Grad Status
Waiver Request System
Instructions for Departmental Users
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Important Keys

The purpose of this document is to provide Grad Status users with instructions for submitting tuition waivers and navigating the environment. Please follow the instructions to become familiar with the process.

The pictograms below are used throughout this workbook to underline points or essential notions.

<table>
<thead>
<tr>
<th></th>
<th>Important information</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Info icon]</td>
<td>Good to know</td>
</tr>
<tr>
<td>![Warning icon]</td>
<td>Risk</td>
</tr>
<tr>
<td>![Exclamation icon]</td>
<td>Action to be avoided</td>
</tr>
</tbody>
</table>

If you need more help or have questions, please contact the Graduate School Business Office at gradfinance@uga.edu.
Accessing the Waiver Request System

To access Grad Status, the waiver request system, go to [https://gradstatus.uga.edu](https://gradstatus.uga.edu).

1. Click on the Log In button to enter the site. You will be redirected to UGA’s Central Authentication Service (CAS) website to enter your MyID credentials.

Central Authentication Service (CAS) Login

2. At this point, enter your UGA MyID and password.

You must be logged into the Cisco AnyConnect Secure Mobility Client to access Grad Status.
Accessing the Waiver Request Form

1. After CAS authentication, the application will redirect to the Grad Status portal.

2. Click on the **Forms** tab and then click on the **Waiver Request (G104)** or **G104** link. The arrows below show the two locations where you can find the links on the Forms page.
2.1. Two tabs are available on the Forms page (Form and Submitted Requests) (see highlighted sections below).

2.1.1. By default, you will start on the Form tab. Use this tab to enter tuition waiver requests.

2.1.2. This page has links to instructions for adding chartstrings and the policy waiver exception requests.

Forms Tab
Entering Waiver Request Information

1.1. Fill in each text box with the student’s name and UGA ID.
1.2. Select the appropriate Department, Residency, Term, Attribute, and Assistantship Type from the drop-down boxes on the form.
1.3. Select the option for adding a tuition waiver or to remove a tuition waiver.
If submitting a new waiver request, select “Add.” If you are trying to remove a previously submitted and processed waiver, choose “Remove.” See below for significant sections of the tuition waiver form.

1. Useful instructions are shown on the form. Please note that this section is updated as we get more user feedback and questions.
2. REQUIRED. A student's name must follow the specified format (Last, First Middle; note that a comma must separate the last name and the middle name is optional). The student's name is validated against the Student Information System (SIS). So, the name must be official.
3. REQUIRED. UGA ID of a student must match the student’s UGA ID in SIS.
4. REQUIRED. Select the department to which you want to submit your request. For most users, the department field will be preselected (most users are assigned to one department only).
5. REQUIRED. For each waiver request, you must specify the student’s residency. Options include Georgia Residency, Non-Georgia Resident, International, and Undeclared.
6. REQUIRED. For each waiver request, a term must be specified.
7. REQUIRED. Please refer to the “how to include chartstrings” link for detailed
information about each available attribute. It is essential to use the correct attribute.

8. REQUIRED. Enter the type of assistantship the student will have: Graduate Assistant (GA), Graduate Laboratory Assistant (GLA), Graduate Research Assistant (GRA), or Graduate Teaching Assistant (GTA). It is important to use the right type. If you need to update the Assistantship Type, you must remove the waiver and re-submit with the correct type selected.

9. REQUIRED. Every attribute is either added or removed. Please specify what action must be performed on the requested waiver attribute record. It is essential to set this parameter correctly per each record on the form.

10. REQUIRED. During the Fall and Spring semesters, chartstring information must be specified.

⚠️ Do not use the Undeclared Residency option.

See below for an example of a filled-in form.

1.4. Use to add new rows to the form to allow entering multiple waiver requests at one time. Another set of blocks should appear (see below).
1.4.1. If you need to remove any created row, use the **Delete** button.

⚠️ If you have a blank or incomplete row, you won’t be able to submit the form. All fields and all rows of the form must be filled in.

ℹ️ During the Fall and Spring semesters, departments must enter chartstring information that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistants that enroll in the plan. During the Summer, this option will not be available. See the image below for an example of what the G104 Form looks like for a Summer tuition waiver request. Notice that the chartstring section is not available.
Submitting A Request

1. Once you complete all your changes and are ready to submit, click the button.
   1.1. Once the request is successfully processed, the system will display a notification in a green popup.

![Last, First: A new waiver request has been successfully submitted.]

⚠️ It is possible to get a red popup indicating an error message. The system does a lot of validation and business rule checks before a waiver request is saved. There are several different error messages that you might receive back (see samples below). Most error messages should be easy to understand and to fix by correcting the data on the form. Please get in touch with the Graduate School Business Office regarding any error you might get during your submission process that you cannot resolve.

- At least one chartering must be specified.
- Student name does not match the name found in the Student Information System.
- RIAS requires valid and enabled ProjectID but PROJECT0001111 invalid or disabled.

Graduate Tuition Return Incentive Program (GTRIP) Waivers

The G104 form changes slightly when entering a GTRIP Waiver (see below).

![Please enter the appropriate payroll account chartering(s) that will be charged for the UGA subsidized portion of the Mandatory Student Health Insurance Plan for any qualified graduate assistant that enrol in the plan. If designating more than one chartering, please indicate the percentage to be charged to that account.]

1. Besides the usual entries (e.g., Name, UGA ID, etc.), you must enter the Project ID of the sponsored project.
If you receive an error message that states, “RIAS or RIAT requires valid and enabled Project ID but Project ID invalid or disable,” contact the Graduate School Business Office.

**Reviewing & Tracking Requests**

**Submitted Requests Tab**

On the **Submitted Requests** tab, you can monitor all previously submitted requests for your department. The system allows searching for specific students by UGA ID, Name, Term, Attribute, or All Tasks (Add or Remove).

The following sections will detail important areas of the Submitted Requests section.

**Request Details**

To view details on a specific request, click on the button. See below for significant sections of the detailed view.
1. This section displays the current status of the record. The possible statutes are:

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>The request has been processed successfully and is complete.</td>
</tr>
<tr>
<td>Pending</td>
<td>This status is assigned when a waiver request is initially submitted.</td>
</tr>
<tr>
<td>Attribute Processed</td>
<td>This status is assigned when the Registrar's Office has entered the requested attribute.</td>
</tr>
<tr>
<td>Exemption Processed</td>
<td>This status is assigned when the Graduate School office has entered a waiver exemption.</td>
</tr>
</tbody>
</table>

2. This field displays the submission date/time and the requester's name.
3. The “Batch” field is populated when the record is sent to the Registrar’s Office for processing.
4. The “Attribute” field is populated when the Registrar’s Office processes the record by adding/removing a requested waiver attribute and the Graduate School validates the result.
5. The “Exemption” field is populated when a corresponding exemption code is updated for the requested waiver attribute. The Graduate School Business Office performs this action.
6. The “Complete” field is populated when the waiver has been successfully processed.

Related Waiver Requests

To view related information about a specific request, click on the Related button. The Related Waiver Requests window opens and displays other waivers the student has had with the option
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to see more detailed information through the button.

To view chartstring information about a specific request, click on . The Waiver Request Chartstring window opens and displays detailed chartstring information. Users can modify chartstring details on this screen.

Policy Waiver Request

Click on the button to view and request an exception to the tuition policy. The Policy Waivers window opens and displays the tuition waiver policy exemption form.

1. Read the Policy Waivers terms. If you agree to the term, select the $I\text{\textit{Agree}}$ button.
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1. Enter the student’s degree completion date in the field.
2. Enter the detailed justification for why the student needs an exception to the tuition waiver policy in the text box.
3. Attach any supporting documentation in the box.
4. When you’re done, click Submit.

The policy waiver form can only be submitted by the person who requested the tuition waiver for the student.

Deleting Waiver Request

Deleting Waiver Request That Has Not Been Completed

A pending waiver request can be deleted if the request has not been sent to the Registrar’s Office for processing. If a waiver request can be deleted, the delete button is shown.
To delete the record, click the deletion button and confirm your deletion (see below).

Deleting A Waiver Request That Has Been Completed

To delete already completed tuition waivers, you must submit a Removal request for the waiver.

The following sections detail how to submit a removal request for a completed tuition waiver request.

See below for an example of a completed request on the Submitted Requests tab.
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To delete the completed request:

1.1. Fill in each text box with the student’s name and UGA ID.
1.2. Select the appropriate Department, Residency, Term, Attribute, and Assistantship Type from the drop-down boxes on the form.
1.3. Select the remove option to remove the tuition waiver.

Once the removal request has been completed, you should see a Remove entry for the student on your Submitted Requests tab with a Completed status.

Requesting Access to Grad Status

If the Waiver Request is not listed in your options, complete the GradStatus Access Request Form. You will need your UGA MyID, 81X Number, and a list of departments will access in GradStatus.

⚠️ Departments in Grad Status are different from the Department ID in the OneSource system. To process your request promptly, please use the UGA department name.