

## SCHOLARSHIP AWARDING TIPS – SPRING 2019

### NAVIGATION

Use the following navigation to navigate to the Add External Awards to Student Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Financial Aid**
5. Click **Awards**
6. Click **External Awards**
7. Click **Add External Awards to Student**

### SEARCHING FOR STUDENTS

Locate the student for whom you wish to add a new scholarship.

1. Enter **UFOR** as **Academic Institution**.
2. Enter the appropriate **Aid Year**.
  - The aid year is the last year of the academic year. For example, if you are considering awarding a scholarship for the Fall, Spring or Summer 2018-2019 academic year, you would enter 2019 as the aid year.
  - You can use the magnifying glass to locate the appropriate aid year, if desired.
3. Enter the student's **UFID** in the **ID** field.
4. Click the **Search** button.

### SPRING ONLY AWARDS

No previous fall award for same scholarship.

1. Enter the scholarship **item type** or use the magnifying glass to search for your item type.
2. Enter the **total amount** of the award in the **Amount** field.
3. Always enter '**AY**' as the **Disbursement Plan**.
4. Enter the appropriate **Split Code**. For spring, this is **SP**.

## ADD EQUAL AMOUNT TO AN EXISTING SCHOLARSHIP

### ADD AN EQUAL SPRING AWARD AMOUNT TO AN EXISTING FALL SCHOLARSHIP

1. Select **Item Type**
2. Enter **Total Amount** of the scholarship (Example: **\$1,000** for \$500 Fall + new \$500 Spring)
3. **Disbursement Plan = AY**
4. **Split Code = FS** (for Fall/Spring)
5. Click **Save** button to finish (no Disbursements segment since semester amounts are equal)
  - a. [Use same procedure if awarding a new Fall/Spring award with equal amounts](#)

### ADD AN EQUAL SUMMER AWARD AMOUNT TO AN EXISTING SPRING SCHOLARSHIP

1. Select **Item Type**
2. Enter **Total Amount** of the scholarship (Example: **\$1,000** for \$500 Spring + new \$500 Summer)
3. **Disbursement Plan = AY**
4. **Split Code = AY** (for Fall/Spring/Summer) -- This will automatically split the award equally between the three terms, so **Disb Nbr** and **Disbt ID** will have to be added to specify Spring and Summer in the Disbursements section.
5. Use **2 (Spring)** and **3 (Summer)** for **Disb Nbr** and **Disbt ID** and add the appropriate Scheduled Award amounts and terms for each semester in the segment.
6. Click **Save** button to finish.
  - a. [Use same procedure if awarding a new Spring/Summer award with equal amount](#)

Disb Nbr	Disbt ID	
<input type="text" value="2"/>	<input type="text" value="02"/>	Spring line #s
<input type="text" value="3"/>	<input type="text" value="03"/>	Summer line #s

Amount	<input type="text" value="1000.00"/>	Disbursed	<input type="text" value="0.00"/>			
Disbursement Plan	<input type="text" value="AY"/>	Split Code	<input type="text" value="AY"/>			
<input type="checkbox"/> Paid in full						
<b>Disbursements</b>						
Personalize   Find   <input type="text"/>   <input type="text"/>   First 1-2 of 2 Last						
Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
<input type="text" value="2"/>	<input type="text" value="02"/>	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2191"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="3"/>	<input type="text" value="03"/>	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2195"/>	<input type="text"/>	<input type="text"/>

ADD AN EQUAL FALL, SPRING AND SUMMER AWARD

1. Select **Item Type**
2. Enter **Total Amount** of Scholarship (Example: **\$1,500** for \$500 each semester)
3. **Disbursement Plan = AY**
4. **Split Code = AY** (For Fall/Spring/Summer. This represents an award for the same scholarship in all semesters in the Academic Year)
5. Click **Save** button to finish (no need to use the Disbursements segment)
  - a. Use same procedure if awarding a new Spring/Summer award with equal amounts

ADD **UNEQUAL** AWARD AMOUNTS FOR SAME SCHOLARSHIP

Use the Disbursements segment lines

The **Disbursements** segment lines are only used when amounts for the *same scholarship* are **unequal** for the terms awarded (example: Award Amount = **\$1,250.00** but is split as \$500 Fall & \$750 Spring). If adding to an existing scholarship (whether paid or not), the new award replaces the prior award.

The **Disb Nbr** and **Disbt ID** represent specific semesters:

Disb Nbr	Disbt ID	
1	01	Use for Fall
2	02	Use for Spring
3	03	Use for Summer

FALL AND SPRING UNEQUAL AWARD

1. Select **Item Type**
2. Enter **Amounts** (Example: Total = \$750.00 with Fall = \$500 & Spring = \$250)
3. **Disbursement Plan = AY**
4. **Split Code = FS**
5. Since amounts are **unequal** for Fall and Spring, use **1** and **2** for the **Disb Nbr** and **Disbt ID** and add the appropriate amounts and terms for each semester in the segment.

Amount  Disbursed   
 Disbursement Plan  Split Code   Paid in full

Disbursements					Personalize	Find	First	1-3 of 3	Last
Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term					
<input type="text" value="1"/>	<input type="text" value="01"/>	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2191"/>					<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="2"/>	<input type="text" value="02"/>	<input type="text" value="250.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2195"/>					<input type="button" value="+"/> <input type="button" value="-"/>

SPRING AND SUMMER UNEQUAL AWARD

1. Select **Item Type**
2. Enter **Amounts** (Example: Total = \$750.00 with Spring = \$500 & Summer = \$250)
3. **Disbursement Plan = AY**
4. **Split Code = AY** (for Fall/Spring/Summer) – This will automatically split the award equally between the three terms, so **Disb Nbr** and **Disbt ID** will have to be added to specify Spring and Summer.
5. Use **2 (Spring)** and **3 (Summer)** for **Disb Nbr** and **Disbt ID** and add the appropriate Scheduled Award amounts and terms for each semester in the segment.
6. Click **Save** button to finish.

Disb Nbr	Disbt ID	
<input type="text" value="2"/>	<input type="text" value="02"/>	Spring line #s
<input type="text" value="3"/>	<input type="text" value="03"/>	Summer line #s

Amount	<input type="text" value="1,250.00"/>	Disbursed	<input type="text" value="0.00"/>
Disbursement Plan	<input type="text" value="AY"/>	Split Code	<input type="text" value="AY"/>
<input type="checkbox"/> Paid in full			
Disbursements			
Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount
<input type="text" value="2"/>	<input type="text" value="02"/>	<input type="text" value="750.00"/>	<input type="text" value="0.00"/>
<input type="text" value="3"/>	<input type="text" value="03"/>	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>

FALL, SPRING AND SUMMER UNEQUAL AWARD

1. Select **Item Type**
2. Enter the **Amounts** (Example: Total = \$750.00 with Spring = \$500 & Summer = \$250)
3. **Disbursement Plan = AY**
4. **Split Code = AY**
5. Since amounts are **unequal** for Fall, Spring and Summer, use **1, 2** and **3** for the **Disb Nbr** and **Disbt ID** and add the appropriate amounts and terms for each semester in the segment.

Disb Nbr	Disbt ID	
<input type="text" value="1"/>	<input type="text" value="01"/>	Use for Fall
<input type="text" value="2"/>	<input type="text" value="02"/>	Use for Spring
<input type="text" value="3"/>	<input type="text" value="03"/>	Use for Summer

Item Type  Agricultural & Biological Eng

Description

Amount  Disbursed

Disbursement Plan  Split Code   Paid in full

Disbursements						
Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
<input type="text" value="1"/>	<input type="text" value="01"/>	<input type="text" value="750.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2188"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="2"/>	<input type="text" value="02"/>	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2191"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="3"/>	<input type="text" value="03"/>	<input type="text" value="250.00"/>	<input type="text" value="0.00"/>	<input type="text" value="2195"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**

The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Directives**

UF Office of Student Financial Affairs  
352-392-1275 | [sfa-sis@mail.ufl.edu](mailto:sfa-sis@mail.ufl.edu)  
[sfa.ufl.edu](http://sfa.ufl.edu)