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 UFLOR 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 = SS (for Spring/Summer)
5. Click Save button to finish (no Disbursements segment since semester amounts are equal)
   a. Use same procedure if awarding a new Spring/Summer award with equal amounts

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:

<table>
<thead>
<tr>
<th>Disb Nbr</th>
<th>Disbt ID</th>
<th>Use for</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01</td>
<td>Fall</td>
</tr>
<tr>
<td>2</td>
<td>02</td>
<td>Spring</td>
</tr>
<tr>
<td>3</td>
<td>03</td>
<td>Summer</td>
</tr>
</tbody>
</table>
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.

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 = SS
5. Since amounts are unequal for Spring and Summer, use 2 and 3 for the Disb Nbr and Disbt ID and add the appropriate amounts and terms for each semester in the segment.
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.

<table>
<thead>
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**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**
The UF Computing Help Desk  
352-392-HELP  
helpdesk.ufl.edu

**Policies and Directives**
UF Office of Student Financial Affairs  
352-392-1275 | sfa-sis@mail.ufl.edu  
sfa.ufl.edu