


DATE: August 4, 2014
TO: Off-Campus CAHNRS Faculty and Staff
FROM: Ron C. Mittelhammer, Interim Dean 
SUBJECT: Faculty/Staff Fee Waiver for AMS Classes

In the past, CAHNRS employees not located within the four WSU academic campuses (i.e., at Research and Extension Centers and/or County Extension Offices) have not been able to take courses delivered by AMS or online through the WSU Global Campus using the employee tuition waiver. To resolve this issue, CAHNRS administration and the Provost's office have worked with University Information Technology (IT) to develop the following steps for courses delivered by AMS via the WECN videoconferencing system:

1. Carefully review the [BPPM 60.70](#) and [60.73](#) on employee tuition waivers and note conditions and restrictions for participation.
2. Contact and confirm with the department or instructor that the course will be delivered using the AMS videoconferencing system.
3. IF AMS videoconference system is used for course delivery, contact the department from which the course originates and request that, PRIOR to the first day of classes, they create a section of the course for your location.
4. Complete and submit an [employee tuition waiver](#) request with all appropriate signatures.

According to [BPPM 60.70](#) and [60.73](#), employees using a tuition waiver (whether on campus or off campus) are not eligible to take courses delivered by the WSU Global Campus (formerly WSU Online). Only those employees who pay tuition can take courses through the WSU Global Campus.

Thank you.