

Employee Tuition Waiver Fall 2021 Guide

This guide is intended to simplify the registration process for employee tuition waivers applicants registering for LTEC courses during the Fall semester. See the [UH System Tuition Waiver page for a comprehensive guide for UH Employee Registration & Tuition Waivers](#).

1	Locating CRNs	<ul style="list-style-type: none"> Locate 5 digit CRN(s) for courses you intend to register through UHM Fall 2021 Class Availability List (not Fall 2021 Extension) <ul style="list-style-type: none"> DO NOT use 4-digit CRN for Fall 2021 Extension. 	<div style="background-color: #008000; color: white; padding: 5px;"> University of Hawaii University of Hawaii at Manoa • Spring 2021 Class Availability <small>(UHI Transfer Information)</small> </div> <p style="text-align: right; font-size: small;">Textbooks/Course Materials</p> <p style="font-size: small;"> Back to list of subjects Click on the CRN for additional class information. </p> <h3 style="text-align: center; color: #008000;">Learning Design and Technology (LTEC)</h3> <table border="1" style="width: 100%; font-size: x-small;"> <thead> <tr> <th>GenEd/Focus/Special Dist.</th> <th>CRN</th> <th>Course</th> <th>Section</th> <th>Title</th> <th>Credits</th> <th>Instructor</th> <th>Curr. 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Email Instructor and cc' LTEC Office to obtain registration override in advance.

- Email the Instructor and cc' [LTEC Office](#) to obtain registration override in advance.
 - Finding the Instructor's Email
 - Click on the Course CRN in the Course Availability
 - Hover over the instructor's name, and the contact email will appear on the bottom left corner
- (Obtaining registration override does not mean you are already registered for the particular course, you will still need to register for the course through MyUH, just as you would for any semester).
- **IMPORTANT NOTE for UH Employees and their Spouse/Partner:** **University Board of Regents policy restricts registration to the late registration period. Late registration begins on the first day of the term or Varied-Date course and ends on the last day to register, as listed on the [Academic Calendar](#)
 - **PLEASE NOTE:** Graduate Assistants are not bound by the University Board of Regents policy and as such may register when the registration period opens (see [GA Tuition Waiver Guide](#))

Finding the Instructor's Email:

[Back to list of subjects](#) **Click on the CRN for additional class information.**

Learning Design and Technology (LTEC)

Gen. Ed./Focus	CRN	Course	Section Title	Credits	Instructor	Curr. Enrolled	Seats Avail.	Curr. Waitlisted	Wait avail.	Days	Time	Room	Dates
	86609	LTEC 112 001	Tech for Academic Success	3	A. Eichelberger	39	0	18	81	TBA			ONLINE TBA 01/08-05/11
	86983	LTEC 112 002	Tech for Academic Success	3	P. McKimmy	39	0	14	85	TBA			ONLINE TBA 01/08-05/11
	89110	LTEC 112 003	Tech for Academic Success	3	S. Paek	20	0	11	88	TBA			ONLINE TBA 01/08-05/11
	89764	LTEC 113 001	Tech for Acad Success-Business	1	D. Diez	21	9	0	25	TBA			ONLINE TBA 01/08-05/11
	86461	LTEC 442 001	Technology in Education	3	S. Paek	0	15	0	10	TBA			ONLINE TBA 01/08-05/11
			Restriction: Department Approval										
ETH,WI	86984	LTEC 448 001	Social Media and Learning (Social Media)	3	M. Watts	21	0	8	2	TBA			ONLINE TBA 01/08-05/11
ETH,WI	86985	LTEC 448 002	Social Media and Learning (Social Media)	3	M. Watts	20	0	10	0	TBA			ONLINE TBA 01/08-05/11
	86463	LTEC 611 001	Ed Tech Research & Evaluation (Social Media)	3	M. Lin	6	9	0	10	R	0500-0730p	WIST 234	01/08-05/11
	8646		Introduction to E-learning	3	M. Men	15	0	10	TBA				ONLINE TBA 01/08-05/11
	8660		Restriction: Instructor Approval										
	8660		Instr Design & Development	3	C. Fultz	9	0	10	T	0500-0730p	WIST 234		01/08-05/11
	86465	LTEC 632 001	Restriction: Instructor Approval										
	86465	LTEC 632 001	Developing E-learn Environment	3	D. Hirata	0	15	0	10	R	0600-0800p	ONLINE TBA	01/08-05/11
	87993	LTEC 641 001	Restriction: Department Approval										
	87993	LTEC 641 001	Emerging Tech K-12 Teaching	3	M. Herrick	0	15	0	10	TBA			ONLINE TBA 01/08-05/11
	89111	LTEC 642 001	Restriction: Instructor Approval										
	89111	LTEC 642 001	Facilitate E-learn Communities	3	B. Kimura	0	15	0	10	M	0600-0800p	ONLINE TBA	01/08-05/11
	86608	LTEC 643 001	Restriction: Major										
	86608	LTEC 643 001	EdTech In Informal Learning	3	P. Leong	3	12	0	10	W	0600-0800p	ONLINE TBA	01/08-05/11
			Restriction: Instructor Approval										

LTEC 611 Ed Tech Research & Evaluation Section 001

Important Registration and Withdrawal Deadline Information

01/17/2018 Last day to register
 01/17/2018 Last day to receive 100% tuition refund
 01/29/2018 Last day to receive 50% tuition refund
 01/16/2018 Last day to drop (No "W" on transcript)

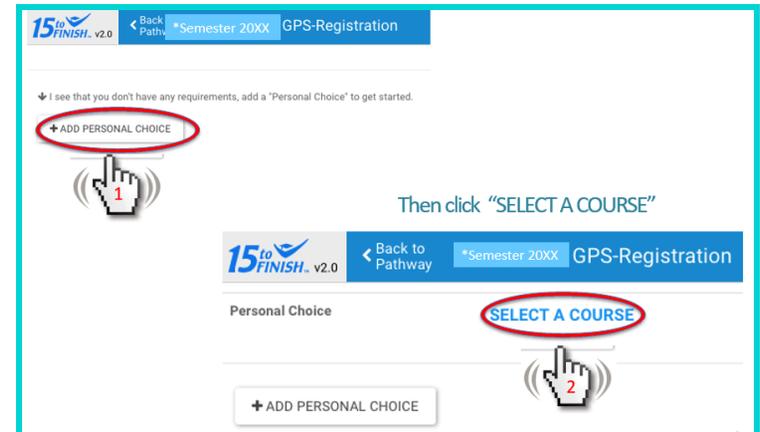
[Back to list of classes](#)

Institution: [University of Hawaii at Manoa](#)
 Term: **Spring 2018**
 CRN: **86463**
 Subject: **Learning Design and Technology (LTEC)**
 Course Number: **611**
 Course Title: **Ed Tech Research & Evaluation**
 Course Information: [Details](#)
 Instructional Method:
 Credits: **3**
 Section: **001**
 Gen. Ed/Focus:
 Grading Options: **Letter Plus + Minus**
 Instructor: **Meng-Fen Lin**
 Course Dates: **01/08/2018 - 05/11/2018**
 Meeting Times: **R 0500/08-05/11 WIST 234**
 Class Fees:

©2017 UH Manoa
 mgracelin@hawaii.edu
 Updated: 12/13/2017 12:18:28 PM HST

Register
through
[STAR GPS](#)

1. Register course through [STAR GPS during late registration period](#) (as described above).
 - a. Maximum credits allowable for tuition waiver: 6 credits
2. Select [Register \(Fall 2021\)](#)
3. Select [Register- Add/ Drop Classes](#) (blue button)
4. Select [Add Personal Choice](#) (button in the bottom left corner)
5. Select [Select a Course](#) (blue link in center)
6. Select **Manoa** for Campus
7. Select **Fall 2021** for semester (NOT Fall 2021 Extension)
8. **Search by Course Reference Number(s)**
 - a. Enter the 5 digit **CRN(s)** from Step #1 into the CRN text input field. Click the bottom blue **Search button** to refresh the results.
9. **Select your desired course**
10. Select [Back to Requirements](#) (top left corner)
11. Select [Submit Registration](#) (blue button in the top right corner)
12. Carefully **review the Status column** for registration error messages
 - a. Successfully-registered courses will show the status in green as "Registered" next to a green checkbox.
 - b. To clear registration error messages, see the section on [Registration Error Messages](#)
13. Review classes, meeting times, credits, and grading options; and make adjustments as needed



STAR A LIU Manoa Innovation [Back to Requirements](#)

Campus: Manoa Semester: Fall 2019 Show Closed Courses

Course Title: Search by course title...

Day: MON TUES WED THUR FRI SAT SUN

CRN: 84989 Time: --

Textbook cost: \$0

Course Alpha: -- Course Number: From To

Credits: # Credits

Course Title	CRN
<input type="radio"/> LTEC Tech for Academic Success 112 8/26/2019 - 12/20/2019 TBA ONLINE TBA	84989

Map More Override

STAR A LIU Manoa Innovation [Back to Requirements](#)

Campus: Manoa Semester: Fall 2019 Show Closed Courses

Course Title: Search by course title...

Day: MON TUES WED THUR FRI SAT SUN

CRN: 84989 Time: --

Textbook cost: \$0

Course Alpha: -- Course Number: From To

Credits: # Credits

Course Title	CRN	Cr
<input checked="" type="radio"/> LTEC Tech for Academic Success 112 8/26/2019 - 12/20/2019 TBA ONLINE TBA	84989	3cr

Map Less Override

Starts In: 104 days
 Instruc. Type: Distance - Completely Online
 Campus: MAN
 Semester: Fall 2019
 Grade Mode: Letter Plus + Minus.Credit/No Credit
 Section: 001
 Restrictions: [Exclude Programs of: SNOL-PBU-ND : SNOL-UG-ND :]
 Narrative: Virtual and hands-on analysis of technology resources and utilization in learning.
 Overrides: B-APPROVAL, B-CLOSED

Submit a
tuition
waiver
request

- **Submit a tuition waiver request by the published payment deadline.** (Consult the [Academic Calendar](#) for exact dates.)
- UH employee and spouse/domestic partner tuition waivers are not accepted or processed after the last day of the 50 percent tuition refund period. If you fail to apply the waiver on time, payment will not be made and a financial obligation will be placed on your account.
- Note: **You will be responsible for all applicable tuition and fees if you register before the late registration period.** No refunds will be issued.
- **Submit request and payment for tuition waiver Online (Spring and Fall semester only)**

Instructions for UH Employees:

1. Login to [MyUH Services](#) by the payment deadline
2. Search for **waiver**
3. Click on **Faculty and Staff Waiver**
4. Select **Fall 2021** and **Submit**
 - a. After the waiver is processed, a message will appear stating the account will be updated within 48 hours.

Instructions for UH Employee Spouse/Domestic Partner:

1. The UH employee must declare employee spouse or domestic partner status online in MyUH Services:

Instructions for UH Employees:

The screenshot shows the MyUH Services interface. At the top, there is a search bar with 'waiver' entered. Below the search bar, there are search results for 'Services'. Two results are visible: 'Faculty and Staff Waiver (All Campuses)' and 'Designate a Spouse or Domestic Partner for Tuition (All Campuses)'. The 'Faculty and Staff Waiver' result is highlighted with a red box. Below the search results, there is a navigation bar with tabs for 'Personal Information', 'Student', and 'Financial Aid'. The 'Student' tab is selected. Under the 'Student' tab, there is a section for 'Select Term' with a dropdown menu set to 'Fall 2019' and a 'Submit' button. Below the 'Submit' button, there is a release date 'UH:8.7.1:1' and a copyright notice '© 2019 Ellucian Company L.P. and its affiliates.'

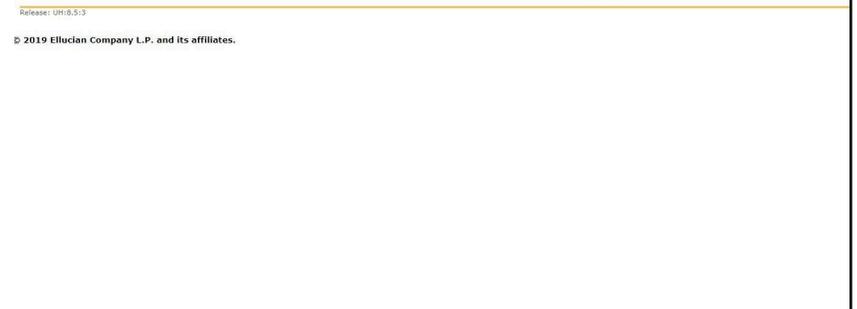
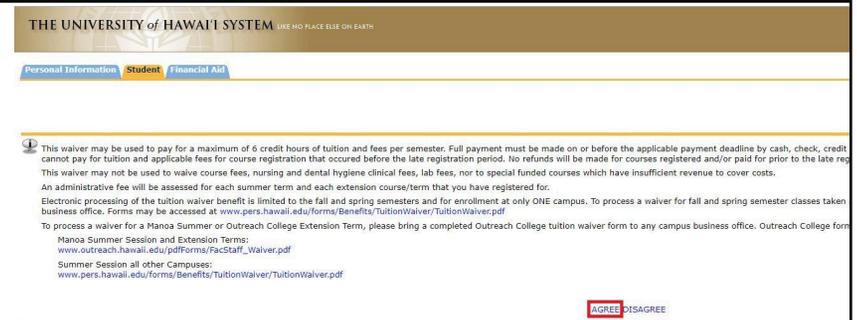
- a. Login to [MyUH Services](#) by the payment deadline
 - b. Search for **waiver**
 - c. Click on **Designate a Spouse or Domestic Partner for Tuition Waiver**
 - d. Select **Edit** to declare the student as a spouse or domestic partner
2. The student (i.e., the employee's spouse/domestic partner) applies the tuition waiver online in MyUH Services:
- a. Login to [MyUH Services](#) by the payment deadline
 - b. Select the **Student** role
 - c. Search for or click on **Student Payments and Financial Resources**
 - d. Click on **Faculty and Staff Tuition Waiver**
 - e. Select **Fall 2021** and **Submit**
 - i. After the waiver is successfully processed, a message will appear stating the account will be updated within 48 hours.

Instructions for Graduate Assistants:

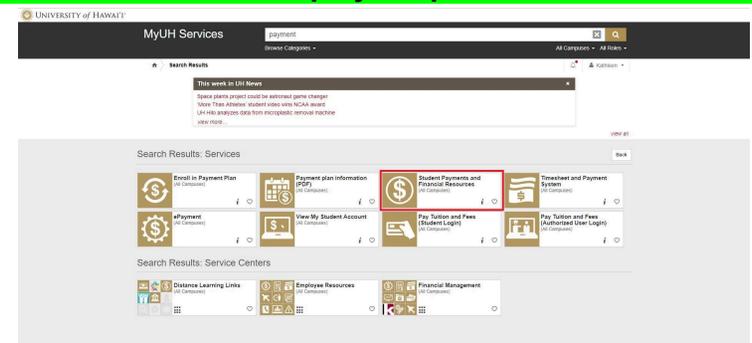
1. Please see the [GA Tuition Waiver Guide](#).

To Verify that your waiver has been applied to your student account in MyUH Services:

- Search for or click on **Student Services Menu**
- Select **View My Charges/Make a Payment**
- Click on **View My Account (charges and Payments) for Each Term**



Instructions for UH Employee Spouse/Domestic Partner:



- Alternate Method ([STAR GPS](#)):
 - Log into your account through [STAR GPS](#)
 - Click **Register- Add/ Drop Classes** button for the Fall 2021 semester
 - Click **View/Pay** button in the top right corner



STUDENT PAYMENTS & FINANCIAL RESOURCES

Announcements

[Sign up for eRefund](#)

Why wait for your refund check in the mail? Sign up online to have your refund deposited directly into YOUR bank account. Click on this link for more information [eRefunds](#).

[Login Issues](#)

If you are encountering problems with any of the "Payments" tasks below, please clear your web browser's cache and log in again. Detailed instructions are available at <http://www.hawaii.edu/askus/726>.

Payments



[Pay Tuition & Fees](#)
(Student Login)



[Pay Tuition & Fees](#)
(Authorized User Login)



[Enroll in Payment Plan](#)



[Faculty & Staff Waiver](#)

Other Tasks and Resources

Verify that your waiver has been applied:

Student Services

- Select Term

- Registration

- Getting Started
 - Check My Registration Status
 - View My Charges/ Make A Payment
 - Sign Up for e-Records
 - View and Print My Class Schedule
 - View your Detailed Class Schedule (includes waitlisted classes)
 - Student Registration Tutorials

- Student Records

- View Your Transcript and Grades
 - View your academic record/transcript in STAR.
 - Tutorial available.
 - View My Tuition/Housing Deposit Payment
 - View My Holds
 - Review/Update My Educational Goals

View My Charges, Make a Payment, eRefund Sign-up

Please remember to logout before closing this page.

By registering for classes, you accept financial responsibility for payment of charges for educational services. These charges may include collection costs that the University of Hawaii incurs in the collection of unpaid balances.

Students who fail to meet the payment deadline are subject to financial obligation holds. It is your responsibility to check each institution's web site for avoid financial or academic penalties (e.g. 'F' grade). Student activity fees are non-refundable after the semester begins unless a system-wide complete withdrawal is made.

Sign up for eRefund!

Click here to sign up for eRefunds, to have your refund deposited directly into YOUR bank account (U.S. bank account).

Payment Information

- Payment will be applied to oldest unpaid balances first, even if the charge is from a previous term.
- A financial hold will be placed on your student account or you may be dis-enrolled from courses if payment is not made.
- **View My Account (charges and payments) for Each Term**
-After payment, print "View My Account for Each Term" page for your records.
- View Payment Deadlines and policies for each institution
- If you are paying a financial obligation which resulted in a hold on your record, please notify the originating office listed.

Click here to access the Student Account Home Page

Alternate Method (STAR GPS):

Course	Title	CRN	Cr	Instructor	Dates	Expand
NOT IN PLAN Registered	LTEC Planning for Tech & Resources 673 TBA ONLINE TBA	77400	3cr	Hartoni Mary	8/21/2017 9/12/2017	Expand
NOT IN PLAN Registered	LTEC ID & Technology Practicum 687 F1 5:00 PM - 7:00 PM UHMA WST 217	77169	3cr	Ho Curtis	8/21/2017 12/15/2017	Expand

You do not need to submit a paper application if you have gone through the online process above (no employer/department signature required).

See below link for a comprehensive guide for **UH Employee Registration & Tuition Waivers**:
<https://www.hawaii.edu/ohr/benefits-leave/benefit/tuition-waiver/>

Email [the LTEC Office](#) if you have trouble registering.

Mahalo!