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, 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 in a batch, the # will show more than once, e.g. 3372 below)

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

- **Type** of award (Department or Graduate Division)

- **Org Level 4** (aka Department). You will see all batches the student is in, except those entered by the Graduate Division (OQFEL) (e.g., multi-years, NSF, DCF).

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

- **Item Type**

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

**Batch Number**  (if there is more than 1 Item Types in a batch, 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**: Total award amount, both past and future disbursements.

**Additional Info**  either the fund short name for Graduate Division Awards or the chartstring for Department 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