Table of Contents

Requesting Access to GradStatus ................................................................. 3
Important Keys .......................................................................................... 4
Accessing the Waiver Request System ....................................................... 5
   Central Authentication Service (CAS) Login ........................................... 5
Accessing the Waiver Request Form .......................................................... 6
   Form Tab ............................................................................................... 9
      Entering Waiver Request Information ............................................... 9
Submitting an Initial G104 Request ............................................................ 18
   Graduate Tuition Return Incentive Program (GTRIP) Waivers ............. 20
Reviewing & Tracking Requests ............................................................... 21
   Submitted Requests Tab .......................................................... 21
      Request Details .............................................................................. 22
      Related Waiver Requests .............................................................. 24
      Policy Waiver Request ................................................................ 24
      Waiver Request Research Percentages View .................................. 26
      Editing Research Percentages Amount .......................................... 28
      Deleting Waiver Request That Has Not Been Completed .................. 31
      Deleting a Waiver Request That Has Been Completed ..................... 32
Appendix A. List of Figures .................................................................. 35
Requesting Access to GradStatus

Go to [GradStatus Access Request Form](#) to request access to the G104 Form in GradStatus.

![View of the GradStatus Access Request Form](image)

*Figure 1 - View of the GradStatus Access Request Form*
Important Keys

The purpose of this document is to provide GradStatus 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 key points or essential notions.

<table>
<thead>
<tr>
<th></th>
<th>Important information</th>
</tr>
</thead>
<tbody>
<tr>
<td>☰</td>
<td>Good to know</td>
</tr>
<tr>
<td>⚠</td>
<td>Risk</td>
</tr>
<tr>
<td>⚰</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 GradStatus, the waiver request system, go to 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

Figure 2 - Sample CAS Login Screen

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

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

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

2. Click on the Forms tab and then click on the Waiver Request (G104) or G104 link. The arrows below in Figure 4 show the two locations where you can find the links on the Forms page.
2.1. Two tabs are available on the G104 Waiver Request page (Form and Submitted Requests) (see the highlighted sections in Figure 5).
2.1.1. By default, you will start on the `Form` tab. Use this tab to enter tuition waiver requests.

This page includes access to instructions for adding chartstrings, requesting policy waiver exception requests, and a copy of this document.
Form Tab

Entering Waiver Request Information

1.1. Select the Add option for adding a tuition waiver, Remove to remove a tuition waiver, and Replace to change attribute types.
1.2. Fill in each text box with the student’s name and UGA ID.
1.3. Select the appropriate Department, Residency, Term, Attribute, and Assistantship Type from the drop-down boxes on the form.
1.4. If the student is working on a sponsored project and teaching, enter the percentage of time that will be spent on research.
1.5. During the Fall and Spring semesters, enter chartstring information.
If submitting a new waiver request, select “Add.” If you are trying to remove a previously submitted and processed waiver, choose “Remove.” Users can now select “Replace” to change a waiver code in one step rather than processing a removal transaction, then waiting, then processing a new transaction. This will also eliminate the issue of students showing a balance while waiver changes are being processed. See below for significant sections of the G104 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.** Every attribute is either added, removed, or replaced. 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.

3. **REQUIRED.** A student’s name must follow the specified format (Last, First Middle; note that a comma must separate the last and first name. The middle name is optional). The student's name is validated against the Student Information System (SIS). Therefore, the name must be official.

4. **REQUIRED.** UGA ID of a student must match the student’s UGA ID in SIS.

5. **REQUIRED.** Select the department to which you want to submit your request. For most users, the department field will be pre-selected.

6. **REQUIRED.** For each waiver request, you must specify the student’s residency. Options include Georgia Residency, Non-Georgia Resident, International, and Undeclared.

7. **REQUIRED.** For each waiver request, a term must be specified.

8. **REQUIRED.** Please refer to the “**how to include chartstrings**” link for detailed information about each available attribute or use the Help Me icon, , for a series of questions to guide you in selecting the appropriate attribute type (see Figures 14 and 15).

9. **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.

10. **REQUIRED.** For students whose assistantships are split between administration, teaching, and research. This option allows the department to enter a percentage of time that will be spent on research. See Figures 16 and 17 for an example.

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

⚠️ Do not use the Undeclared Residency option.

⚠️ If you need to update the Assistantship Type, you must remove the waiver and re-submit with the correct type selected.

See Figure 7-9 for examples of a filled-in form.
Figure 7 - Sample Add Request Filled-In Form

Figure 8 - Remove Request Filled-In Form
1.6. Use the **New form** button to add new rows to the form to allow entering multiple waiver requests at one time. Another set of blocks should appear (see Figure 10).
1.6.1. If you need to remove any created rows, 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.
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 Figure 13 for an example of what the G104 Form looks like for a Summer tuition waiver request. Notice that the chartstring section is not available.

Starting Summer 2024, users will see a new section when they enter a summer DPAS or RIAS waiver request. This section will prompt you to enter summer eligibility information on the tuition waiver request.

1. Select the Summer Eligibility condition that applies to the student’s situation. See the Instructions on how to select a summer eligibility condition for a waiver request link at the top of the G104 form for a description of each of the summer eligibility conditions.

   When choosing “Summer Semester” as the Summer Eligibility Condition, you will need to select the Assistantship Start and End Dates for the assistantship from the calendar menu that will appear in those fields.

2. Answer the, “Will a percentage of this graduate assistant’s tuition be charged a sponsored project?” question.

3. Review your responses and submit.

Figure 12 shows the Waiver Request (G104) view for a student with a summer DPAS waiver. Notice the summer eligibility condition, assistantship start, and end date information is visible.
GradStatus: Waiver Request System

Figure 12 - Summer G104 Waiver Request View

Figure 13 - Sample Summer Waiver Request Form
The attribute and assistantship types are automatically populated when selecting an option from the Help Me section. **Departments are responsible for selecting the correct waiver attribute. The waiver code should represent the position that accounts for the majority of the graduate assistant's time.**

![Figure 15 - Sample of the Help Me Select Options](image15.png)

**Figure 15 - Sample of the Help Me Select Options**

![Figure 16 - Sponsored Project Percentage Section](image16.png)

**Figure 16 - Sponsored Project Percentage Section**
Submitting an Initial G104 Request

1. Once you complete all your changes and are ready to submit, click Submit all requests.

1.1. Once the request is successfully processed, the system will display a notification in a green popup.

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 (see Figures 19 – 23). Most error messages should be easy to understand and to fix by correcting the data on the form. Please contact the Graduate School Business Office regarding any error you get during your submission process that you cannot resolve.
At least one chartstring must be specified.

**Figure 19 - Chartstring Error**

Student name does not match the name found in the Student Information System.

**Figure 20 - Student Name Error**

RIAS requires valid and enabled ProjectID but PROJXY000111111 invalid or disabled.

**Figure 21 - Invalid ProjectID Error**

*Image of a chart and form showing error messages and fields.*

**Figure 22 - Replace Waiver Request Error for Blank Current Attribute**
Graduate Tuition Return Incentive Program (GTRIP) Waivers

The G104 form changes slightly when entering a GTRIP Waiver (see Figure 24).
1. Besides the usual entries (e.g., Name, UGA ID, etc.), you must enter the Project ID of the sponsored project. If the student has teaching and research duties, fill in the percentage of research effort on sponsored projects section of the form. See Figures 15 and 16 for tips for filling in this section and Figure 17 for an example of a filled-in form.

![Figure 24 - Sample GTRIP Waiver Request](image)

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 (see Figure 21).

**Reviewing & Tracking Requests**

**Submitted Requests Tab**

On , 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.

The detail section of the Submitted Requests tab may look different if the student has a research percentage amount on a DPAS (see Figure 30).

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. Table 1 lists the possible statuses and their meaning.
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.
GradStatus: Waiver Request System

<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>

Table 1 - Waiver Request Statuses and Their Descriptions

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 to see more detailed information through the button.

![Figure 27 - Related Waiver Requests View](image)

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

![Figure 28 - Chartstring View](image)

Policy Waiver Request

Click on the Add Policy Waiver button to view and request an exception to the tuition policy. The Policy Waivers window opens and displays the tuition waiver policy exemption form.
Figure 29 - Policy Waiver Request View

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

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

Research Percentage Update

Effective Spring 2024, users can change the research percentage assigned to DPAS waivers without sending a waiver code to the Registrar’s Office.

The change will permit departmental users to change the research percentage for existing DPAS waivers from a zero to a non-zero amount or vice versa, non-zero to zero.
Users can edit the research percentage amount for DPAS waivers where the Task is set to Add. These are the only waiver types that will display the Edit Research Percentage icon, beneath the Details icon, as shown by circle (4) in Figure 30.

Waiver Request Research Percentages View

When the user clicks the Research Percentage button, the Waiver Request Research Percentages dialog box opens in a popup box (see Figure 31). There are three sections to the Waiver Request Research Percentages dialog box:

1. Displays the general submission information about the waiver.
2. Shows more detailed G104 submission information.
3. Presents the research percentage edit controls and will display any existing research percentage history.
Figure 31 shows a record without an existing research percentage value for the submission. No historical records are displayed.

Figure 32 shows the research percentage view, *Waiver Request Research Percentages*, for a record with a history of changes in research percentage values. It shows an exaggerated history of research percentage value changes entered for the two relevant terms, Fall 2023 (202308) and Spring 2024 (202402).
The history is displayed in order of the most current value (1) to the oldest value for the first term, 202308, followed by the current value (2) to the oldest value for the second term, 202402, but only if there is a second term.

Editing Research Percentages Amount

To add the new research percentage value, select the appropriate term from the dropdown box (1) shown in Figure 33. Then, enter a proper percentage value in the Research % box (2) before clicking the Save button (4).
If any research percentage values have previously been submitted through this edit dialog or with the original waiver submission, the sponsoring Project Id (3) will be displayed, as shown above.

An existing sponsoring Project Id cannot be edited.

If no previous research percentages have been added, the Project Id field will be a blank input box (1), as shown in Figure 34, that must be populated with a valid (and active) Project Id before saving.

Research Percentage values will also be displayed in the Waiver Request (G104) view, as shown in Figure 35.
**GradStatus: Waiver Request System**

![Image of Waiver Request System](image_url)

**Figure 35 - Research Percentage G104 View**

<table>
<thead>
<tr>
<th>Term</th>
<th>%</th>
<th>Created At</th>
<th>Created By</th>
<th>Current/Previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>202308</td>
<td>25%</td>
<td>2/23/2024 10:02:24 AM</td>
<td>Three Third</td>
<td>Current</td>
</tr>
<tr>
<td>202308</td>
<td>45%</td>
<td>2/23/2024 9:40:59 AM</td>
<td>Three Third</td>
<td>Previous</td>
</tr>
<tr>
<td>202402</td>
<td>55%</td>
<td>2/23/2024 9:51:08 AM</td>
<td>Three Third</td>
<td>Current</td>
</tr>
<tr>
<td>202402</td>
<td>0%</td>
<td>2/23/2024 9:29:46 AM</td>
<td>Frank Rolinson</td>
<td>Previous</td>
</tr>
<tr>
<td>202402</td>
<td>35%</td>
<td>2/23/2024 9:11:01 AM</td>
<td>Frank Rolinson</td>
<td>Previous</td>
</tr>
</tbody>
</table>

**Chartstrings**

<table>
<thead>
<tr>
<th>Account</th>
<th>FY</th>
<th>Fund</th>
<th>Program</th>
<th>Department</th>
<th>Class</th>
<th>OprUnit</th>
<th>Project ID</th>
<th>BusUnit</th>
<th>Activity</th>
<th>Chartfield</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>553140</td>
<td>2024</td>
<td>10500</td>
<td>11100</td>
<td>196109010</td>
<td>11900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Exported: Not yet - Status: Pending**

**Progress**

- Submit
- Batch
- Attribute
- Exemption
- Complete

Waiting... Waiting... Waiting... Waiting... Waiting...
Please note that users will receive an error message when they exceed the maximum permitted research percentage (see Figure 36).

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).

![Image](image_url)

**Figure 38 - Deleting a Waiver Request Confirmation Pop-Up**

⚠️ To delete records sent to the Registrar's Office, you must wait for the current waiver to finish processing and submit a Removal request for the waiver.

**Deleting a Waiver Request That Has Been Completed**

To delete 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 Figure 39 for an example of a completed request on the Submitted Requests tab.

![Image](image_url)

**Figure 39 - Completed Requests View**
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.

Figure 40 - Removing a Waiver Request
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.

*Figure 41 - View of Removed Waiver Request*
Appendix A. List of Figures

Figure 1 - View of the GradStatus Access Request Form .............................................................. 3
Figure 2 - Sample CAS Login Screen .......................................................................................... 5
Figure 3 - GradStatus Login Screen ........................................................................................... 6
Figure 4 - GradStatus Forms Page .............................................................................................. 7
Figure 5 – G104 Waiver Requests Page ...................................................................................... 8
Figure 6 - Elements of the G104 Form Page ........................................................................... 10
Figure 7 - Sample Add Request Filled-In Form ...................................................................... 12
Figure 8 - Remove Request Filled-In Form ............................................................................. 12
Figure 9 - Sample Replace Request Filled-In Form ................................................................ 13
Figure 10 - G104 Form with Multiple Submissions ................................................................. 14
Figure 11 - Sample Summer DPAS Submission Request ......................................................... 15
Figure 12 - Summer G104 Waiver Request View ................................................................... 16
Figure 13 - Sample Summer Waiver Request Form ................................................................. 16
Figure 14 - Help Me Section for Selecting the Correct Attribute Type ................................... 17
Figure 15 - Sample of the Help Me Select Options ................................................................. 17
Figure 16 - Sponsored Project Percentage Section ................................................................. 17
Figure 17 - Sample Percentage Time Waiver Request .............................................................. 18
Figure 18 - Successful Submission Confirmation Message ..................................................... 18
Figure 19 - Chartstring Error .................................................................................................. 19
Figure 20 - Student Name Error .............................................................................................. 19
Figure 21 - Invalid ProjectID Error .......................................................................................... 19
Figure 22 - Replace Waiver Request Error for Blank Current Attribute ................................. 19
Figure 23 - Example of an Add Portion Error of a Replace Request ....................................... 20
Figure 24 - Sample GTRIP Waiver Request ........................................................................... 21
Figure 25 - Submitted Requests Tab ....................................................................................... 22
Figure 26 - Elements of the Detailed View of Waiver Request ............................................... 23
Figure 27 - Related Waiver Requests View ............................................................................. 24
Figure 28 - Chartstring View .................................................................................................. 24
Figure 29 - Policy Waiver Request View .................................................................................. 25
Figure 30 - Submitted Requests: Research Percentage View ............................................... 26
Figure 31 - Edit Research Percentage Popup Dialogue Box .................................................... 27
Figure 32 - Research Percentage History View ...................................................................... 28
Figure 33 - Research Percentage Edit View ............................................................................ 29
Figure 34 - Blank Research Percentage View ......................................................................... 29
Figure 35 - Research Percentage G104 View ......................................................................... 30
Figure 36 - Research Percentage Maximum Allowed Error Message .................................. 31
Figure 37 - Deleting a Waiver Request Button ........................................................................ 31
Figure 38 - Deleting a Waiver Request Confirmation Pop-Up .................................................. 32
Figure 39 - Completed Requests View .................................................................................... 32
Figure 40 - Removing a Waiver Request .................................................................................. 33
Figure 41 - View of Removed Waiver Request ....................................................................... 34