



Office of the Registrar
Procedures for Graduate Assistantship Non-Resident Tuition Waiver

1. The student will log into *myHSC* and select the link for the Graduate Assistantship Waiver. Once the student has entered their information and clicks the “submitted assistantship” button, the Graduate Assistantship Waiver will be forwarded to the employing department admin.
2. The employing department admin. will complete the additional information required, and select “submit assistantship.”
3. The employing department head will receive an e-mail asking him/her to review the information submitted. The email will say:

Student has accepted the Graduate Assistantship waiver. Please take the appropriate action at [Click Here to Complete](#).

Thank you,

Office of the Registrar

The employing department head will select the link provided in the e-mail, and will review the information, and either select “submit assistantship” or “cancel assistantship.”

A screenshot of a web form titled "Graduate Assistantship Waiver". The form contains several fields: "Employing Department:", "Student First Name:", "Student Last Name:", "Student Request Date:" (04-12-2011 02:54:34), "Approver:" (Rammdasa, Anuradha - rammdasa@tamhsc.edu), "Approval Date:" (Tue Apr 12 14:55:57 CDT 2011), "Academic Year:" (2011), "Academic Term Period:" (Spring Only), "Graduate Assistant's Job Title:" (GAR), "Hire Date:" (4/04/12/2011), "FTE %:" (50), "Graduate Assistant's Job Duties (Summarize):" (Testing...), and "Describe how the duties described relate to the student's degree program:" (Testing...). At the bottom, there are two buttons: "Submit Assistantship" and "Cancel Assistantship".

If the employing department head is different than the academic department head, an email will also be sent to the academic department head in order to review and select either “submit assistantship” or “cancel assistantship”.

Once all approvals have been submitted, the Offices of Student Business Services and Financial Aid will be notified accordingly.

The student will be notified via e-mail only if the assistantship has been canceled.

Should you have any questions about the process, please contact the Office of the Registrar, registrar@tamhsc.edu or 979.436.0191.