Inputting a TABE Waiver on a Student Record in MyFSCJ

This step by step guide only shows how to put in a TABE Waiver for a student. IF the student has taken the actual TABE tests then that test and scores should be entered.

1. Navigate to **Campus Solutions>Records and Enrollment>Transfer Credit Evaluation>Test Results**
   Type in Student ID and click Search
   OR
   Navigate to **Campus Solutions>Campus Community>Student Service Center**
   Type in Student ID and click Search.
   Click on Admission Tab.
   Click on Edit Student Tests.
2. Make sure the student does not already have the TABEWAIVER test in their record. If not, you will need to add a new test table page by clicking on the plus sign in the top right corner or make sure you have a blank page when you enter the student account. (See image below.)

3. Once on new page, click the magnifying glass next to Test ID to find the TABE Waiver ID or type in TABEWAIVR.

4. Next input Test Date, Data Source, and Acad Level. Test Date should be the day you approve the waiver. Data Source should always be *School* and Academic Level is *Unknown*.

5. Next in the component area, use the magnifying glass to input the reason for the waiver.

6. Once you have selected your reason for the waiver, click save.

You have successfully input a TABE Waiver.

Staff and students will then be able to see this waiver in Student Center on the Admissions tab under their Test Summary.

The test score will fulfill TABE in the AAR as shown below: