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 <u>new</u> 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	
2	02	Spring line #s
3	03	Summer line #s

Amount	1000.00			Disbursed	0.00
Disbursement Plan AY		Split Code AY		Paid in full	

Disbursements   Personalize | Find | 🔲 | 🏢   First ◀ 1-2 of 2 ▶ Last

Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
2	02	500.00	0.00	2191	+	−
3	03	500.00	0.00	2195	+	−

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 <u>new</u> 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 <u>unequal</u> 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	750.00				Disbursed	0.00

Disbursement Plan AY   Split Code FS   ☐ Paid in full

Disbursements   Personalize | Find | 🗗 | 🖩   First ◀ 1-3 of 3 ▶ Last

Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
1	01	500.00	0.00	2191 🔍	➕	➖
2	02	250.00	0.00	2195 🔍	➕	➖

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	
2	02	Spring line #s
3	03	Summer line #s

Amount	1,250.00			Disbursed		0.00
Disbursement Plan	AY	Split Code	AY	☐ Paid in full		

Disbursements — Personalize | Find | 🗗 | 📑 — First ◀ 1-2 of 2 ▶ Last

Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
2	02	750.00	0.00	2191 🔍	➕	➖
3	03	500.00	0.00	2195 🔍	➕	➖

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 <u>unequal</u> 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	
1	01	Use for Fall
2	02	Use for Spring
3	03	Use for Summer

Item Type	934001400219 🔍 Agricultural & Biological Eng					
Description						
Amount	1500.00			Disbursed	0.00	
Disbursement Plan AY 🔍	Split Code AY 🔍			☐ Paid in full		

Disbursements   Personalize | Find | 🔲 | 🈸   First ◁ 1-3 of 3 ▷ Last

Disb Nbr	Disbt ID	Scheduled Award	Disbursed Amount	Term		
1	01	750.00	0.00	2188 🔍	➕	➖
2	02	500.00	0.00	2191 🔍	➕	➖
3	03	250.00	0.00	2195 🔍	➕	➖

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