

## **Employee Welcome Guide – Tuition Waiver System**

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

### **Login**

If you are a user of the ISRS faculty web portal or eTimesheet, you may use the same user ID and password to gain access to the TW system. This is your Normandale Tech Id number. If you don't know your user ID and password, please contact your HR office for that information.

Normandale Community College

<https://webproc.mnscu.edu/tw/waiver/summary.do?campusid=156>

### **Process**

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

1. Log in using the URL, user ID and password described above.
2. Create and submit your tuition waiver request(s).
3. Check back in the Tuition Waiver system to see when the waiver is processed by HR.

#### *NOTES:*

- Fall semester waivers have already been loaded in the system and that usage is factored into your remaining credit balance for spring/summer.
- Do not print the form. Campus accounts receivable offices will run a report that will show them all the waivers for their institution that have been approved by HR. They will use this report to process waivers, applying dollar amounts to student bills.
- Make sure your student checks their bill information to make sure the tuition waiver gets processed in a timely manner.

### **Training**

#### **WebEx**

We are tentatively planning two WebEx training sessions for employees: Wednesday, December 3, at 8:00 a.m. and Thursday, December 4, at 2:00 pm. If you are interested in attending either session, please contact your HR office for registration information.

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

### **Quick Reference Guide**

We have prepared a quick reference guide that 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.

### **Documentation**

All tuition waiver system documentation is posted on the web at: <http://www.its.mnscu.edu/isrs/doc/index.html> under the heading “Human Resources and Payroll Documentation” and subheading Tuition Waiver.

### **Questions/Problems**

Please contact your HR office if you have problems or questions with the tuition waiver system.

Human Resource contact:

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