Manually Recording Waivers

As part of your work, you may need to record different types of Waivers on a student’s account. The steps for manually recording all Waivers are the same in UR Student. Other waivers are applied by automated processes.

1. Type Rec Stu Waiv in the search field
   *(No need to type the whole task in UR Student!)*
2. Select Record Student Waiver from the drop-down
3. Type Student’s name or UR ID in Student field and press Enter
   
   **Note:** The Institution field populates automatically
4. Click the more icon in the Academic Period field to select Academic Period
5. Type part of the Waiver name in the Waiver Item field and press Enter
   
   **Note:** UR Student will yield all results that meet your search criteria – watch the spelling when you search
6. Select the Waiver Item from drop-down, if necessary
7. Optional: Type a Memo to record any exceptions or any information you think may be helpful when you or someone else review the waiver in the future
8. Enter the waiver amount in the Transaction Amount line of the Funding Lines section.
9. Click OK
10. Click Done

   **Note:** The Funding Lines fields populate automatically – other than the Transaction Amount field, you must NOT edit these