DEANS, DIRECTORS, DEPARTMENT CHAIRS & ADMINISTRATIVE OFFICERS

Re: New Process for Submitting Fee Remission Benefits to Graduate Division

The Graduate Division is pleased to announce a new electronic system for Academic Apprentice (ASE/GSR) fee remission processing that streamlines and automates the process.

Effective Fall quarter/semester 2011, the new web-based system will replace the manual submission process with an electronic procedure that will accelerate the turnaround time for remission processing. Departmental staff can submit a fee remission benefit request online. Once submitted, the remission award will be reviewed by the Financial Services Office. Upon approval, fee remission amounts will be posted to the student’s Consolidated Billing account within two business days.

What does each department need to do to take advantage of this new system?

To use the new online process, Department Chairs need to determine which individuals will function as Preparers and Approvers. A preparer will be responsible for submitting all rosters. The approver will authorize the preparer to submit rosters and reviews the processed requests on a regular basis. All designated individuals must have access to the Graduate Division Intranet. To obtain access, visit https://jasmine.gdnet.ucla.edu and select “New Account” located on the right-hand side of the home page.

The Graduate Division will be communicating more details to all Student Affairs Officers directly and will provide training on this new system throughout the summer.

If you have any questions or would like to participate in a training session please contact Sherman Chew, Manager of Financial Services Office at (310) 825-5174 or via email schew@gdnet.ucla.edu.

Sincerely,

Samuel H. Bersola, Ph.D.
Assistant Vice Provost
Graduate Division