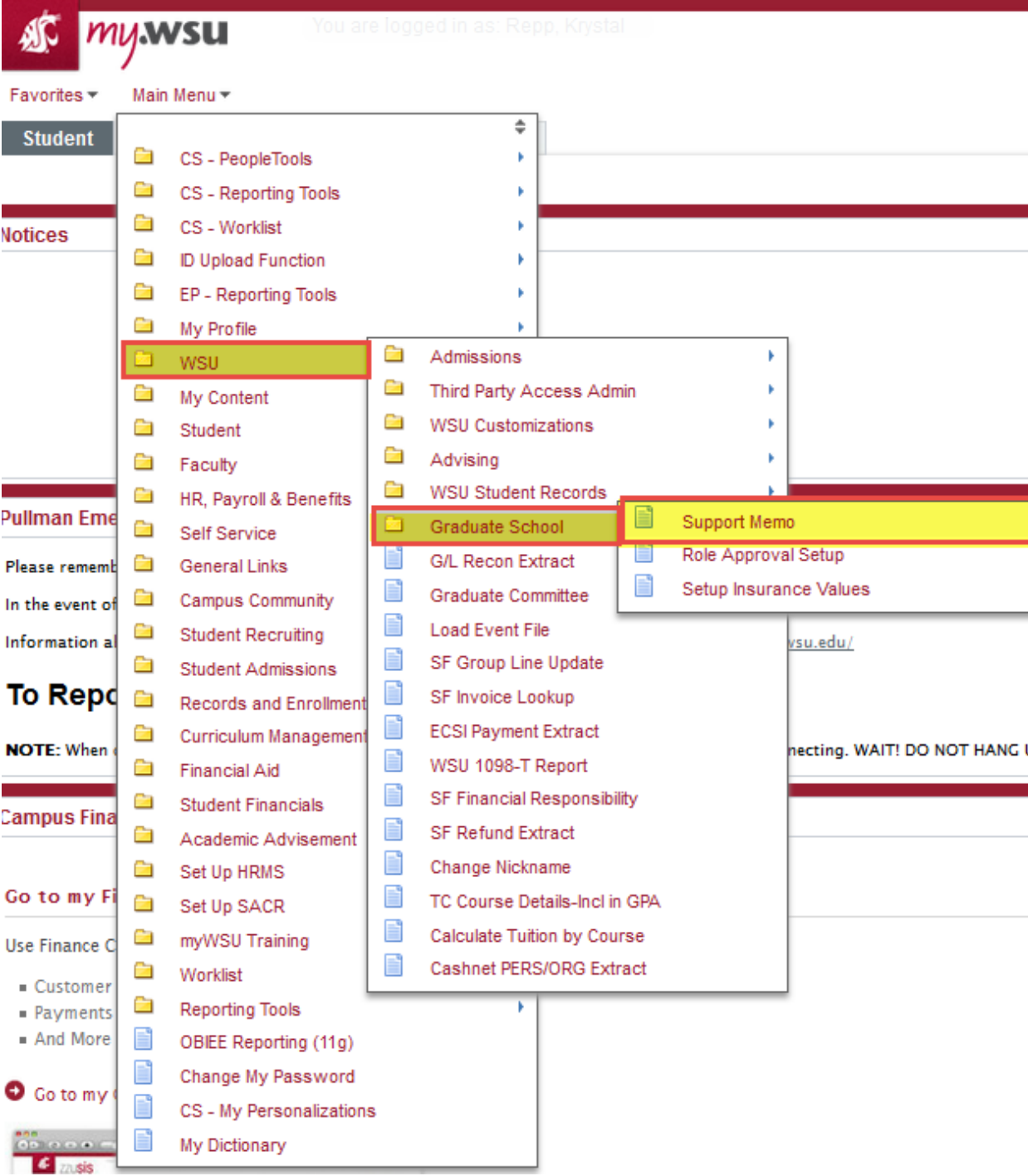


Commitment Only

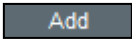
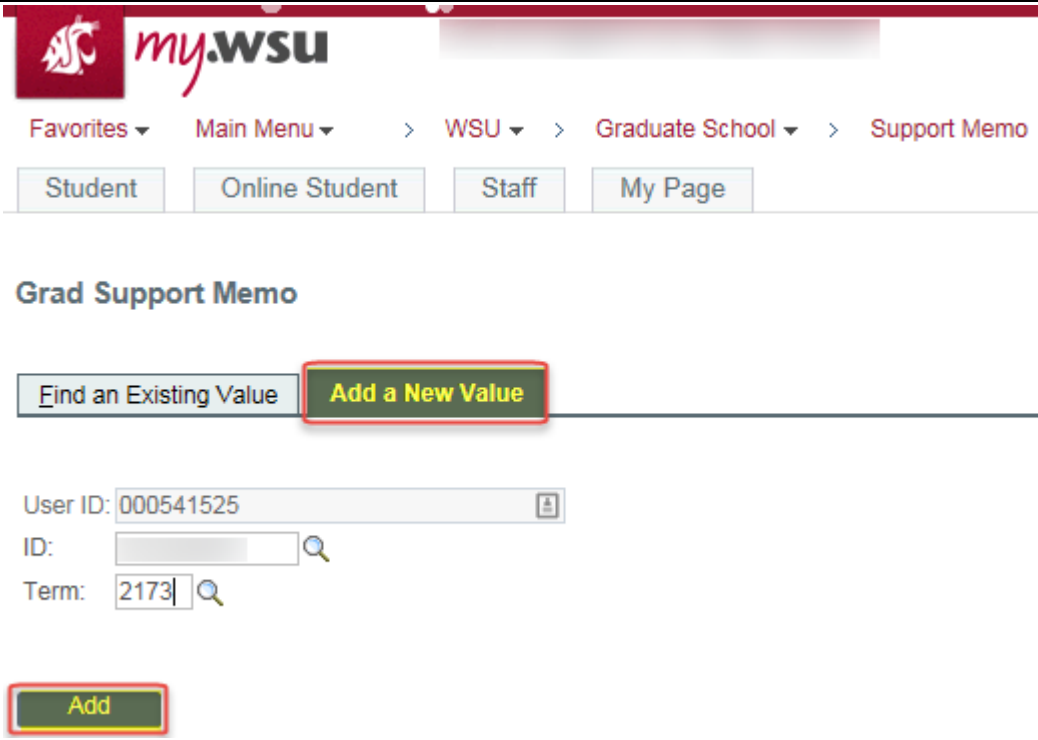

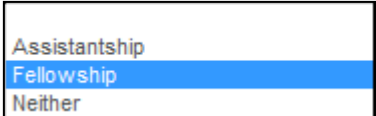
Commitment only memo is to be used only when you are seeking waivers that have been committed to your department/area from the Graduate School. These waivers are typically waivers that cannot be received from assistantships. Please be sure to have your Commitment # available.


Repp, Krystal
[Date]

Commitment Only

Step	Action
Navigation	Main Menu > WSU > Graduate School > Support Memo
 <p>The screenshot shows the my.WSU interface. The user is logged in as Repp, Krystal. The navigation menu is open, showing the path: Main Menu > WSU > Graduate School > Support Memo. The 'Support Memo' option is highlighted in yellow. Other options in the Graduate School menu include: Admissions, Third Party Access Admin, WSU Customizations, Advising, WSU Student Records, G/L Recon Extract, Graduate Committee, Load Event File, SF Group Line Update, SF Invoice Lookup, ECSI Payment Extract, WSU 1098-T Report, SF Financial Responsibility, SF Refund Extract, Change Nickname, TC Course Details-Incl in GPA, Calculate Tuition by Course, and Cashnet PERS/ORG Extract.</p>	
1.	Click in the Add a New Value field. <input data-bbox="370 1856 548 1885" type="text" value="Add a New Value"/>

Job Aid

Step	Action
2.	Click in the ID: field and enter Student ID.
3.	Click in the Term: field and enter desired term.
4.	Enter the desired information into the Term: field. Enter a valid value e.g. "2173".
5.	Click the Add button. 
 <p>The screenshot shows the my.WSU website interface for the Grad Support Memo form. At the top, there is a navigation bar with 'my.WSU' logo and links for 'Favorites', 'Main Menu', 'WSU', 'Graduate School', and 'Support Memo'. Below this are tabs for 'Student', 'Online Student', 'Staff', and 'My Page'. The main heading is 'Grad Support Memo'. There are two buttons: 'Find an Existing Value' and 'Add a New Value' (highlighted with a red box). Below these are input fields for 'User ID' (000541525), 'ID', and 'Term' (2173). At the bottom of the form area, there is an 'Add' button (highlighted with a red box).</p>	
6.	Click the Intended Enrollment list and choose the appropriate enrollment status. For this example, I have chosen the Part-Time list item.
7.	Click the Support Option list. Click the GS Commitment Only list item. 
8.	Click in the Commitment Nbr field and enter desired Commitment Number.
9.	Click the Research Status list and choose the appropriate Research Status. For this example, I have chosen the Fellowship list item. . 

Step	Action
10.	<p>Click the Sponsorship Status list and choose the appropriate Sponsorship Status. For this example, I have chosen the Not Applicable list item.</p> 

Sponsored Graduate Student Support Memo Memo Log Nbr Status In Progress

Approval Status

Contact Information

WSU ID	Name	Email	Phone

Sponsored Student Information

WSU ID:


Academic Career	Academic Program
Graduate	V6595 Environmental Science, M.S.

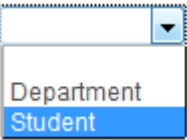
Campus	Admit Term	Residency	Effective Term Residency
VANCO	2167	NON	2167

Support Memo Details

Support Period: 2173 2017 Spring Semester Intended Enrollment: **Part-Time** Units: 6.000 [Customer Account](#)

Support Option: Select a Support Option for Graduate Student: **GS Commitment Only** Commitment Nbr: **TEST** Research Status: Identify current Research Status of the Graduate Student: **Fellowship** Sponsorship Status: **Not Applicable**

11.	<p>Click the Requesting Insurance? List and choose the appropriate insurance request option. For this example, I have chosen the Yes list item.</p> 
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12.	<p>Click the Who Will Pay? List and choose the appropriate option. For commitment only, the Student must pay for the insurance so choose the Student option.</p> 
-----	---

13.	<p>Click the Type of Insurance list and choose the appropriate option. For this example, I have chosen the GSA Spring list item. Once this is chosen, the Amount will be automatically populated.</p>
-----	---

Insurance

Requesting Insurance? **Yes** Who Will Pay? **Student** Type of Insurance **GSA Spring** Amount

Final Term Yes Internship Yes

This is auto populated

Job Aid

Step	Action						
14.	Click the I certify the student is: option <input type="checkbox"/>						
15.	Click the Grad.Memo@wsu.edu option. <input type="checkbox"/>						
16.	Choose the appropriate waiver option. For this example, I have chosen the Partial Waiver option. <input type="checkbox"/>						
17.	Click the Sign option as Department Verification Signature. <input type="checkbox"/>						
18.	You can add additional comments in the box provided.						
<div style="border: 1px solid black; padding: 5px;"> <p>Fellowship/Traineeship/Sponsored Student Information</p> <p><input checked="" type="checkbox"/> I certify the student is: (1) paid a stipend of at least \$800 per month; (2) engaged in research similar to that of an RA; (3) registered in at least 10 credits.</p> <p><input checked="" type="checkbox"/> Documentation of Student Stipend Emailed to Grad.Memo@wsu.edu(form will not be processed until all information is verified)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 33%;">Full Non-Resident Waiver</td> <td style="text-align: center; width: 33%;">Full In State Waiver</td> <td style="text-align: center; width: 33%;">Partial Waiver</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> 0.00</td> <td style="text-align: center;"><input type="checkbox"/> 0.00</td> <td style="text-align: center;"><input checked="" type="checkbox"/> 2500.00</td> </tr> </table> <p>Department Verification Signature</p> <p><input checked="" type="checkbox"/> Sign 011281618 Repp, Krystal 12/06/16 12:52:42PM</p> <p>Additional Comments: Please describe any unique or specific information needed to process this memo. <div style="border: 1px solid black; background-color: yellow; padding: 5px; min-height: 30px;"> You an add a comment here if needed] </div> </p> </div>		Full Non-Resident Waiver	Full In State Waiver	Partial Waiver	<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input checked="" type="checkbox"/> 2500.00
Full Non-Resident Waiver	Full In State Waiver	Partial Waiver					
<input type="checkbox"/> 0.00	<input type="checkbox"/> 0.00	<input checked="" type="checkbox"/> 2500.00					
19.	Click the SUBMIT to Graduate School button. <input type="button" value="SUBMIT to Graduate School"/>						
20.	Check the Status of the memo which is located in the top right hand side of the memo to insure the routing has begun. If the status is “In progress” the memo has not been moved on and it requires additional information.						

Step	Action								
	<p style="text-align: center;">Sponsored Graduate Student Support Memo</p> <p style="text-align: right;">Memo Log Nbr 000340 Status In Progress</p> <p>Contact Information</p> <table border="1"><thead><tr><th>WSU ID</th><th>Name</th><th>Email</th><th>Phone</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Sponsored Student Information</p> <p>WSU ID: <input type="text"/></p> <p>Academic Career Academic Program</p> <p><input type="text"/></p> <p>Campus Admit Term Residency Effective Term Residency</p> <p><input type="text"/></p>	WSU ID	Name	Email	Phone				
WSU ID	Name	Email	Phone						
21.	End of Procedure.								