

2009-2010 MANUAL FOR PROCESSING GRADUATE TUITION SCHOLARSHIPS (GTS)

Summary Sheets for Awarding

Awarding Criteria	Below
Processing At-A-Glance	Page 1

In-depth processing detail:

Tools for Processing Awards	Page 2
Step-by-Step Processing	Page 3
Step-by-Step Canceling	Page 6
Monitoring and Troubleshooting	Page 8
Sample Award Letter	Page 9
Definitions	Page 10

GTS AWARDING CRITERIA

- Funds may be used for recruitment or retention and awarded to domestic or international graduate students who are
 - degree seeking
 - have a GPA of 3.0 or higher, and
 - enrolled for 3 or more graduate credits.
- There are no award minima or maxima. Funds may cover any portion of non-resident, instate tuition and/or surcharge. (GTS generally do not cover differential tuition).
- Please have College/Department designated person input directly into the Student Information System using the correct sponsor code found on page 2 of this manual.
- Deadline to award first day of class for each academic semester (not summer)

PROCEDURES AT-A-GLANCE

STEP 1: GO TO SCREEN 431 – Enter:

1. Student's SID
2. Term (094 for Fall 2009, 101 for Spring 2010).
3. 9003xxxxxx for College Sponsor ID Number. (page 2 of this manual)
4. "S" in SPON EXT
5. Press your "enter" key.

STEP 2: GO TO STREEN 433 – Enter:

1. Tab to sponsor priority field and enter a "3"
2. For default award amounts on tuition and fee lines, Press your "enter" key.
3. To change award amount to cover more or cover less:
 - a. tab to line(s) that amount will be different (either tuition or fees or both; the fees line is where you cover the **surcharge** – see example below)
 - b. replace "D" with "O" to override default
 - c. leave percent column at 100%
 - d. tab to amount under "commitment limit" and change
 - e. Press your "enter" key.

Example – to change the default to cover the **SURCHARGE** increase the fee line by the amount of the surcharge you wish to award (surcharge is \$483 per semester for non-residents and \$383 per semester for residents):

From this:

TUITION:	D	58053	100%	7356.00	0.00
FEES:	D	58054	100%	3282.00	0.00

To this:

TUITION:	D	58053	100%	7356.00	0.00
FEES:	O	58054	100%	3765.00	0.00

STEP 3: RETURN TO STREEN 431 – Verify:

1. sponsor ID
2. Correct term for award

Tools for Processing Awards into SIS

The screens you will need for update and/or inquiry access in SIS are:

SIS SCREEN	ACCESS TYPE	DESCRIPTION/USAGE
118 or 120	Inquiry	Shows residency (RM=instate NM=out-of-state) and degree program (NDS or non-degree seeking students are not eligible for GTS award)
431	Inquiry	Provides summary of what has been sponsored and committed on the student's account
433	Update	Allows you to sponsor award on student's account
435	Inquiry	Shows projected balance before sponsor calc runs

You will also need:

- Graduate Tuition Scholarship Sponsor Code that corresponds to your college or unit

900358055 Agriculture	900358063 GIDP
900358056 Architecture	900358064 Law
900358057 BPA	900358065 Medicine
900358058 Education	900358066 Nursing
900358059 Engineering	900358067 Optical Sciences
900358060 Fine Arts	900358068 Pharmacy
900358061 Public Health	900358069 Science*
900358062 Humanities	900358070 Social & Behavioral Sciences

*College of Science academic units have individual sponsor codes

900100422 Astronomy
 900100402 Atmospheric Sciences
 900102508 Biochemistry
 900100425 Chemistry
 900100412 Computer Science
 900100420 Ecology and Evolutionary Biology
 900101205 Geosciences
 900101203 Hydrology
 900100430 Mathematics
 900100417 Molecular and Cellular Biology
 900100411 Physics
 900100426 Planetary Sciences
 900100423 Psychology

- The student's SID number
- Please enter all awards by the first day of class for each term.

Step-by-Step: Entering Awards on SIS

The following information will assist you step-by-step in entering your Graduate Tuition Scholarship, Assistantship Tuition Waiver, Thesis/Dissertation Waiver awards on SIS.

Please use sponsor priority number "3" for awarding.

1. Is the student a non-resident or resident? Check SIS screen 118 or 120, Nonresident = NM, resident = RM.
2. Verify GPA eligibility by checking the admit GPA on SIS screen 506 for new students or 118 or 120 for continuing students. Students must have a **3.0 minimum** GPA.
3. Verify the amount of the award(s) that your academic unit has offered the student.
4. Go to Screen 431 in SIS. On the action line, fill in:

Student's SID

Term (for example, 094 for Fall 2009 or 101 for Spring 2010).

Sponsor ID 9003580xx

"S" in SPON EXT.

5. Press your "enter" key.
6. Now, confirm the following:

the student's name appears correctly on the screen;

you entered the correct semester;

you used the correct sponsor ID number.

For your convenience, a copy of the SIS screen which you will be entering this information on is depicted below:

431 STUDENT SPONSOR DISPLAY	Aardvark, Aalst B			
INST: UA				
SCREEN: ____	SID: Sxxxxxxx EXT: _ TERM: 064 SPON ID: 900358051 SPON EXT: S			
SPONSOR ID	TERM	PRIORITY	TOTAL COMMITTED	MAINT DATE

Proceed to screen 433

1. Enter "3" for Sponsor Priority.
2. The amounts showing will reflect the standard graduate tuition. If this is the amount you wish to cover, press your "enter" key. **To cover the 2009-10 surcharge, you must increase the fees line by the amount you wish to award. You must follow # 3 to override the amount to change the default award.**

3. To **change the amount** for either tuition or fees:

Tab past the GENERAL PAYMENT line to the line you wish to change (either tuition and/or fees)

Change the "D" (for default) to "O" (for override)

Tab to the amount and change to the correct dollar figure

Press your "enter" key

4. Screen 433 should reflect the student's exact award. This means that you need to take off what you do not want to award and leave what you want the student to receive.

If you are not changing any of the amounts, the 433 screen will look like this:

433 STUDENT SPONSOR DETAIL		Aardvark, Aalst B					
INST: UA							
SCREEN: ____ SID: Sxxxxxxxx EXT: _ TERM: 094 SPON ID: 9003xxxxx SPON EXT: S							
SPONSOR PRIORITY#:3		SPONSOR NAME: "College Name" Tuition Scholarship					
BUDGET FLAG:		DEF/OVRSUBCODE		PERCENTLIMIT		COMMITMENT COMMITTED	
GENERAL PAYMENT:	D	58050	0%	0.00	0.00		
TUITION:	D	58053	100%	7356.00	0.00		
FEES:	D	58054	100%	3282.00	0.00		
HOUSING:	D	58054	0%	0.00	0.00		
BOARD:	D	58054	0%	0.00	0.00		
BOOKS:	D	58054	0%	0.00	0.00		
DELETE:		TOTAL COMMITTED:				LAST MAINTENANCE DATE: 00/00/00	

If you are changing the amounts of the awards, it will look like this (depending on the amount of the award):

433 STUDENT SPONSOR DETAIL		Aardvark, Aalst B			
INST: UA					
SCREEN: ____ SID: Sxxxxxxx EXT: _ TERM: 064 SPON ID: 900358051 SPON EXT: S					
SPONSOR PRIORITY#: 3		SPONSOR NAME: Graduate Tuition Scholarship – Dept.			
BUDGET FLAG:	DEF/OVRSUBCODE	PERCENTLIMIT	COMMITMENT COMMITTED		
GENERAL PAYMENT:	D	58050	0%	0.00	0.00
TUITION:	0	58053	100%	500.00	0.00
FEES:	0	58054	100%	500.00	0.00
HOUSING:	D	58054	0%	0.00	0.00
BOARD:	D	58054	0%	0.00	0.00
BOOKS:	D	58054	0%	0.00	0.00
DELETE:	TOTAL COMMITTED:				
	LAST MAINTENANCE DATE: 00/00/00				

Go back to Screen 431 to double check entry. The SIS Screen will now look like this UNTIL tuition calculation runs and the award amount will appear (provided the student is registered)

431 STUDENT SPONSOR DISPLAY		Aardvark, Aalst B			
INST: UA					
SCREEN: ____ SID: Sxxxxxxx EXT: _ TERM: 094 SPON ID: 900358051 SPON EXT: S					
SPONSOR ID	TERM	PRIORITY	TOTAL COMMITTED	MAINT DATE	
01 90030XXXX094		3	0.00	00/00/00	

Canceling Awards on SIS

The following information will assist you in the correction of and/or the cancellation of your awards on SIS. The process is the same, regardless of the type of award or waiver.

1. Go to Screen 431. On the action line, fill in:

Student's ID number.
Term (094 for Fall 2009, 101 for Spring 2010)
Sponsor ID number of award to be cancelled.
90035805X = Graduate Tuition Scholarship
"S" in SPON EXT

2. Press your "enter" key.
3. Now, confirm the following:

The student's name appears correctly on the screen.
The correct term of the award to be cancelled has been entered.
You have used the correct Sponsor ID of the award to be cancelled.

For your convenience, a copy of the SIS screen which you will be entering this information on is depicted below:

431 STUDENT SPONSOR DISPLAY	Aardvark, Aalst B			
INST: UA				
SCREEN: ____	SID: Sxxxxxxx EXT: _ TERM: 094 SPON ID: 900xxxxxx SPON EXT: S			
SPONSOR ID	TERM	PRIORITY	TOTAL COMMITTED	MAINT DATE

Go to Screen 433

1. Change the priority to "9". (Note: if "9" has been previously used for that term, use an "8")
2. Tab past the GENERAL PAYMENT line to the line you wish to cancel (either tuition or fees)
3. Change the existing D or O to "O" to override
4. Tab over to the PERCENT field replace number with zeros (0)
5. Tab over to the COMMITMENT LIMIT field, zeroing out all numbers here too.

6. Now, be sure that zeros are filling in the blanks under "PERCENT" and "COMMITMENT LIMIT". If not, enter the priority number and press enter. Here is an example of how Screen 433 should appear now:

BUDGET FLAG:		DEF/OVRSUBCODE	PERCENTLIMIT	COMMITMENT COMMITTED	
433 STUDENT SPONSOR DETAIL Aardvark, Aalst B					
INST: UA					
SCREEN: ____ SID: Sxxxxxxx EXT: _ TERM: 094 SPON ID: 900358051 SPON EXT: S					
SPONSOR PRIORITY#: 9 SPONSOR NAME: Department Name – GTS					
GENERAL PAYMENT:	D	58050	0%	0.00	0.00
TUITION:	O	58153	000%	00000.00	0.00
FEES:	D	58154	0%	0.00	0.00
HOUSING:	D	58154	0%	0.00	0.00
BOARD:	D	58154	0%	0.00	0.00
BOOKS:	D	58154	0%	0.00	0.00
DELETE:				TOTAL COMMITTED:	
LAST MAINTENANCE DATE: 00/00/00					

Now, go to Screen 431. The action line will have the same information from Step 1. Be sure that the sponsor ID is correct and the priority number has been changed to a 9 (or 8), indicating that the award has been cancelled. The amount committed will remain until Sponsor Calcs are run by CCIT. Once this is complete, Screen 431 should look like this:

SPONSOR ID	TERM	PRIORITY	TOTAL COMMITTED	MAINT DATE
431 STUDENT SPONSOR DISPLAY Aardvark, Aalst B				
INST: UA				
SCREEN: ____ SID: Sxxxxxxx EXT: _ TERM: 094 SPON ID: 900xxxxxx SPON EXT: S				
01	900xxxxxx	094	9	.00
				00/00/00

Monitoring GTS Awards

Article I.

Tracking Awards by Department and Student

To keep track of the total amount of your GTS awards by student, use the Graduate College GTS reports online at https://grad.arizona.edu/My_GradColl/. You will need your net ID and password to access your reports. Graduate College GTS Reports list students who have been awarded a Graduate Tuition Scholarship, their amount of award and the amount actually used.

Trouble Shooting

If you are experiencing difficulty, please refer to the following section, which will aid you in accomplishing your task of inputting waivers. If, after referring to this section you still have trouble, please contact Julie Treanor at 621-5193.

- "Award Not Committing on SIS": Verify that student has already registered for coursework. A student must be registered and sponsor/tuition calculation has to have been run before the award will actually commit to his or her SIS account.
- "No Authorization to View/Access SIS Screens": If you receive this message, you will not be able to continue any further. You will need to contact Julie Treanor or Judy Goosherst at 621-3471.
- "Priority Code Not Working": Check SIS Screen 431 to see if student has a waiver or another sponsor for the same term. Be sure to assign the second sponsor a lower priority number if this is a case (i.e.: 3 is lower priority than 2). You will need to contact Julie Treanor or Judy Goosherst at 621-3471.

Sample Award Letters

(date)

Dear **Student**:

It is my pleasure to advise you that you have been awarded a Graduate Tuition Scholarship in the amount of (\$) for the (Fall 2009 or Spring 2010 or academic year). This award is based your meritorious academic achievements and is not compensation for services such as employment. The Scholarship applies to your tuition charges. It may not cover the entire tuition assessed, or the non-optional Arizona Financial Aid Trust fee and the Recreation Center fee.

According to Graduate College policies, acceptance of this award requires you to be enrolled for a minimum of 3 graduate credits, have a valid social security number on file with the University and maintain a minimum 3.0 GPA during the period of the award. (Please add any additional requirements your unit may have) In addition, if you are receiving any type of **need-based financial assistance**, this award may affect your level of need. Please seek advising on this matter from the Office of Student Financial Aid. If you have any questions regarding this award, please contact (name and number of academic unit contact person)

Sincerely,

(insert academic unit head or graduate advisor)

Definitions:

- **Action Line:** line on individual SIS screens used to access specific records; starts with word "Screen"
- **Commitment Limit:** maximum value of award per semester
- **Committed Amount:** amount of award credited to student's account.
- **Graduate Tuition Scholarship (Formerly GTS and GRS)** Award covers any portion of the non-resident tuition or in-state tuition (registration fees).
- **Registration Fees:** fees charged to all students; also known as in-state tuition.
- **SID:** Student identification number. This will be a 9-digit number, starting with an "S" or "889", assigned when activated in SIS.
- **Sponsor:** action on of inputting awards on SIS Screen 433.
- **Sponsor and Tuition Calculation:** Computer programs that run on a regular basis to credit the award on the student's account, once the student has registered.
- **Sponsor ID:** 9 digit number that is used to associate the tuition scholarship to the student's account
- **Term:** Academic period represented numerically as "YYT," where "Y" is the calendar year and "T" is the term. (For example, 094 = Fall 2009; the last 4 means Fall semester, 06 is the calendar year. In other semesters the ending number will be: spring = 1; summer I = 2, summer II = 3).
- **Tuition:** any cost of education that a student incurs regardless of residency status.