



Using Self Service Financial Aid Award by Term View

**Georgia Enhanced Banner Student and
Financial Aid Systems User Documentation**

Version 7.5

**Office of Information and
Instructional Technology**

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Table of Contents

Introduction to Self Service Financial Aid Award by Term View	1
Purpose of Self Service Financial Aid Award by Term View	1
Target Audience	1
Purpose and Scope of Document	1
Graphics.....	1
References.....	1
Support	2
Financial Aid Award by Term View Flow.....	3
Description	3
Overview of Financial Aid Award by Term View	4
Implementing Financial Aid Award by Term View.....	5
<i>I. Administering WebTailor.....</i>	<i>5</i>
1. Log on to Banner Self Service Secure Area.....	5
<i>II. Creating Non-Standard Spring Term Translation.....</i>	<i>12</i>
Overview	12
Crosswalk Validation (GTVSDAX).....	12
<i>III. Creating Messages for Online Financial Aid Award Letters.....</i>	<i>12</i>
Overview	12
Batch Posting Process (RPRBPST)	12
Financial Aid Messages from ROAMESG, RTVMESG, and RFRMGMT	12
<i>IV. Executing the Financial Aid Award Letter.....</i>	<i>13</i>
Overview	13
1. Log on to Banner Self Service Secure Area.....	13
2. Complete Student Consent Page	15
3. Reduce or Decline Award Request	18
4. Student Request Confirmation	19
<i>V. Reporting Student Requests.....</i>	<i>20</i>
Overview	20
Description	20

Using Self Service Financial Aid Award by Term View

Introduction to Self Service Financial Aid Award by Term View

Purpose of Self Service Financial Aid Award by Term View

USG Institutions have requested that the Banner Self Service application be enhanced to allow more flexibility in how the Financial Aid Award information is displayed.

The Self Service Financial Aid Award by Term View displays information in a letter format. It also allows students to reduce or decline the offered amount of their award by aid award, term, or year.

The report feature allows each Financial Aid office to keep track of these requests and aid in their processing.

Target Audience

WebTailor Administrators, Financial Aid Offices, and Students

Purpose and Scope of Document

This document explains how to use the Georgia Enhanced Self Service Financial Aid Award by Term View process to meet the needs of students and Financial Aid offices.

This chapter includes the following topics:

- Introduction to Self Service Financial Aid Award by Term View
 - Online Student Consent
 - Online Financial Aid Award “Letter”
 - Student Reduce/Decline Request
 - Student Request Confirmation
 - Report of student requests for Financial Aid Officers
-

Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.



Steps for recovery or support.



For additional information, see references.



Exercise caution.



Warning: an error here is critical.

References



For information about the baseline product, see *Using SCT Banner User Manual for Accounts Receivable, Financial Aid, and Student*.

Support



For additional OIIT resources and support, contact the OIIT HELPDESK:

Web http://www.usg.edu/customer_services
(self-service ticket submission)

E-mail helpdesk@usg.edu

For urgent or production down situations, call the OIIT HELPDESK:

Local 706-583-2001

Toll free within Georgia 1-888-875-3697

Financial Aid Award by Term View Flow

Description

After the Financial Aid Award Letter is implemented, Financial Aid offices and students can access Financial Aid Award information via the Banner Self-Service product.

The institutional WebTailor Administrator must modify informational text for appropriate links and Web pages as part of the initial setup.

Messages to the online Financial Aid Award letter may be added by the Financial Aid office via a batch process and population selection OR manually entered on a form.

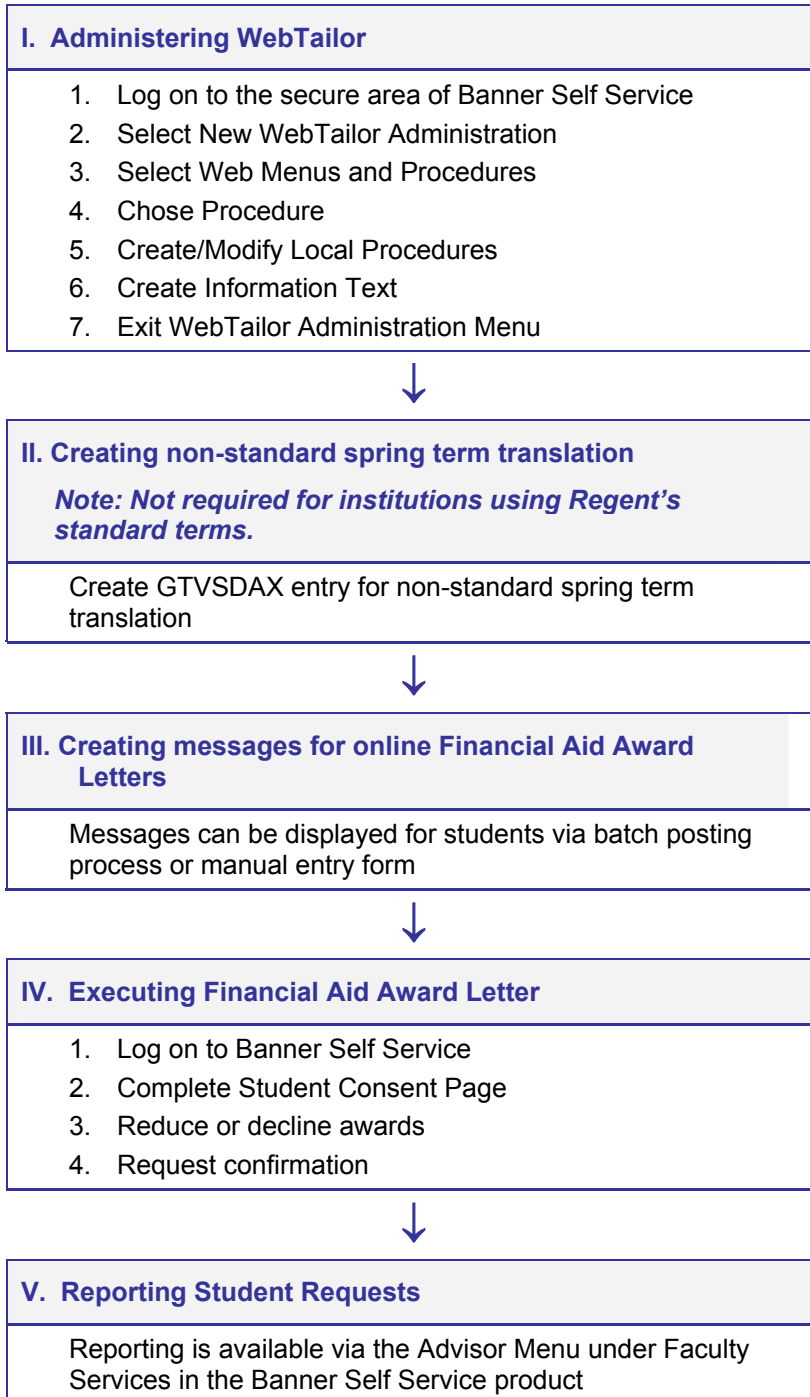
Students can consent and view their Financial Aid Awards online using the Banner Self Service product. The Financial Aid Award Letter shows the following for a student:

- COA, EFC, and any other resources
- Awards (if any) broken down by term
- Comments related to awards
- A link to reduce or decline their awards

Financial Aid offices may review reports for tracking requests and processing.

**Overview of
Financial Aid Award
by Term View**

Complete the following steps to load and update Financial Aid Award information into Banner Self Service.



Implementing Financial Aid Award by Term View

I. Administering WebTailor

1. Log on to Banner Self Service Secure Area

Select **ENTER SECURE AREA** from the Banner Self Service menu.



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 7.2

Enter the User ID and PIN for the institutional WebTailor Administrator and click the **LOGIN** button.



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

RELEASE: 7.2

Select New WebTailor Administration

Select **NEW WEBTAILOR ADMINISTRATION** from the **MAIN MENU**.

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Personal Information Student Services & Financial Aid Faculty Services **New WebTailor Administration**

Search Go

SITE MAP HELP EXIT

Main Menu

Welcome, Douglas Jensen, to the PAWS Information System! Last web access on Mar 06, 2006 at 10:17am

[Student & Financial Aid](#)
Apply for Admission, Register, View your academic records and Financial Aid

[Faculty & Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Personal Information](#)
View addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Old WebTailor Administration](#)
Customize a web menu or procedure, a graphic element, a set of information text, a set of menu items; Update user roles; Customize a web module, web rules, WebTailor parameters; Customize a login return location; Customize WebTail or overrides, global user interface settings.

[New WebTailor Administration](#)
Customize the Web pages for your institution; Update user roles.

[Return to Homepage](#)

RELEASE: 7.2

Select Web Menus and Procedures

Select the **WEB MENUS AND PROCEDURES** item from the **NEW WEBTAILOR MENU**.

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Personal Information Student Services & Financial Aid Faculty Services **New WebTailor Administration**

Search Go

RETURN TO MENU SITE MAP HELP EXIT

WebTailor Menu

[Web Menus and Procedures](#)

[Menu Items](#)

[Information Text](#)

[User Roles](#)

[Web Rules](#)

[Web Modules](#)

[Global User Interface Settings](#)

[WebTailor Parameters](#)

[Graphic Elements](#)

[Login Return Location](#)

[WebTailor Overrides](#)

[Advancement Self-Service Rules](#)

[LDAP Administration](#)

RELEASE: 7.2

Choose procedure

Select the procedure from the drop-down box and select the **CUSTOMIZE WEB MENU OR PROCEDURE** option.

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Personal Information Student Services & Financial Aid Faculty Services **New WebTailor Administration**

Search Go

RETURN TO THE WEB TAILOR MENU SITE MAP HELP EXIT

Customize a Web Menu or Procedure

Select Create to add a new Web Menu or Procedure.

Choose a Web Menu or Procedure to customize.

RELEASE: 7.0

**Create/Modify
Local
Procedures**

Local procedures should be created and modified with institutional-specific information for the Banner Self Service product.

The following procedures are included with the Financial Aid Award by Term View:

- twzkoawl.P_get_stu_consent (Student Consent Form)
- twzkoawl.P_award_letter (Financial Aid Award Letter)
- twzkoawl.P_award_adjust (Financial Aid Award Adjustments)
- twzkoawl.P_adjust_results (Financial Aid Award Adjustment Results)
- twzkoawl.P_adjust_report (Financial Aid Award Adjustment Report)

Following are steps for initial setup of these procedures. **Note:** For each procedure listed above, repeat the following steps.

Ensure that appropriate Associated Roles are checked. It is recommended that all Web users are given access to these procedures.

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Personal Information Student Services & Financial Aid Faculty Services **New WebTailor Administration**

Search SITE MAP HELP EXIT

Customize a Web Menu or Procedure

Please update the information and Submit Changes.

* - indicates a required field.

	Local	Baseline
Page Name: *	twzkoawl.P_award_letter	twzkoawl.P_award_letter
Description: *	Online Financial Aid Award Letter	Online Financial Aid Award Letter
Module: *	Student Self-Service	Student Self-Service
Comments: *	<input type="text"/>	<input type="text"/>
Enabled Indicator:	<input checked="" type="checkbox"/>	Yes
Non Secured Access Allowed:	<input type="checkbox"/>	No
Web Page Caching Override:	Use System Setting	Use System Setting
Page Title:	Online Financial Aid Award Letter	Online Financial Aid Award Letter
Header Text:	Online Financial Aid Award Letter	Online Financial Aid Award Letter
Header Graphic:	Select <input type="button" value="Preview Image"/>	<input type="text"/>
Page CSS URL:	<input type="text"/>	<input type="text"/>
Map Title:	<input type="text"/>	<input type="text"/>
Help Link URL:	<input type="text"/>	<input type="text"/>
Help CSS URL:	<input type="text"/>	<input type="text"/>
Back Link URL:	bmenu.P_FAAppIStuMnu	bmenu.P_FAAppIStuMnu
Back Link Text:	Return to Menu	Return to Menu
Back Link Image:	Select <input type="button" value="Preview Image"/>	<input type="text"/>
Back Link Menu Indicator:	<input checked="" type="checkbox"/>	Yes
Admin Secured:	<input type="checkbox"/>	No

Associated Roles

Baseline Local Role

No	<input checked="" type="checkbox"/>	All Web Users
No	<input type="checkbox"/>	Alumni
No	<input type="checkbox"/>	Employee
No	<input type="checkbox"/>	Executive
No	<input type="checkbox"/>	Faculty
Yes	<input checked="" type="checkbox"/>	Student
Yes	<input checked="" type="checkbox"/>	Web Tailor Administrator
No	<input type="checkbox"/>	Web for Executives Administrator

** You cannot delete this web menu or procedure because child records exist. Menu Items and/or Information Text must be deleted first.
[Select another Web Menu or Procedure to customize](#)

RELEASE: 7.2

Once you've checked the appropriate Associated Roles, click the Customize Information Text button. (The next screen shot shows the page to which you will be redirected.)

Personal Information Student Services & Financial Aid Faculty Services New WebTailor Administration

Search Go SITE MAP HELP EXIT

Reorder or Customize Information Text

Select the associated label to update individual information text entry.

Information text for: twzkoawl.P_award_letter

Seq #	Label	Source	Information Text
1	BOTH	Baseline	In order to have Federal Stafford Loan proceeds applied to your student account, you must complete Loan Entrance Counseling and the Master Promissory Note (MPN) electronically.
1	BOTH	Local	In order to have Federal Stafford Loan proceeds applied to your student account, you must complete Loan Entrance Counseling and the Master Promissory Note (MPN) electronically.
1	FFPLUS	Baseline	In order to have PLUS Loan proceeds applied to your student account, an approved credit decision which is now being obtained by SunTrust/Netnet and a completed Master Promissory Note (MPN) for Parent PLUS must be received. When completing the "Application Section", make sure to click on the green apply button for PLUS loans.
1	FFPLUS	Local	In order to have PLUS Loan proceeds applied to your student account, an approved credit decision which is now being obtained by (Institutions Lender) and a completed Master Promissory Note (MPN) for Parent PLUS must be received. When completing the "Application Section", make sure to click on the green apply button for PLUS loans.
1	FPLUS	Baseline	In order to have Federal Direct PLUS Loan proceeds applied to your student account, an approved credit decision from the U.S. Department of Education, which has been initiated by our office, and confirmation of a completed Master Promissory Note (MPN) for Parent PLUS must be received by our office.
1	FPLUS	Local	In order to have Federal Direct PLUS Loan proceeds applied to your student account, an approved credit decision from the U.S. Department of Education, which has been initiated by our office, and confirmation of a completed Master Promissory Note (MPN) for Parent PLUS must be received by our office.
1	INSTRUC	Baseline	INSTRUCTIONS: Carefully review your awards on your award letter. If you wish to refuse or lower the amount of a particular type of aid, you must notify our office immediately by clicking the button below or notifying our office in writing . If notification is NOT received by our office, it will be assumed that you are accepting these awards and will be attending {school name} for the terms indicated.
2	INSTRUC	Baseline	

1 INSTRUC Local **INSTRUCTIONS:** Carefully review your awards on your award letter. If you wish to refuse or lower the amount of a particular type of aid, you must notify our office immediately by clicking the button below or notifying our office in [writing](#). If notification is NOT received by our office, it will be assumed that you are accepting these awards and will be attending {school name} for the terms indicated.

2 INSTRUC Local

[ACCEPTANCE AGREEMENT](#) [GUIDELINES FOR AID RECIPIENTS](#)

1	INTERV	Baseline	In order to have Federal Stafford Loan proceeds applied to your student account, you must complete Loan Entrance Counseling , which is federally mandated.
1	INTERV	Local	In order to have Federal Stafford Loan proceeds applied to your student account, you must complete Loan Entrance Counseling , which is federally mandated.
1	MPN	Baseline	You must complete the Master Promissory Note (MPN) electronically in order to have Federal Stafford Loan proceeds applied to your student account.
1	MPN	Local	You must complete the Master Promissory Note (MPN) electronically in order to have Federal Stafford Loan proceeds applied to your student account.
1	NOSEE	Baseline	Please contact the Financial Aid Office to request a paper award letter. Please allow 14 days for receipt.
1	NOSEE	Local	Please contact the Financial Aid Office to request a paper award letter. Please allow 14 days for receipt.
1	PERK	Baseline	In order to have Federal Perkins Loan proceeds applied to your student account, you must sign a promissory note in the Student Loan Collections Office.
1	PERK	Local	In order to have Federal Perkins Loan proceeds applied to your student account, you must sign a promissory note in the Student Loan Collections Office.
1	WORK	Baseline	Prior to arriving on campus, you will receive an e-mail with instructions on how to be placed in your Federal Work-Study job.
1	WORK	Local	Prior to arriving on campus, you will receive an e-mail with instructions on how to be placed in your Federal Work-Study job.

Reorder these Elements

Copy Baseline entries to Local

Add a New Information Text Entry

Customize the Associated Web Menu or Procedure

On this page you will see two labels. One label represents Baseline and one label represents the Local menu created with this release. Click the Local **INSTRUC** hyperlink label #2 in order to insert Web pages specific to your institution.

Create Information Text

Enter institution-specific information in the **INFORMATION TEXT BOX**.

In the Information Text box for the **wzkoawl.P_award_letter** procedure, insert your institution-specific URL (for your institution's ACCEPTANCE AGREEMENT page) where you see, "Change to Institution's Agreement Page."

Insert your institution-specific URL (for your GUIDELINES FOR AID RECIPIENTS page) where you see "Change to Institution's Guidelines Page."

The screenshot shows the SUNGARD web interface. At the top, there are logos for SUNGARD SCT - HIGHER EDUCATION and UNIFIEDDIGITALCAMPUS. Below the logos is a navigation bar with tabs for Personal Information, Student Services & Financial Aid, Faculty Services, and New WebTailor Administration. A search bar is present on the left, and navigation links (RETURN TO THE WEB TAILOR MENU, SITE MAP, HELP, EXIT) are on the right. The main heading is "Customize the selected Information Text Entry". Below this, a message says "Please update the information and Submit Changes." A note indicates that an asterisk (*) denotes a required field. The form fields are: Associated Web Page (twzkoawl.P_award_letter), Sequence Number (2), Label (INSTRUC), Information Text (a text area containing a JavaScript function: onClick="window.open('http://hgtv.com/', 'AcptAgre', 'width=650,height=600,toolbar=0,location=0,directories=0,status=0)"), Image (a dropdown menu set to "Select" with a "Preview Image" button), and Comment (an empty text area). At the bottom of the form are buttons for "Submit Changes", "Reset All Fields", and "Delete this Entry". The footer of the page reads "RELEASE: 7.2".

The section of text that says, "<http://Change> To Institutions Agreement Page>" has been changed to <http://hgtv.com> in the screen shot above. Please insert your institution's Web page in this section as well as in the section that says "Change to Institution's Guidelines page" in the same text information box.

Once you have changed the text, click the **SUBMIT CHANGES** button.

You should see a message that the changes have been successfully saved in the **REORDER OR CUSTOMIZE INFORMATION TEXT** window.

The screenshot shows the SUNGARD web interface. At the top, there are logos for SUNGARD SCT - HIGHER EDUCATION and UNIFIEDDIGITALCAMPUS. Below the logos is a navigation bar with tabs for Personal Information, Student Services & Financial Aid, Faculty Services, and New WebTailor Administration. A search bar is present on the left, and navigation links (SITE MAP, HELP, EXIT) are on the right. The main heading is "Reorder or Customize Information Text". Below this, a message says "Your changes were successfully saved." with a checkmark icon. A note says "Select the associated label to update individual information text entry." Below this, the text "Information text for: twzkoawl.P_award_letter" is displayed. The footer of the page is not visible in this screenshot.

Note: You must repeat the steps above for each Web page your institution wants to create (Loan Counseling, Cost of Attendance, PLUS Loans, etc.).

**Exit WebTailor
Administration
Menu**

Exit the **WEBTAILOR ADMINISTRATION MENU** to return to the **MAIN MENU**. The entries required in WebTailor are complete.

II. **Creating Non-Standard Spring Term Translation**

Overview

For USG Institutions using non-standard spring terms, the Financial Aid office may create a GTVSDAX entry so that the non-standard spring terms will display on their Online Financial Aid Award Letters.

Caution



NOTE: If your institution uses Regent's Standard spring term codes, translation is not necessary.

Crosswalk Validation (GTVSDAX)

Users will need to create a GTVSDAX entry as follows:

- **Internal Code**=HOPECHCKPT
- **Seq #**=1
- **Group Code**=TERM CODE
- **External Code**=01 (or first two digits of your non-standard spring term)
- **Translation Code**=02
- **Description**= HOPE Spring Checkpoint

Caution



NOTE: This is the same GTVSDAX entry as the one used for processing spring checkpoints for ZORHGPA. If you already have a HOPECHCKPT entry for ZORHGPA, a second one is not needed.

Notes

Once the Financial Aid office has created the GTVSDAX entry, above, awards for non-standard spring terms may be viewed through the Online Financial Aid Award Letter. Students may also Decline/Reduce their awards through the Self Service Financial Aid Award by Term View.

III. **Creating Messages for Online Financial Aid Award Letters**

Overview

The Financial Aid office creates messages for online Financial Aid Award Letters through a batch posting process and a population selection *or enters* messages manually in a form.

Batch Posting Process (RPRBPST)

The Financial Aid Letter page displays the student's Financial Aid information: COA, EFC, any other Resources, Awards (if any) broken down by term, any comments related to those awards, and a link to allow students to reduce or decline their awards.

Financial Aid Messages from ROAMESG, RTVMESG, and RFRMGMT

Using a Banner-delivered batch posting process and a population selection, the Financial Aid office can display messages on the Award Letter for certain students. The messages that appear on the Award Letter will come from RTVMESG, RFRMGMT.

or

Messages can be manually entered on the ROAMESG form.

These messages will appear at the top of the letter if a message exists for that student.

IV. Executing the Financial Aid Award Letter

Overview

In the role of a student, execute the Financial Aid Award by Term View to verify that it works correctly.

1. Log on to Banner Self Service Secure Area

Select **ENTER SECURE AREA** from the Banner Self Service menu.



Enter Secure Area
Admissions Information and Application Status
General Financial Aid
Class Schedule
Course Catalog
RELEASE: 7.2

Enter the User ID and PIN for a test student and click the **LOGIN** button.



Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

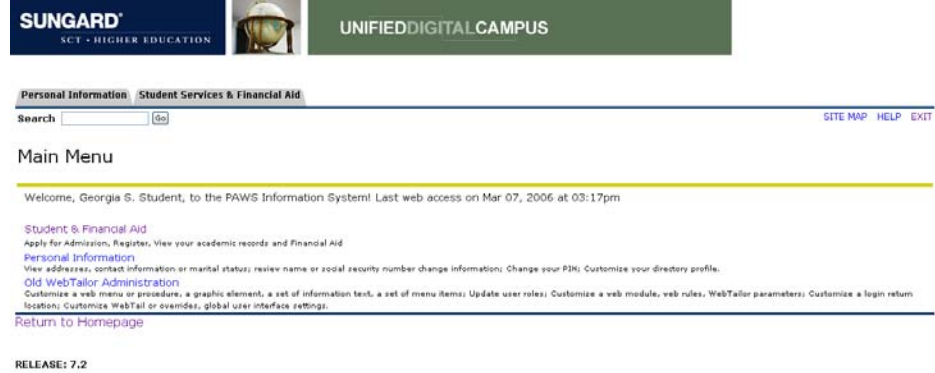
To protect your privacy, please Exit and close your browser when you are finished.

User ID:

PIN:

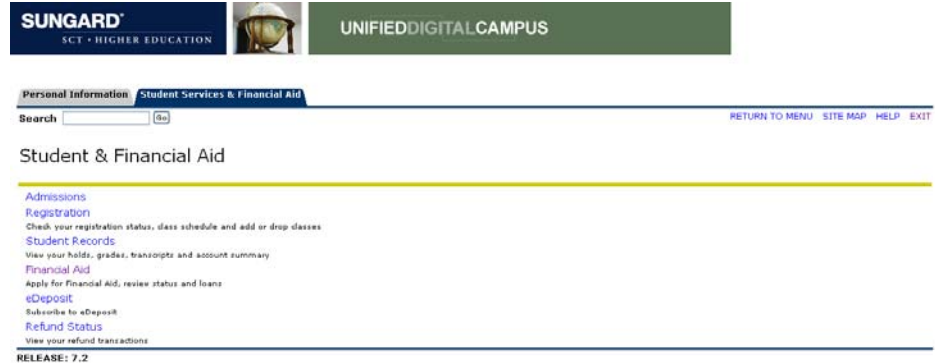
RELEASE: 7.2

Select STUDENT & FINANCIAL AID from the MAIN MENU.



The screenshot shows the top navigation bar with the SUNGARD logo (SCT - HIGHER EDUCATION) and the UNIFIED DIGITAL CAMPUS logo. Below the navigation bar is a search box with a 'Go' button and links for 'SITE MAP', 'HELP', and 'EXIT'. The 'Main Menu' section is highlighted with a yellow underline. It contains a welcome message for Georgia S. Student, the date and time of last access (Mar 07, 2006 at 03:17pm), and a list of menu items: 'Student & Financial Aid' (Apply for Admission, Register, View your academic records and Financial Aid), 'Personal Information' (View addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile), 'Old WebTailor Administration' (Customize a web menu or procedure, a graphic element, a set of information text, a set of menu items; Update user roles; Customize a web module, web rules, WebTailor parameters; Customize a login return location; Customize WebTail or ova/index, global user interface settings), and 'Return to Homepage'. A 'RELEASE: 7.2' notice is at the bottom.

Select FINANCIAL AID MENU from the STUDENT & FINANCIAL AID MENU.



The screenshot shows the 'Student & Financial Aid' menu. The top navigation bar is the same as in the previous screenshot. Below the navigation bar is a search box with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The 'Student & Financial Aid' section is highlighted with a yellow underline. It contains a list of menu items: 'Admissions', 'Registration' (Check your registration status, class schedule and add or drop classes), 'Student Records' (View your holds, grades, transcripts and account summary), 'Financial Aid' (Apply for Financial Aid, review status and loans), 'eDeposit' (Subscribe to eDeposit), 'Refund Status' (View your refund transactions), and 'RELEASE: 7.2'.

Select **FINANCIAL AID AWARD LETTER** from the **FINANCIAL AID MENU**.

The screenshot shows the SUNGARD UNIFIEDDIGITALCAMPUS interface. At the top, there are navigation tabs for 'Personal Information' and 'Student Services & Financial Aid'. Below the tabs is a search bar with a 'Go' button. The main content area is titled 'Financial Aid' and contains several links: 'Financial Aid Status', 'Eligibility', 'Award', 'Student Authorization', and 'Financial Aid Award Letter'. The 'Financial Aid Award Letter' link is highlighted in blue. At the bottom of the page, it says 'RELEASE: 7.2'.

2. Complete
Student Consent
Page

Select **Yes** and click the Submit button.

Students must choose **Yes** to continue to the online Financial Aid Letter. If students choose **No**, a Web page appears with a message to contact the Financial Aid office.

The screenshot shows the SUNGARD UNIFIEDDIGITALCAMPUS interface for the 'Financial Aid Student Consent' page. It features a heading 'Financial Aid Student Consent' and a statement: 'I hereby give my consent to view my financial award information online in an electronic format.' Below this statement are two radio buttons: 'Yes' (which is selected) and 'No'. There are 'Submit' and 'Reset' buttons. At the bottom of the page, it says 'RELEASE: 7.1.1'.

Select a term from the drop-down menu and submit the changes.

The screenshot shows the SUNGARD UNIFIEDDIGITALCAMPUS interface for the 'Registration Term' page. It features a heading 'Registration Term' and a drop-down menu labeled 'Select a Term:' with 'Fall 2006' selected. There is a 'Submit' button. At the bottom of the page, it says 'RELEASE: 7.2'.

Select an aid year and click Submit.

The screenshot shows the SUNGARD self-service interface for awarding financial aid. At the top, there are logos for SUNGARD (SCT - HIGHER EDUCATION) and UNIFIED DIGITAL CAMPUS. Below the logos is a navigation bar with tabs for 'Personal Information' and 'Student Services & Financial Aid'. A search bar is present with a 'Go' button. On the right side of the page, there are links for 'RETURN TO MENU', 'SITE MAP', and 'HELP EXIT'. The main heading is 'Aid Year'. Below this heading, a message states: 'Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid)'. There is a dropdown menu labeled 'Select Aid Year' with '2005-2006 Aid Year' selected. A 'Submit' button is located below the dropdown. At the bottom left of the page, it says 'RELEASE: 6.1'. On the right side, there is a user identification string: '@00010047 Georgia S. Student Mar 07, 2006 03:20pm'.

After a student agrees to view the Financial Aid Award letter online (from the consent page), the Financial Aid Letter is displayed.

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Personal Information **Student Services & Financial Aid**
RETURN TO MENU SITE MAP HELP EXIT

Search

Online Financial Aid Award Letter

Your budget was determined based on being an in-state student and residing off-campus. If this information is incorrect, please notify the Financial Aid Office at once.

All HOPE Scholarship awards are PRELIMINARY until your final eligibility is determined after the completion of Spring Semester.

Georgia S. Student @00010047	Academic Year: 2005-2006 07-MAR-06
--	--

	Estimated Cost of Attendance is based on:	
Estimated Cost Of Attendance	\$20,422.00	Level Code: Undergraduate
Expected Family Contribution	- \$904.00	Housing Status: On Campus
Gross Financial Need	\$19,518.00	Residency Status: Resident
		Dependency Status: Dependent

Resources	
Total Resources	\$0.00

Based on this review, and you enrolling as a full-time student, we are pleased to TENTATIVELY offer these awards:

	Fall 2005	Spring 2006	Summer 2006	Total
Federal Pell Grant	1,550.00	775.00	0.00	\$2,325.00
HOPE Book Award (Alt)	150.00	150.00	0.00	\$300.00
HOPE Scholarship (Alt)	1,375.00	1,375.00	0.00	\$2,750.00
Hope GED Award	250.00	250.00	0.00	\$500.00
Total Awards	\$3,325.00	\$2,550.00	\$0.00	\$5,875.00

COMMENTS:
Our records indicate that you have attempted (14) hours and your GPA is 2.35 for HOPE Scholarship evaluation purposes. (0) of these hours are hours that you have attempted at another institution.

INSTRUCTIONS: Carefully review your awards on your award letter. If you wish to refuse or lower the amount of a particular type of aid, you must notify our office immediately by clicking the button below or notifying our office in [writing](#). If notification is NOT received by our office, it will be assumed that you are accepting these awards and will be attending {school name} for the terms indicated.

[ACCEPTANCE AGREEMENT](#)

[GUIDELINES FOR AID RECIPIENTS](#)

[New Aid Year](#)

[Reduce/Decline Awards](#)


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3. Reduce or Decline Award Request


Students can reduce or decline any or all of their awards for any term or all year.

After each adjustment is requested, the student must wait until the request is reviewed by the Financial Aid office to see the change in the Financial Aid Award letter.

The Student Reduce/Decline Request page displays the student's Financial Aid Award information and drop-down boxes to allow students to reduce or decline their awards by award, term, and amount.



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Personal Information
Student Services & Financial Aid

RETURN TO MENU SITE MAP HELP EXIT

Financial Aid Award Adjustments

	Fall 2005	Spring 2006	Summer 2006	Total
Chicken Run				
741741741				
Academic Year: 2005-2006				
07-MAR-06				
<hr/>				
Federal Pell Grant	0.00	1,100.00	0.00	\$1,100.00
Subsidized Stafford Loan	1,596.00	1,596.00	0.00	\$3,192.00
Unsubsidized Stafford Loan	154.00	154.00	0.00	\$308.00
Federal Work Study	1,000.00	1,000.00	0.00	\$2,000.00
HOPE Book Award	150.00	150.00	0.00	\$300.00
HOPE Scholarship	2,500.00	2,500.00	0.00	\$5,000.00
<hr/>				
Total Awards	\$5,400.00	\$6,500.00	\$0.00	\$11,900.00

NOTE: All Awards and All Year options **only** work when using the Decline Total Amount option. Using the All Awards option when reducing award amounts will not create a request for an adjustment in your awards.

Award you want to Reduce or Decline:

Term you want the adjustment made:

Reduce or Decline Award:

Reduce Amount to: .00

Please enter the amount you wish to receive rounded to the nearest dollar. This amount MUST be less than the amount listed above. For example, if you have been offered \$1313.00 in a Subsidized Loan for Fall 2004 and you only wish to receive \$500.00 then enter \$500.00.

NOTE: Please be aware that any adjustments made will not appear on your award letter until the changes have been reviewed by the Financial Aid Office. Please allow five (5) business days for your award letter to reflect these adjustments.

[Back to Financial Aid Letter](#)
[New Aid Year](#)

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4. Student Request Confirmation

The Request Confirmation gives students a confirmation of the requested changes to their Financial Aid Awards.

The Request Confirmation page displays confirmation of a student's requested change(s) for each award by term and award.

The screenshot shows the SUNGARD UNIFIED DIGITAL CAMPUS interface. At the top, there are logos for SUNGARD (SCT - HIGHER EDUCATION) and UNIFIED DIGITAL CAMPUS. Below the logos is a navigation bar with tabs for 'Personal Information' and 'Student Services & Financial Aid'. A search bar is present with a 'GO' button. The main heading is 'Financial Aid Award Adjustments'. A table displays the following information:

Award Name	Academic Year
Chicken Run 741741741	2005-2006 07-MAR-06

Below the table, a message states: 'Our records reflect your request to reduce your Unsubsidized Stafford Loan award to \$100 dollars for Fall 2005.' A note follows: 'NOTE: Please be aware that any adjustments made will not appear on your award letter until the changes have been reviewed by the Financial Aid Office. Please allow five (5) business days for your award letter to reflect these adjustments.' At the bottom, there are three links: 'Back to Financial Aid Letter', 'Reduce/Decline another award', and 'New Aid Year'. The footer includes 'All Rights Reserved By The University System of Georgia' and 'RELEASE: 7.1.1'.

V. Reporting Student Requests

Overview

The Financial Aid office can produce reports that reflect student adjustment requests for a specific aid year for review.

Description

This page displays a report of student's adjustment requests for a specific aid year. Information displayed includes: Name, ID, aid year, award, Fall, Spring, and Summer amounts, date student submitted the request, Financial Aid "advisor"/ "officer," and the date adjusted in RPAAWRD. If the student's submit date is greater than the activity date in RPAAWRD, the Financial Aid "advisor" and date adjusted will appear blank and the student row (record) will be highlighted.

Notes

Financial Aid staff must have a Functional User, or "FU" in their Status code field on SIAINST form to be able to view this report. Please see screen shot below:

Faculty/Advisor Information SIAINST 7.0

ID: 000025575 Jensen, Brenda Term: 199703

Faculty Member Base Details

From Term: 199703 Maintenance To Term: 999999

Status: FU Functional User Status Date: 07-MAR-2006

Faculty

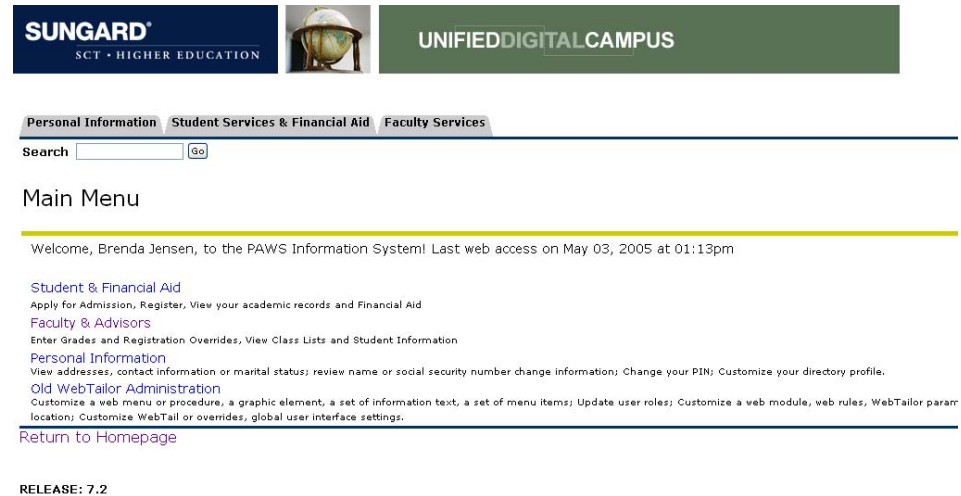
Advisor Appointment Date:

Category:

Staff Type: FT Full Time

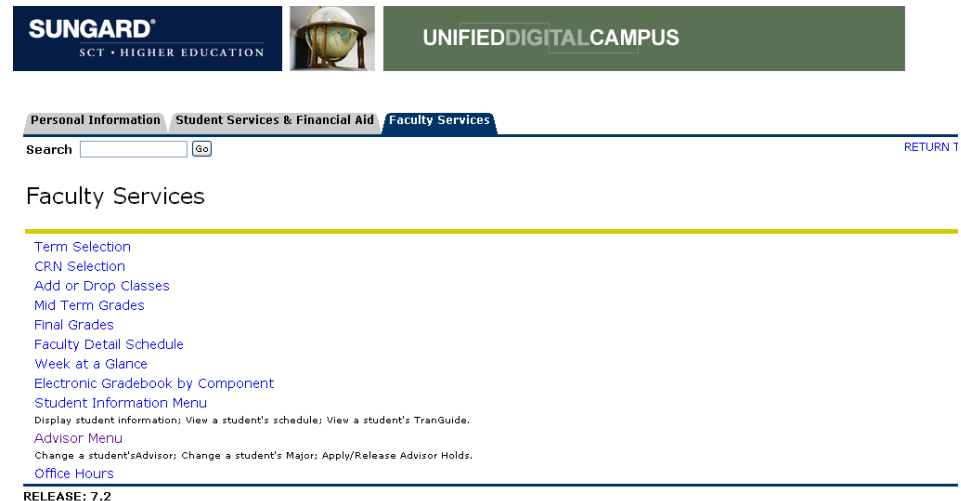
Workload Rule: FT01 Full Time/College 01

The financial Aid Award Adjustments Report can be accessed from the “Faculty Services” menu.



The screenshot shows the top navigation bar with the SUNGARD logo (SCT • HIGHER EDUCATION) and a globe icon, followed by the text UNIFIED DIGITAL CAMPUS. Below this is a horizontal menu with three items: Personal Information, Student Services & Financial Aid, and Faculty Services. A search bar with a 'Go' button is located below the menu. The main content area is titled 'Main Menu' and contains a welcome message for Brenda Jensen, dated May 03, 2005 at 01:13pm. A list of links follows: Student & Financial Aid, Faculty & Advisors, Personal Information, and Old WebTailor Administration. A 'Return to Homepage' link is at the bottom of the list. The release version 'RELEASE: 7.2' is noted at the bottom of the page.

Then click on the “Advisor” menu.



The screenshot shows the same top navigation bar as the previous image. The horizontal menu now has 'Faculty Services' selected. The search bar is still present. The main content area is titled 'Faculty Services' and contains a list of links: Term Selection, CRN Selection, Add or Drop Classes, Mid Term Grades, Final Grades, Faculty Detail Schedule, Week at a Glance, Electronic Gradebook by Component, Student Information Menu, and Advisor Menu. The 'Advisor Menu' link is highlighted. Below the list, there is a description: 'Display student information; View a student's schedule; View a student's TranGuide.' and another description: 'Change a student's Advisor; Change a student's Major; Apply/Release Advisor Holds.' The 'Office Hours' link is also visible. The release version 'RELEASE: 7.2' is noted at the bottom of the page.

Next, click on the “Financial Aid Adjustment Report” option.

The screenshot shows the SUNGARD UNIFIED DIGITAL CAMPUS interface. At the top, there are navigation tabs for "Personal Information", "Student Services & Financial Aid", and "Faculty Services". Below the tabs is a search bar with a "Go" button and a "RETURN TO" link. The main content area is titled "Faculty & Advisors Menu" and contains a list of links: "Term Selection", "ID Selection", "Student Academic Transcript", "Electronic Gradebook for a Student", and "Financial Aid Adjustments Report". Below the links, it says "RELEASE: 7.2".

The report should look like the following:

The screenshot shows the SUNGARD UNIFIED DIGITAL CAMPUS interface displaying the "Financial Aid Award Adjustments" report. The report is presented as a table with columns for ID, Name, Academic Year, Award, and then columns for Fall 2005, Spring 2006, and Summer 2006. Each term has sub-columns for Offer Amt, A/D Code, and A/D Amt. The final columns are Total and Sub Amt. Below the table, there is a "New Aid Year" link and a copyright notice: "All Rights Reserved By The University System of Georgia". At the bottom, it says "RELEASE: 7.1.1".

ID	Name	Academic Year	Award	Fall 2005			Spring2006			Summer2006			Total	Sub Amt	Date
				Offer Amt	A/D Code	A/D Amt	Offer Amt	A/D Code	A/D Amt	Offer Amt	A/D Code	A/D Amt			
741741741	Run, Chicken	2005-2006	Subsidized Stafford Loan	1596	ADJT	1000	0		0	0	0	0	0.00	06	