Zell Accum/Elig & HOPE Enhanced Disbursement Workbook

Information Technology Services

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Introduction

Purpose

HOPE Enhanced Disbursement Process (RPEDISB):

The HOPE Enhanced Disbursement Process (RPEDISB) disburses Title IV and HOPE Funds. The Baseline Disbursement Process (RPEDISB) has been modified to disburse HOPE Scholarship, HOPE Grant and Zell Miller Scholarship funds on a per-hour basis, according to the Institution-specific Rate Charts provided by the Georgia Student Finance Commission (GSFC).

The HOPE Enhanced Disbursement process (RPEDISB) is run on a periodic basis to apply memos, authorizations, and payments.

Zell Miller Accumulation/Eligibility Process (ZORZGPA):

The Zell Miller Accumulation/Eligibility Process (ZORZGPA) was created due to new HOPE & Zell Miller Scholarship Legislation effective Fall 2011. The ZORZGPA process will be used to calculate or update Zell Miller accumulation rows of data and Zell Miller eligibility information. The process will create a term record for each term a student has either a transfer term record, a term GPA record in Banner Student, or an enrolled term record. The process will also insert Spring terms when the student did not attend to ensure that students are being checked for the Spring checkpoint. Zell Miller accumulation will be calculated from transfer information, specific excluded hours, and institutional coursework. Specific grade modes (ex. Learning Support) will be excluded automatically by the process. Students with a course work prior to high school graduation will also be excluded from processing. Zell Miller eligibility is calculated based on the required minimum post-secondary GPA of 3.3.

In addition, a first a second Loss of Eligibility will be calculated, beginning at the end of Fall Term (2011). Once a student loses eligibility a second time, following Fall of 2011, the student is no longer eligible for Zell Miller Scholarship and will no longer be processed by ZORZGPA.

Target Audience and Frequency

This workbook is designed for Financial Aid functional users.

Section 1: Functional Setup

1. Create the Zell Miller Fund Code in the Fund Base Date Form (RFRBASE).

Zell Miller Fund Code should have **Fund Source**= HOPE and **Fund Type**= SCHL

Fund Code	Short Description	Accounts Receivable Detail ▼	Detail Code Active	Fund Source ▼	Fund Type ▼	Federal Fund ID ▼	Fund Cross Reference	Print Order	Message Number	Fund Category Exists	Fund Active	Info Access
ACCEL	HOPE Accel		☐	HOPE	GRNT					☐	☑	☐
GHGRNT	HOPE Grant	HGRT	☑	HOPE	GRNT					☐	☑	☐
GHGRTB	HOPE Grant Book	HGTB	☑	HOPE	GRNT					☐	☑	☐
GHOPAB	HOPE Book Award (Alt)	HOAB	☑	HOPE	GRNT			2	1	☐	☑	☑
GHOPAL	HOPE Scholarship (Alt)	HOAL	☑	HOPE	GRNT			1	1	☐	☑	☑
GHOPAR	Hope Alternate Refund	HARF	☑	HOPE	GRNT				1	☐	☑	☑
GHOPBK	HOPE Book Award	HOBO	☑	HOPE	SCHL			2	1	☐	☑	☑
GHOPE	HOPE Scholarship	HOPE	☑	HOPE	SCHL			1	1	☐	☑	☑
GHOPRF	HOPE Scholarship	HPRF	☑	HOPE	GRNT				1	☐	☑	☑
GHOPRO	Hope Promise Award	HOPR	☑	HOPE	GRNT				1	☐	☑	☑
GHOPS1	HOPE Certificate Alternative	HOTU	☑	HOPE	GRNT			1		☐	☑	☐
GHOPS2	HOPE Certificate Alternative	HOFE	☑	HOPE	GRNT			2		☐	☑	☐
GHOPS3	HOPE Certificate Alternative	HOBK	☑	HOPE	GRNT			3		☐	☑	☐
GHPBII	Hope Promise II Books	HIIB	☑	HOPE	GRNT			1	1	☐	☑	☑
GHPGED	Hope GED Award	HOGE	☑	HOPE	GRNT				1	☐	☑	☑
GHPRII	Hope Promise II	HPII	☑	HOPE	GRNT			2	1	☐	☑	☑
GHPTCH	Hope Teachers Award	HOTE	☑	HOPE	GRNT				1	☐	☑	☑
HOPE*	HOPE FA 7.15 testing		☐	HOPE	SCHL					☐	☑	☐

Long Description: HOPE Accel

2. Setup Zell Miller Fund on the Fund Management Form (RFRMGMT).

The Detail Code Rules Tab should include Tuition detail codes set to 100%. (For institutions that have Flat Rates/Charges for Tuition, no Detail Codes are needed under this tab.)

3. Create Rules on the HOPE Fund Code Rules Form (ZFRHOPE) for the Zell Miller Fund Code.

   a. For the Zell Miller Fund Code, chose **Program Type**= Zell Miller Scholarship, from the drop down list.
   b. **Tr** (Tier Indicator) and **Ckp** (Checkpoint Indicator) should both be checked.
   c. **Min Gpa** should be set to 3.3.
   d. The **ACat** (Degree Award Category Code) should be set to 24- Baccalaureate Degree.
   e. **Stand Cap** and **Max Cap** should both be set to 127. (HOPE Scholarship should also have both of these Cap fields set to 127. HOPE Grant should be set to 63, for both of these Cap fields.)

HOPE Fund Code Rules ZFRHOPE

Fund	Lvl	Ex	Programs	Tr	Ckp	ACat	Min Gpa	Stand Cap	Max Cap	Book Fund
GHOPBK	U	☐	GED / HOPE Teacher Award / HOPE Promise Award / HOPE Book / HOPE Accel / HOPE Certificate / Zell Miller Scholarship	☑	☑	24	3.00	190.00	200.00	
GHOPE	U	☐		☑	☑	24	3.00	190.00	200.00	
GHOPRO	U	☐		☐	☐		.00	.00	.00	
GHPGED	U	☐		☐	☐	24	.00	.00	.00	
GACCLB	US	☐	HOPE Book	☐	☐	24	.00	.00	.00	
GACCLF	US	☐	HOPE Accel	☐	☐	24	.00	.00	.00	GACCLB
GACCLT	US	☐	HOPE Accel	☐	☐	24	.00	.00	.00	GACCLB
GHGRNT	US	☐	Diploma	☐	☐	22	.00	.00	.00	GHGRTB
GHGRTB	US	☐	HOPE Book	☐	☐	22	.00	.00	.00	
GHOPAB	US	☐	HOPE Book	☑	☑	24	3.00	127.00	134.00	
GHOPAL	US	☐	Degree Seeking	☑	☑	24	3.00	127.00	134.00	GHOPAB
GHOPBK	US	☐	HOPE Book	☑	☑	24	3.00	127.00	134.00	
GHOPE	US	☐	Degree Seeking	☑	☑	24	3.00	127.00	134.00	GHOPBK
GHOPRO	US	☑	HOPE Promise Award	☐	☐		.00	.00	.00	
GHPBII	US	☑	HOPE Book	☐	☐	24	.00	.00	.00	
GHPGED	US	☐	GED	☐	☐	24	.00	.00	.00	
GHPRII	US	☑	Degree Seeking	☐	☐	24	.00	.00	.00	

Fund Description: HOPE Book Award

4. Create Eligibility Status Codes on the HOPE Eligibility Status Validation Form (ZTVHPEL).

a. Create 'NGPA' **Status Code** with no indicators checked. (This represents a second loss of eligibility for Zell Miller Scholarship.)

b. Verify that the 'CAPR' **Status Code** only has the **At Cap** indicator checked. (This represents the 127 Max Cap hours have been reached.)

HOPE Eligibility Status Validation Form ZTVHPEL 8.0

Eligibility Status Code	Description	Elg	Pro	Dft	GPA OK	Bel GPA	At Cap	Ovr Cap	Gr	Ap	App Ext
BGPA	Below Required GPA	☐	☑	☐	☐	☑	☐	☐	☐	☐	0
BGPL	Below Required GPA locked	☐	☐	☐	☐	☐	☐	☐	☐	☐	0
CAPR	Cap Reached	☐	☐	☐	☐	☐	☑	☐	☐	☐	0
ELAP	Eligible Based on Appeal	☑	☑	☐	☐	☐	☐	☐	☐	☑	12
ELEX	Eligible Extended Accounting	☑	☑	☐	☐	☐	☐	☐	☐	☐	23
ELIG	Currently Eligible	☑	☑	☐	☑	☐	☐	☐	☐	☐	0
ELIO	Eligible - Over 190 Cap	☑	☑	☐	☐	☐	☐	☑	☐	☐	0
NDET	Not Yet Determined	☐	☑	☑	☐	☐	☐	☐	☐	☐	0
NEHS	Not Eligible - Final HS	☐	☑	☐	☐	☐	☐	☐	☐	☐	0

5. Create excluded course work rules on the HOPE Exclusions Rules Form (ZHAHPEX).

Since Learning Support coursework will be excluded (effective Fall 2011) when determining the number of hours to pay for HOPE Scholarship and Zell Miller Scholarship, new **Effective Term** and **End Term** fields have been added to the ZHAHPEX form.

NOTE: The **Effective Term** entry (for Learning Support codes and Audit) will need to be set to 201108, in order to exclude LS/Audit hours beginning Fall 2011.

Section 2: Running the Disbursement Process

1. The following baseline forms should be setup, prior to running RPEDISB:

    a. COD Entity ID Rules Form (RORCODI)

    b. Global Institution Financial Aid Options Form (ROAINST)

    c. U.S. Specific Institution Financial Aid Options Form (ROAUSIO)

    d. Fund Base Data Form (RFRBASE)

    e. Detail Code Control Form (TSADETC)

    f. Section Unavailable for Aid Form (ROASECT)

    g. Fund Management Form (RFRMGMT)

    h. Class Code Translation Form (RPRCLSS)

    i. Audit Grading Mode Form (RPRAUDT)

    j. Financial Aid Selection Rules Form (RORRULE)

    k. Tracking Requirements Validation Form (RTVTREQ)

    l. Default Award & Disbursement Schedule Rules Form (RFRDEFA)

    m. Fund Award & Disbursement Schedule Rule Form (RFRASCH)

    n. Packaging Options Form (RPROPTS)

    o. Loan Options Form (RPRLOPT)

    p. Loan Period Base Data Form (RPRLPRD)

NOTE: For additional information on the setup of the forms above, please refer to the Banner Financial Aid Disbursement Training Workbook located on SunGard HE's Customer Support Center web site (https://connect.sungardhe.com/customer_support/).

2. Run the GSFAPPS processes (ZORAPPS/ZOPAPPL) to load current Paid Hours information, prior to running Disbursement. Disbursement uses these hours to determine if a student has reached their CAP Paid Hours.

3. Run the HOPE Enhanced Disbursement Process (RPEDISB).

The process can be run online (from the ROAIMMP form) or in Batch (from GJAPCTL).

To run online, for an individual student, via the Applicant Immediate Process Form (ROAIMMP), Click the Authorize or Disburse Available Aid indicator and enter a Period. Click the Save icon to run the process.

KNOWN ISSUE FOR CAMPUSES WHO MEMO FUNDS BASED ON "EXPECTED ENROLLMENT" :

HOPE Scholarship/Zell Miller Scholarship/HOPE Grant funds will memo '0', since the Disbursement process is not Memoing based on actual Enrolled/"Adjusted" hours.

Workaround: Complete the following steps:

1. **Delete the HOPE Scholarship/Zell Miller Scholarship/HOPE Grant Fund Codes from the HOPE Fund Code Rules form (ZFRHOPE) (or you may temporarily rename the fund code on ZFRHOPE).**

2. **Next, run the Disbursement process (RPEDISB) from Job Sub, using a Pop Sel of students who have HOPE Scholarship/Zell Miller Scholarship/HOPE Grant funds awarded.**

3. **Add the HOPE Scholarship/Zell Miller Scholarship/HOPE Grant Fund Codes back into the HOPE Fund Code Rules form (ZFRHOPE).**

4. **Once the students actually enroll in classes, re-run the Disbursement process (RPEDISB)**

To run the process in Batch mode, for an individual or Population Selection of students, Enter RPEDISB into the Go To field of the General Menu and enter the Parameters. Click the Save icon to run the process.

Process Submission Controls GJAPCTL 8.3.0.2

Select

Process: RPEDISB ▼ Disbursement Process   Parameter Set: ▼

Printer Control

Printer: [_____] ▼   Special Print: [_____]   Lines: 55   Submit Time: [____]

Parameter Values

Number	Parameters ▼	Values ▼
01	Aid Year	
02	Process Indicator	B
03	Period	
04	Applicant ID	
05	Action Indicator	N
06	Fund Code	
07	Sort Sequence Indicator	N
08	Application Code	

LENGTH: 4 TYPE: Character O/R: Optional M/S: Single

Valid/Active Aid Year Code

Submission

☐ Save Parameter Set as   Name: [____]   Description: [_____]   ○ Hold   ● Submit

Parameters for RPEDISB

No	Name	Required?	Description/Instructions	Default Values
1	Aid Year Code	No	Enter the aid year code or use the list of values by clicking the arrow in the **Values** column. Note: Aid Year is Optional. When left blank the process will run for the regular aid year associated with the term on STVTERM and, if the term is a Pell cross-over term, for the cross-over aid year as well.	
2	Process Indicator	Yes	System generated B in this field. It must be a B when running in Batch mode.	Y
3	Period	Yes	Enter a period.	
4	Applicant ID	No	Must be blank when running in Batch mode	
5	Action Indicator	No	Enter N for normal or F for Final.	
6	Fund Code	No	Enter a fund code you want disbursed.	
7	Sort Sequence Indicator	No	Enter I for ID or N for Name.	
8	Application Code	No	Enter the code for the general area where for which the selection ID was defined.	
9	Selection ID	No	Scroll and enter a code that identifies the subpopulation.	
10	Creator ID	No	Enter the ID of the person who created the sub-population rules.	
11	Not used at this time	No	System generated NO.	
12	User ID	No	Enter your user ID.	

No	Name	Required?	Description/Instructions	Default Values
13	Grant Report Type	Yes	System defaults to B.	N
14	Disb Report Type		System defaults to C.	
15	Disb Report Sort		System defaults to F.	
16	Print Report		Enter 'Y' to print the report.	

4. Viewing Results.

The disbursement validation process checks institution-defined edits, hard-coded edits, and federal edits before the system actually processes a memo, disbursement, or authorization.

The Disbursement Results Form (ROIDISB) enables the review of funds that were not disbursed or memo'ed to a student for a specified term and aid year. The form also displays the initial reason for the rejection that occurred during the disbursement or memo validation check in the Disbursement process (RPEDISB). This form does not display disbursement edit for authorized aid.

IF	THEN
Reject codes appear	correct the problem, if possible, and run the disbursement process again for the student from the ROAIMMP form.
Reject codes do not appear	the fund has either been authorized or paid.

***Examples: Applicant has holds, applicant has outstanding tracking requirements, applicant is not enrolled, award is not accepted, not making satisfactory academic progress, etc

The Award Form (RPAAWRD) can be used to view memo and authorized amounts and payments for individual students on the screen without printing. This form does not distinguish between a memo and authorization.

5. Verifying HOPE Scholarship, HOPE Grant and/or Zell Miller Scholarship amounts.

In order to verify the disbursed amount is accurate, based on the new per-hour rates published by the Georgia Student Finance Commission:

a. **Enter the URL below, to locate the "HOPE Program Changes" page from the** GAcollege411 **website:**

http://www.gsfc.org/MAIN/GA411INFO/HOPE_PROGRAM_CHANGES.CFM?sec=3

b. From the "HOPE Program Changes" web page, click on the link to **HOPE Scholarship, HOPE Grant and Zell Miller Scholarship Award Rates for 2011-2012.** From this link, you should be able to locate the per-hour rates for your institution.

c. Verify that the amount disbursed in Banner matches the Award Rate for the hours the student is ennrolled in. The amount disbursed cannot exceed the tuition charges for the term.

NOTE: Learning Support Hours should be subtracted from the total hours enrolled, when determining the hours paid by HOPE Scholarship and Zell Miller Scholarship. Also, students who are close to their cap hours cannot be paid over their total cap hours.

PRIOR TERMS/CAP HOURS NOTE: If disbursing for prior terms, the Cap Hour calculation must be done manually, since the CAP hours are determined by the Semester CAP Hours on ZHAHOPE, for the highest sequence number. (The CAP hours can only be determined for the current term, not past terms.) If it is determined that the student will NOT meet (or exceed) the Cap Hour Limit for the prior term, the Term Award Amount must be adjusted on **RPAAWRD** and the **Period Lock** indicator must be checked. This will allow the Disbursement process to disburse the exact amount listed on the locked term and bypass the HOPE Enhanced Disbursement procedures built into RPEDISB.

Section 3: Running the Zell Accum/Elig Process

1. Run the Zell Accum/Elig Process (ZORZGPA) from Process Submission Controls (GJAPCTL)

The following are possible scenarios for running the Zell Miller Accumulation Eligibility Process:

- If a term is entered; all persons who have valid enrolled (SFBETRM) records for that term are processed.
- If a population is entered, process all applicant IDs in the population selection.
- If IDs are entered and no population is entered, process the entered IDs.
- If start and end terms are specified, the batch process includes students who do not have academic histories

*** The process can be run multiple times in a term, however the term being processed must have ended and grades must be rolled to history to accumulate.

NOTE: The HOPE Transfer GPA Calculation Process (ZORHTGA) calculates HOPE & Zell Miller transfer GPA records by term. When calculated, HOPE & Zell Miller transfer GPA records are displayed on the HOPE Eligibility Form (ZHAHOPE), under the Transfer Hours tab. The ZORHTGA process must be run prior to running ZORZGPA, in order to capture any transfer work.

IMPORTANT: Always run the HOPE Accum/Elig Process (ZORHGPA) prior to running ZORZGA. If a student loses HOPE eligibility twice since Fall 2011, the ZORHGPA process automatically updates the Status Code for Zell Miller (on the Zell Miller Tab of ZHAHOPE) to 'NGPA', meaning 2nd Loss of Eligibility.

Enter the Parameters for ZORZGPA

No	Name	Required?	Description/Instructions	Default Values
1	Level Code to Process	Yes	Level Code to be processed.	
2	Process Qtr Level	Yes	Enter Y to process Quarter Level records before processing Semester Level records if Parameter 01 is Semester Level.	Y
3	Enrolled Term	No	Process students enrolled in this term; do not use with Population Selection or individual IDs.	
4	Student ID	No	Student ID number(s); do not use with population selection.	
5	Selection Identifier	No	Population Selection identifier code.	
6	Application Code	No	Population Selection application code. The parameter is required if the Selection Identifier is used.	
7	Creator ID	No	User ID of person creating the sub-population. Note: This parameter is required if Selection Identifier is entered.	
8	Print Ineligible Only	Yes	Enter Y to print only ineligible persons' accumulation records.	
9	Create RORSTAT	No	Enter Y to create a RORSTAT record.	

No	Name	Required?	Description/Instructions	Default Values
10	Aid Year for RORSTAT	No	Enter Aid Year for RORSTAT. Note: This parameter is required if Create RORSTAT is Y.	
11	Least SFBETRM Term	No	Enter the beginning term for which a student was enrolled and did not have an academic history.	
12	Greatest SFBETRM Term	No	Enter the end term for which a student was enrolled and did not have an academic history.	
13	Forced Eligibility Update	Yes	Forces update to Zell Miller eligibility even if a student's hours or grades have not changed. **Note**: If you use Y for this parameter, all rows for the student record will be updated to the system date (the date that Force Update was run). The audit trail for the student record will be lost.	N

Section 4: Verify Eligibility Calculation

1. Verify Zell Miller calculation on the HOPE Eligibility Form (ZHAHOPE)

Eligibility and Accumulation data will be displayed on the **Zell Eligibility and Accumulation** tab of ZHAHOPE, in the same manner as the current HOPE eligibility information is displayed on the Eligibility and Accumulation tab (1st tab on ZHAHOPE) for HOPE Scholarship.

Zell Miller eligibility is based on a minimum gpa requirement of 3.3. (Please see the official Zell Miller Scholarship Regulations published by the GSFC for additional information on Spring, 3-Term and 30/60/90 hour checkpoints.). A student cannot regain eligibility if a second loss of eligibility occurs after Fall 2011.

Zell Elig/Accum Tab:

ELIGIBILITY BLOCK

This block displays information about the current status of a person's Zell Miller eligibility at the institution and controls all other Zell Miller processing for the person. None of the batch processes that assist in determining Zell Miller eligibility process a student unless the person has at least one existing eligibility record.

Eventually, Eligibility block information will be inserted initially using the High School Load process (ZORHHSL), explained in detail earlier in this document. For the 2011-2012 Aid Year, records may be inserted manually since initial eligibility cannot be transmitted electronically Eligibility information is updated by the Zell Miller Accumulation/Eligibility process (ZORZGPA). Manual overrides are permitted, for example, in the case of the granting of a legislative appeal.

The **Fund Code** field is used to specify the HOPE program being tracked for a student. Fund codes entered must be valid in ZFRHOPE for the level in the key block. If necessary, you can select the Fund button or List to access the HOPE Fund Code Rules Form (ZFRHOPE) to see a list of valid fund codes.

Zell Eligibility Status (**Stat**) field displays the current eligibility status for the specified program. This field is updated by the accumulation/verification process but can also be updated by the user. For example, a user could override a calculated status of "not eligible" to indicate that a person is eligible to continue receiving funds based upon a granted appeal. If necessary, you can select the Stat button or press the List function to access the Eligibility Status Code window to verify an eligibility status code.

The Eligibility Reason (**Reason**) field is used to describe the reason a person is eligible for the associated HOPE program. If necessary, you can select the Reason button or press the List function to access the Eligibility Reason Code window to verify an eligibility reason code.

The Last Checkpoint Term (**Ckp Trm**) field is used to specify the last checkpoint term for those HOPE programs that have checkpoint terms. It is set by the accumulation/eligibility process whenever that process determines that a checkpoint term has been reached. This field may not be updated by a user.

Last Verified Term (**Ver Trm**) may be used to specify when eligibility was last verified for a person. It is normally by the accumulation/eligibility process but may be updated by the user. If necessary, you can select the Term button or press the List function to access the Term Code window to verify a term code.

System/User Indicator (**By**) field indicates whether the record was last updated by the system (S) or manually by a user (U). This field may not be entered or updated by the user.

The Comment (**Cmt**) field displays a 'Y' if a comment is associated with the Zell Miller Eligibility record. Use of the TEXT function key within the record opens a text window in which the comment can be displayed or maintained.

Activity Date field is the date the record was entered or last updated and is maintained by the system.

ACCUMULATION BLOCK

The Accumulation Block displays detailed information relative to eligibility and checkpoint terms and also allows update of the Eligibility Status and comments (no maintenance of the basic eligibility data, such as attempted and GPA hours, quality points, and GPA are allowed). Basic eligibility data are calculated by the Zell Miller Accumulation/Eligibility process (ZORZGPA) either in batch mode from job submission or online from within the form. No records can be created manually or deleted from this block.

Use the Auto Accum button in the main window to perform a current accumulation. The Auto Accm Force Update feature will recheck every term where the student has academic records.

The Accumulation/Eligibility process evaluates the terms in ascending order. When an accumulation is performed and the resulting attempted hours, GPA hours, quality points, and GPA have not changed on a term, the existing record is not overwritten. As soon as attempted hours, GPA hours, quality points, and/or GPA on a term differ from the existing record for that term, the record is updated, and all terms evaluated after the changed term are updated. If a new

term is inserted, all following terms are re-evaluated and updated. When a record is updated, it overwrites any eligibility status that may have been manually entered. A copy of the replaced record is written to a report. If no term records are updated the eligibility block is updated with the same status code. If any term records were updated, the re-evaluated status code is used to update the eligibility block.

The **Term** field displays the term for which all attempted hours, GPA hours, and quality points have been accumulated.

The Eligibility Status (**Stat**) field displays the code of the eligibility status of the person for the term specified by the term code. Field is updatable by the user and validated against ZTVHPEL.

The Tier (**Tr**) field displays the code of the calculated tier of the student. Tiers generally reflect the first year, second year, etc. of the student as defined on the Tier Validation Form (ZTVTIER)

The Checkpoint Term (**CkP**) field displays whether the specified term is a term in which the person crossed one of the checkpoint thresholds: Y = 30, 60, 90 hour checkpoint, S = Spring checkpoint, T = Three term checkpoint, and N = No checkpoint.

The Attempted Hours (**Atpt Hrs**) field reflects the accumulated attempted hours up to and including the term coursework.

The GPA Hours (**GPA Hrs**) field reflects the accumulated GPA hours accumulated up to and including the term coursework.

The Quality Points (**Quality Pts**) field reflects the accumulated quality points accumulated up to and including the term coursework.

The **GPA** field reflects the calculated GPA associated as of the term specified, by dividing the Quality Points by the GPA Hours.

The System/User Indicator (**By**) field displays a 'U' (for user) or an 'S' (for system), depending upon whether the Eligibility Status code or Tier code was last updated by the system or by the user manually.

The Comments (**Cmt**) field displays a 'Y' if comments are maintained in the accumulation record.

The Locked Record Indicator (**Lk**) field prevents changes to the student's accumulation record if you check this indicator. If you lock the student's accumulation record it halts processing at the locked recorded, and the Accumulation/Eligibility process does not update the locked record, any subsequent term records, or the student's eligibility.