Search for Student’s Award Entry batches

Navigation: Campus Solutions > Cal Components > Financial Aid > Award Entry > Search Awards For Student

This guide will demonstrate how to search for Award Entry batches for a particular student.

1. Log in to Campus Solutions.

Navigate to:

Cal Components > Financial Aid > Award Entry > Search Awards For Student

2. Enter the criteria (e.g. Student ID or name), then click the Search button.

Note: No data previous to Fall 2016 (Aid Year 2016-2017) will be available.
3. If there is only 1 result search that student’s data will appear.

If the search is broad and there are multiple matches, the search results will display below the search button.

Click anywhere on a line to see the results for that student.

4. Note the 2 tabs **Summary & Details**. The default view is **Summary**, which shows:

- **Batch Number** (if there is more than 1 Item Type, the # will show more than once, e.g. 3372 below)

- **Award Batch Package** (aka “Name” of the batch)

- **Type** of award (Departmental or Grad Division)

- **Org Level 4** (aka Department). You will see all departments the student has batches on, except those entered by Grad Division (Department OQFEL)

- **Status** (Pending, Posted, Reject, GradDiv Processed)

- **Item Type**

- **Last Updated**
5. Clicking the Details tab shows:

**Batch Number** (if there is more than 1 Item Types, the # will show more than once, e.g. 3372 below)

**Award Batch Package** (aka “Name” of the batch)

**Charge Priority** (aka what the award will pay). See the Charge Priority [chart](#) for more information.

**Disbursement Plan** (e.g. **AE=Early, AY= Academic Year, ME= Monthly at End of month.**).

**Split Code** (when the award will disburse **Fall only, Fall & Spring or Spring only**).

**Disbursed Total**

**Additional Info** either Grad Div “Name” for Grad Div Awards or the chartstring for Departmental Awards.
Click the “Show All Columns” icon to see all the information from the Summary & Details tabs combined. To return to the separate tabs, click the “Show Tabs” icon.

6. When finished, click the Return to Search button at the bottom; use the top menu to navigate or Sign Out.

Support
For questions or assistance, please contact SIS Support:

- Call 510-664-9000 (press option 6 to reach SIS support) or Email: sishelp@berkeley.edu
- For more information review the Award Entry job aids at http://sis.berkeley.edu/training/financial-aid-resources