

ATTENTION: MSUM Faculty & Staff:

Starting today - November 24, 2008, you will now use an online system to request tuition waivers for Spring Semester 2009. **Paper forms will no longer be used.**

NOTE: All Tuition Waiver Requests are due within ten days of the beginning of the course(s).

Login

If you are a user of Eservices or the Work Order Request System, you will use the same user ID (Dragon ID/Tech ID) and pin number to gain access to the Tuition Waiver system. If you don't know your user ID and pin number, please contact the HR office (2157) for that information.

<https://webproc.mnscu.edu/tw/waiver/summary.do?campusid=072>

Process

Submitting tuition waiver requests using the new system is very simple. Just follow these steps:

1. Log in using the link/web address, user ID and pin number described above.
 2. Create and submit your tuition waiver request(s).
- Go back into the Tuition Waiver application to check the status of your waiver request prior to the beginning of the semester to see if the waiver has been approved by HR.
 - Fall semester waivers have already been loaded in the system and that usage is factored into your remaining credit balance for spring/summer.
 - Please check the Business Office's Tuition & Fee Payment Policy Effective for Spring Semester at: <http://www.mnstate.edu/busoff/>
 - Students should check their on-line bill information to make sure the tuition waiver gets processed in a timely manner.

Training - WebEx

Two WebEx training sessions for employees are currently being planned.

- 1) Wednesday, December 3, at 8:00 a.m.
- 2) Thursday, December 4, at 2:00 p.m.

If you are interested in attending either session, please contact the HR office for registration information.

Note: The HR office has made arrangements to hold the Thursday, December 4th WebEx training in a group setting from 2:00 – 3:00 p.m. in CMU 205. Deb Lewis will be available to answer your questions.

The MnSCU system office will also be recording these WebEx sessions so if you are unable to attend, you can view them online at your convenience. They will also offer more sessions if there is a demand for it.

Quick Reference Guide

A quick reference guide is attached, which will give you just enough information to use the system without overwhelming you with details. Feel free to use this guide in lieu of the WebEx training.

Information on HR Web Page

All tuition waiver system information is posted on the MSUM HR web site at:
<http://www.mnstate.edu/humanres/forms/>

Questions/Problems

Please contact Deb in Human Resources (2158) if you have problems or questions with the tuition waiver system.