

## **Search for Student's Award Entry batches**

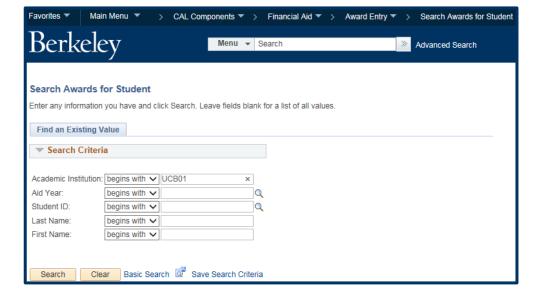
Navigation: Campus Solutions > Cal Components > Financial Aid > Award Entry > Search Awards For Student

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

1. Log in to <u>Campus</u> Solutions.

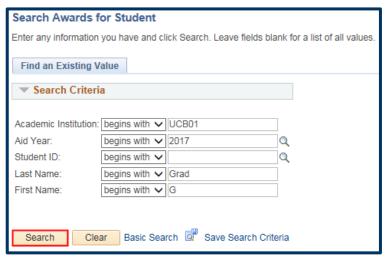
Navigate to:

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.

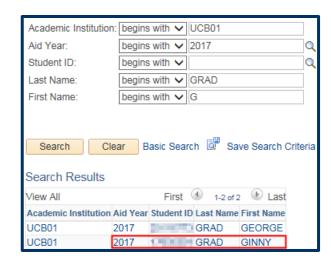




3. If there is only 1 result, that student's data will appear.

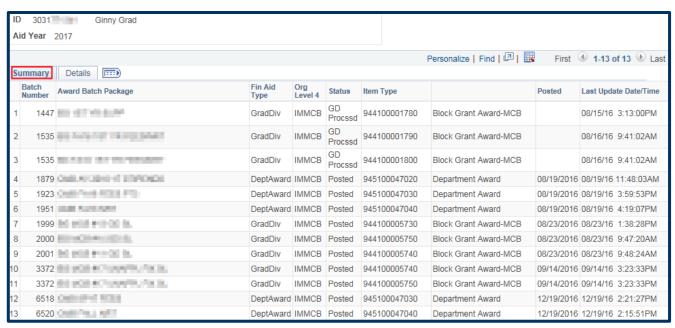
If the search is broad and there are multiple matches, the search results will display below the search button.

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)

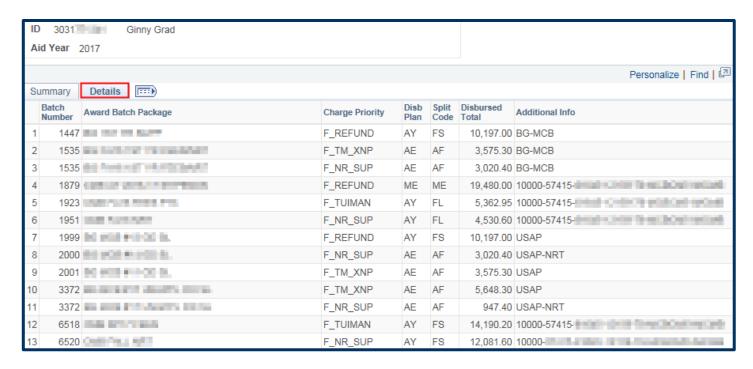
**Charge Priority** (aka what the award will pay). See the Charge Priority chart for more information.

**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 <u>or</u> 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 <u>or</u> **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