

Entering Summer Awards

Process and Tips

- Summer awards must be entered using separate, summer-specific Item Types. You cannot use an academic year Item Type to make a summer award.
- For Department Awards, new summer Item Types will need to be created. Click the “Summer Award?” box on the “Create New Item Type” page. Item Types are now auto-approved twice a day.
- For Graduate Division summer awards (block grants and departmentally-restricted awards), summer Item Types are already available. To locate them, check the “Summer Award?” box and uncheck the “Enrollment Required?” box. Then search for department-specific item types as usual (e.g., “BG-___”).

New Summer Disbursement Plans

Below are the new disbursement codes for summer with the corresponding schedule:

NOTE: Summer stipends are scheduled to begin disbursing in mid-May.

- **SM** (Dept.) and **S1** (GD): Mid-May
- **S2**: July 1
- **SE**: Early Summer (for fees)
- **SU**: Monthly (beginning of month, starting June 1)
- **SV**: Monthly (end of month, from June 25 to July 25)
- **SW**: Monthly (mid-month)

Policy Matters

- Do not create summer awards for students who are graduating in May. Awards for students who have graduated should be created for a term in which they were enrolled.
- Students who were not enrolled in the Spring (cancelled or withdrawn), and who are not enrolled in Summer, are not eligible for summer funding.