 1267 (EValue Clinical Tracking).....	130.00
RSPT 2266 (NBRC TMC Examination Voucher) (Spring and Summer 2026 Terms)	190.00
RSPT 2266 (NBRC Respiratory Therapy Examination Voucher) (Effective Fall 2026).....	360.00
RSPT 2266 (NBRC Clinical Simulation Examination Voucher) (Spring and Summer 2026 Terms)	200.00
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RSPT 2266 (NBRC Clinical Simulation Examination Voucher) (Fee Removed Effective Fall 2026 Term).....	00.00
RSPT 2266 (Exam Review and Manual).....	295.00



Surgical Technology –

SRGT 1660 (Insurance/Badge) (Spring and Summer 2026 Terms)	16.00
SRGT 1660 (Insurance/Badge) (Effective Fall 2026 Term)	24.00
SRGT 1409 (Complio Immunization Tracking)	25.00
SRGT 1391 (Practice Exam)	45.00
SRGT 1391 (Hesi Exit Exam)	64.00
SRGT 1660, 2660 (EValue Clinical Tracking)	83.00
SRGT 1405, 1441 (CST Certification Testing Fees) (Spring and Summer 2026 Terms)	125.00
SRGT 1405, 1441 (CST Certification Testing Fees) (Effective Fall 2026 Term)	130.00

Theatre – DRAM 1310, 2362 (New York Trip) (\$300 non-refundable fee)..... 2,200.00

Veterinary Technology –

VTHT 1166 (Insurance and Badge) (Spring and Summer 2026 Terms)	16.00
VTHT 1166 (Insurance and Badge) (Effective Fall 2026 Term)	24.00
VTHT 1245, 2439 (Dosimeter)	35.00
VTHT 1301, 1341 (Essential Skills Tracking)	100.00
VTHT 1301 (Rabies pre-exposure vaccine)	500.00
VTHT 2166 (Insurance)	13.00
VTHT 2439 (Pre-Testing Review)	200.00
VTHT 2223, 1291 (Rabies pre-exposure vaccine #2)	500.00