

Softdocs etrieve - Form Instructions

OPC Tuition Remission

Direct link to form: <https://dom.etrieve.cloud/central/forms/126>

The screenshot displays the Softdocs etrieve interface. On the left is a sidebar with a search bar and a list of forms under the 'Forms' tab. The 'Office of People and Organizational Culture' section is expanded, showing various forms including 'Tuition Remission'. The main content area shows the 'Tuition Remission V1' form, which is a draft. The form header includes the Dominican University logo and address. The form title is 'Tuition Remission'. Below the title, it states 'Form started by: staff or faculty'. A paragraph of text explains that all students requesting tuition remission must complete the form after registration for each semester, and that students with an account balance or probationary status are not allowed to register. It also mentions that degree-seeking undergraduate students must complete a Free Application for Federal Student Aid (FAFSA). Below this text is a section titled 'Employee Information' with two input fields: 'Employee DU ID' (containing '9') and 'Employee Full Name' (containing 'Marjorie Luce'). Both fields have a note below them stating 'Autofill based on person completing form'. At the bottom right of the form are buttons for 'Save', 'Add Attachment(s)', and 'Submit'.

Alternate access:

1. Open Softdocs etrieve: <https://dom.etrieve.cloud/central>
2. Click on “Forms”
3. Scroll down to “Office of People and Organizational Culture” section (or search form name in box at top)
4. Click on desired form


Workflow process:

1. The employee starts/opens the form and their DU ID, full name, & email autofill.
2. The employee completes all sections and signs.
 - a. Use Name Search to add Student Information.
3. The employee receives an email confirming submission.
4. If applicable, the supervisor receives an email notification to e-sign.
5. OPC approves or denies and completes “office only” area.
6. The employee receives an email of approval or denial.
7. Routes to Financial Aid for processing.
8. Routes to Business Office/Bursar for processing.
9. The form files in Softdocs etrieve Content (document repository).

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology

https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Example screenshots:

**DOMINICAN UNIVERSITY**
Office of People and Organizational Culture
7900 W. Division St, River Forest, IL 60305

Tuition Remission

Form started by: staff or faculty

All students requesting tuition remission are required to complete this form **AFTER** registration for each semester(s). Students are responsible for all application, administrative and class fees. Students with an account balance or those with a probationary status will not be allowed to register. Degree-seeking undergraduate students are still required to complete a Free Application for Federal Student Aid (FAFSA).

Please review the [University Tuition Remission Policy](#) available on the OPC website regarding eligibility and exclusions before submitting form for to Office of People & Organizational Culture.

Employee Information

Employee DU ID

9 [REDACTED]

Autofill based on person completing form

Employee Full Name

Marjorie Luce

Autofill based on person completing form

Employee DU Email

mluce1@dom.edu

Autofill based on person completing form

Supervisor DU ID

6 [REDACTED]

Supervisor Full Name

Pete Peterson

Supervisor DU Email

ppeterson@dom.edu

Preview after typing some letters in **search** box with results in **dropdown** box

Student Information

1. **Name Search:** type a few letters of the person's first or last name (NO comma)

2. **Search Results:** click dropdown arrow to see choices

- choose the name with correct email
- verify email and ID are correct after autofill completes refresh

Student Name Search *

marjo

type at least 3-4 letters

Student Search Results *

Marjoni Tate Jr - mtatejr@my.dom.edu

Marjorie Luce - mluce1@dom.edu

Student DU ID

9[REDACTED]

verify ID is correct

Student DU Email

mtatejr@my.dom.edu

confirm email is correct

An email will autofill after you type in search term.

Once you choose the correct name from dropdown list, the **email will refresh**.

Make sure email is correct!!

Student Information

1. **Name Search:** type a few letters of the person's first or last name (NO comma)

2. **Search Results:** click dropdown arrow to see choices

- choose the name with correct email
- verify email and ID are correct after autofill completes refresh

Student Name Search *

Marjorie Luce

type at least 3-4 letters

Student Search Results *

Marjorie Luce - mluce1@dom.edu

click arrow to see search results

Student DU ID

9[REDACTED]

verify ID is correct

Student DU Email

mluce1@dom.edu

confirm email is correct

Student Registered? *

Yes

Academic Year *

2025-26

Academic Term *

Spring

If no, do NOT submit form

Registered Courses and Credit Hours

Hours	Course Code	Course Name
3.00	LAS 416 01	LEADING A GOOD AND JUST LIFE
3.00	PHIL 120 02	BEING HUMAN:ITS PHILOSOPHICAL DIMEN
3.00	CPSC 415 01	ADV DATABASE DEVELOPMENT
3.00	CPSC 434 01	PRINCIPLES OF UNIX
3.00	INF 160 01	INTRODUCTION TO DATA SCIENCE

Relation to Employee *

Dependent Child

Non-dependent children, as defined by the Dominican Tuition Remission Policy, must complete an eligibility waiver request (link in signature section below).

DU College *

College of Business, Information Studies, and Technology

Enrollment Status *

Full-Time

Signature

I have read and understand the provisions of the current [University Tuition Remission Policy](#). I agree to the terms and conditions outlined in the policy.

Full-time faculty and staff may enroll in courses once their dean or supervisor has been notified. It is the shared responsibility of the employee and the dean or supervisor to ensure that class attendance and required coursework do not adversely affect the operation of the department.

By signing this form I certify that:

1. I understand that any employee's child under the age of 26 is considered a dependent and is eligible for tuition remission. See full policy for information on step-children.
2. I understand that a non-dependent child may apply for an [Eligibility Waiver](#) to be considered for the tuition remission benefit.
3. I understand that graduate tuition remission is subject to tax withholding. If applicable, fill out the [Graduate Tax Withholding](#) form and return to OPC.
4. I understand that registration in courses does not guarantee approval of tuition remission.

Employee Signature *

I understand that this constitutes my legal signature on this document.

Marjorie Luce



Employee Signature Date *

11/17/2025



Signature



Draw Type

Full Name

Marjorie Luce

Preview

Marjorie Luce

☒ I understand that this constitutes my legal signature on this document.

Cancel

Create Signature

Save

+ Add Attachment(s)

Submit

DON'T FORGET TO SUBMIT!

Form errors:

All boxes with red asterisk must be completed to “submit” the form.

The screenshot shows a form titled "Employee Signature Date" with a red asterisk indicating a required field. Below the input field, a red error message states "Employee Signature Date is required". At the bottom of the form, there is a button labeled "+ Add Attachment(s)". A red error banner at the bottom of the form reads: "The form failed to submit due to validation errors. Please check the form and try again."

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

The screenshot shows the "etrieve" interface with two tabs: "Submissions" and "Forms". The "Forms" tab is active. Below the tabs is a search bar labeled "Search". Under the search bar, there is a section for "Drafts" with a count of "1" and an "Edit" link. Below this, there is a table with one row: "Directory Photo Opt Out" with a date of "11/17/2025". At the bottom of the table, there is a link for "Available Forms" and a "Collapse all" link.

The screenshot shows a "Drafts" modal with a count of "1" and a close button. Below the count, there are two links: "Delete Selected" and "Unselect All". Below these links is a table with one row: "Directory Photo Opt Out" with a date of "11/17/2025" and a delete icon.

The screenshot shows the bottom navigation bar with four buttons: "Delete Draft" (with a trash icon), "Save" (with a download icon), "+ Add Attachment(s)", and "Submit" (with a paper plane icon).