



CNAS Undergraduate Academic Advising Center 900 University Avenue, 1223 Pierce Hall, Riverside, CA 92521

## Part-Time Fee Waivers/ Unit Fee Reduction Form Guide

### General Information

- Students can submit a part-time fee waiver (Unit/Fee Reduction form) at [myforms.ucr.edu](https://myforms.ucr.edu).
- **Deadline to Submit:** Friday of Week 2 before Noon
- Students may only be approved for one part-time fee waiver per quarter
- Part-time fee waivers will open when enrollment begins. However, part-time fee waivers will not be processed until enrollment has already started and the student is registered in less than 10 units.
- The student must be enrolled in **less than 10 units** to qualify for a part-time fee waiver.
  - If a student is not enrolled in classes, their part-time fee waiver will be denied. The Intake Advisor will ask the student to send another one once they are enrolled.
- If approved, the Intake Advisor will change the student's maximum units on **SFAREGS** to 10 units.
- A student will receive an email confirmation from the Intake Advisor once the part-time fee waiver has been approved. A note will be included in Student Profile.
- Registrar's Residency and Fee Coordinator: **Arturo Rangel (For Advisors Only)**
- If students have any questions or concerns regarding part-time fee waivers, they may contact [reshelp@ucr.edu](mailto:reshelp@ucr.edu) or [reghelpdesk@ucr.edu](mailto:reghelpdesk@ucr.edu).

### Retroactive Part-Time Fee Waivers

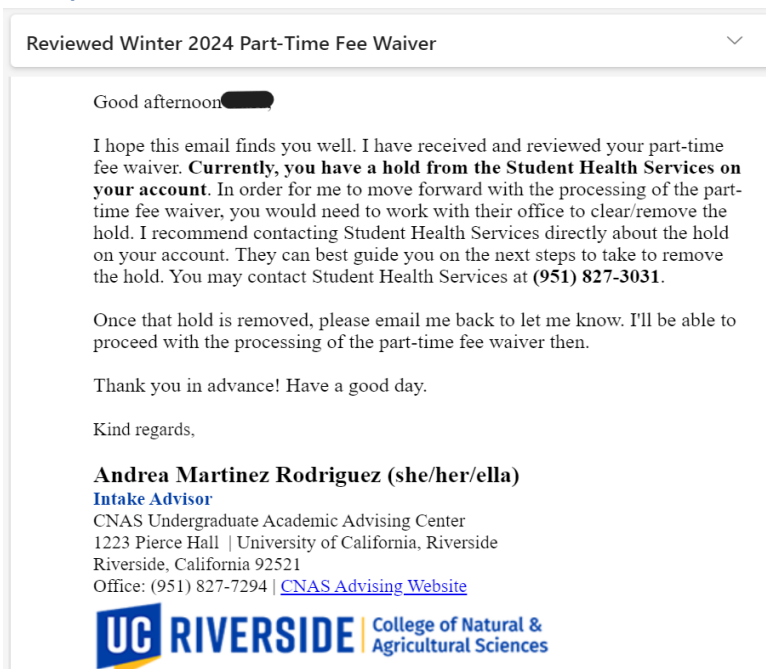
- After the deadline, part-time fee waivers require approval of the Registrar's office first and need to be submitted by the Registrar's office on behalf of the student (**no CNAS petition is needed**).
- Students who would like to request part-time enrollment past the deadline will need to email [reshelp@ucr.edu](mailto:reshelp@ucr.edu) or [reghelpdesk@ucr.edu](mailto:reghelpdesk@ucr.edu) to let the Registrar office know they have missed the deadline and request to petition.
  - **Appeals for the part-time fee waiver can only be submitted for one of the following reasons:**
    - Significant medical/health difficulties during the time period under appeal
    - Death or significant illness of an immediate family member during the time period under appeal
    - Documented misadvice from campus staff/faculty/administrator
  - Submission of a request with documentation does not guarantee approval and appeals based solely on disagreement with campus decisions will not be accepted.
- If the advisor knows of the circumstances the student may be facing, the academic advisor can email Arturo Rangel directly to let Arturo know of those circumstances. With advisor support, Arturo may approve submission of a retroactive part-time fee waiver and include a note on the part-time fee waiver form.
  - **Example of Note:** *"Student enrolled in 4 units for Fall 2023, with Advisor support (Major Advisor's Name) approved for submission of retro-part time petition"*
- If the Registrar's office approves and submits a part-time fee waiver on behalf of the student, the Intake Advisor will proceed with processing the part-time fee waiver and notifying the student via email.

### Removing/Canceling a Part-Time Fee Waiver

- For students who submitted a part-time fee waiver but has not been approved or processed by CNAS UAAC and/or the Registrar's office:
  - They may suspend their form on [myforms.ucr.edu](https://myforms.ucr.edu)
- For students who submitted a part-time fee waiver that has been approved by CNAS UAAC but not by the Registrar's office yet:
  - They may contact the Registrar's office by emailing [reshelp@ucr.edu](mailto:reshelp@ucr.edu) or [reghelpdesk@ucr.edu](mailto:reghelpdesk@ucr.edu), or scheduling a walk-in appointment at the [Highlander one-Stop Shop \(HOSS\)](#).
- For students who would like to remove a part-time fee waiver that has already been approved and processed by CNAS UAAC and the Registrar's office:
  - Advisor can email Arturo Rangel and CC the student (optional) and outline the circumstances for the removal of the part-time fee waiver
  - **Note:** It is important for the advisor to let the student know that once the part-time fee waiver has been removed/canceled it can no longer be reinstated.

## Registration Holds

- If a student has a hold on their account that affects their registration, the Intake Advisor will not be able to move forward with approving and processing their part-time fee waiver until that hold is cleared/removed.
  - Intake Advisor will not deny the form but instead email the student to notify them that they will need to work with the department who placed the hold to remove/clear the hold. Intake Advisor will ask the student to notify them once the hold has been removed/cleared.
  - Once a student has removed/cleared their hold, the Intake Advisor will move forward with approving and processing the form.
  - **Example Email:**



- **Student Business Services- Delinquent Account Hold**
  - The best practice would be for the intake advisor or academic advisor to email their department email at [sbsadmin@ucr.edu](mailto:sbsadmin@ucr.edu) (please do not cc the student).
    - The intake advisor will facilitate this email communication with SBS
  - Student Business Services (SBS) would need to first review the account to see why the delinquent hold is in place to determine if we can do the temporary lift.

- If able to, SBS would reply as such. SBS would need to know when the process was completed so we can place the hold back on within the same day.
- In some cases, this may require no action from the student; however, in more severe cases, the student may have to make a payment before SBS can lift the hold.