

## QUICK GUIDE to MARKING PIDS ELIGIBLE and REGISTERING IN SUOP USING the GRADSTAR ELIGIBILITY PAGE

<p style="text-align: center;">Marking a Summer Course-Enrolled PID Eligible for Award</p>	<p style="text-align: center;">Registering an Unenrolled PID in SUOP &amp; Marking Eligible for Award (NEW)</p>	
<p>1 &gt; Enter PID &gt; click 'Search'                  2 &gt; Select '2233' or '2234' from Search Results grid                  3 &gt; Select 'Departmental Award' box                  4 &gt; Click 'Save'                  5 &gt; Click 'Return to Search'  <b>(The 'SUOP Summer Opportunities Enroll' button is greyed out when a student is enrolled in a Summer I or Summer II credit-course.)</b></p>	<p>1 &gt; Enter PID &gt; click 'Search'                  2 &gt; Select '2233' or '2234' from Search Results grid                  3 &gt; Click '(SUOP) Summer Opportunities Fund' box</p>	
	<p style="text-align: center;">SUOP Enrollment is Successful</p>	<p style="text-align: center;">SUOP Enrollment is NOT Successful and Registrar's Assistance is Needed</p>
	<p>4 &gt; Click 'OK' for message <b>"SUOP Enrollment is successful..."</b>                  NOTE: The 'Departmental Award' box is automatically selected.                  5 &gt; Click 'Save'  <b>Enrollment is complete</b>                  6 &gt; Click 'Return to Search'</p>	<p>4 &gt; Click 'OK' for message <b>"SUOP Enrollment is not successful..."</b>                  5 &gt; Click 'OK' for message "Email has been sent to Registrar's office requesting assistance and to the inbox..."  <b>Enrollment was not completed</b>                  6 &gt; Click 'Return to Search'</p> <p>NOTE: Summer GradStar Eligibility is contingent on enrollment in term. If GradStar user checks 'Department Award' box when student is not successfully enrolled in summer term, the page will <b>not</b> save.                  &gt; Click 'OK' for message "Cannot save without SUOP enrollment for summer terms"                  &gt; Click 'OK' for message "The People Code program executed an Error statement,..."                  &gt; Click 'Return to Search'                  &gt; Click 'No' for message "Do you want to save your changes? Click Yes to go back and save, or No to discard your changes." Page will not save.</p>
<p>Student is now <b>eligible</b> for awards in the selected summer term, 2233 or 2234</p>	<p>Student is <b>registered for SUOP</b> and is now <b>eligible</b> for awards in the selected summer term, 2233 or 2234</p>	<p>The Registrar's office will email the GradStar user with information on <b>the next steps</b>. When SUOP enrollment is complete the GradStar needs to complete the eligibility process and mark the Department Award box on the GradStar Eligibility page:                  1 &gt; Enter PID &gt; click 'Search'                  2 &gt; Select '2233' or '2234'                  3 &gt; Select 'Departmental Award' box                  4 &gt; Click 'Save'                  5 &gt; Click 'Return to Search'</p>

## Marking Summer Course-Credit ENROLLED Students Eligible for Awards

- 1) Enter PID, click 'Search' and from the Search Results that populate at the bottom of the screen click the summer term in which the student is enrolled in a for-credit course.

GradStar Eligibility Selection

### GradStar Eligibility Selection

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

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**Search Criteria**

Student ID begins with

Academic Institution begins with

Term begins with

Academic Career =

Academic Group begins with

Academic Program begins with

Academic Plan begins with

Degree begins with

Residency begins with

Last Name begins with

First Name begins with

Search
Clear
Basic Search 
Save Search Criteria

- 2) Click on the summer term in which the student is enrolled, and an award will be entered (2233, Summer I 2023; 2234 Summer II 2023)

### Search Results

[View All](#)

Student ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan	Degree	Residency	...
[REDACTED]	UNCCH	2232	Dentistry	SOD	SDDDS	DDS	DDS	RES	(C)
[REDACTED]	UNCCH	2233	Dentistry	SOD	SDDDS	DDS	DDS	RES	(C)
[REDACTED]	UNCCH	2234	Dentistry	SOD	SDDDS	DDS	DDS	RES	(C)

3) On the GradStar Eligibility page, select the 'Departmental Award' Box and click 'Save'.

**Note: The 'SUOP Summer Opportunities Enroll' button is greyed out when a student is enrolled in the term.**

**GradStar Eligibility Selection**
arodelli CS925P1  
New Win

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**GradStar Selection**

Term: 2233 2023 Summer I [GradStar Student Lookup](#)

Student ID: ██████████ ██████████

Acad Career Pharmacy      Residency RES      Citizenship US Citizen

Academic Group: SPH School of Public Health      Degree: MPH      Public Health

Selection of Eligible Student

Departmental Award?

(SUOP) Summer Opportunities Enroll

Created By      arodelli      Created Date/Time      04/25/2023 3:56PM

Last Updated By      arodelli      Last Update Date/Time      04/25/2023 3:56:44PM

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

4) Proceed to the GradStar Maintenance page to enter your award

## Registering UNENROLLED Students for the Summer Zero-Credit Placeholder Course, (SUOP Summer Opportunities)

- 1) Enter PID, click 'Search', click the intended summer term from the Search Results that populate at the bottom of the screen

GradStar Eligibility Selection

**GradStar Eligibility Selection**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Student ID: begins with

Academic Institution: begins with

Term: begins with

Academic Career: =

Academic Group: begins with

Academic Program: begins with

Academic Plan: begins with

Degree: begins with

Residency: begins with

Last Name: begins with

First Name: begins with

- 2) Click on the summer term for which the award will be entered (2233, Summer I 2023; 2234 Summer II 2023)

Search Results

[View All](#)

Student ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan	Degree	Residency	L
[REDACTED]	UNCCH	2232	Dentistry	SOD	SDDDS	DDS	DDS	RES	C
[REDACTED]	UNCCH	2233	Dentistry	SOD	SDDDS	DDS	DDS	RES	C
[REDACTED]	UNCCH	2234	Dentistry	SOD	SDDDS	DDS	DDS	RES	C

3) From the GradStar Eligibility Selection page, click '(SUOP) Summer Opportunities Enroll'

4) Click 'OK' for the message 'SUOP Enrollment is successful. ENRL-REQUEST-ID: 0000XXXXX 0,0)'....

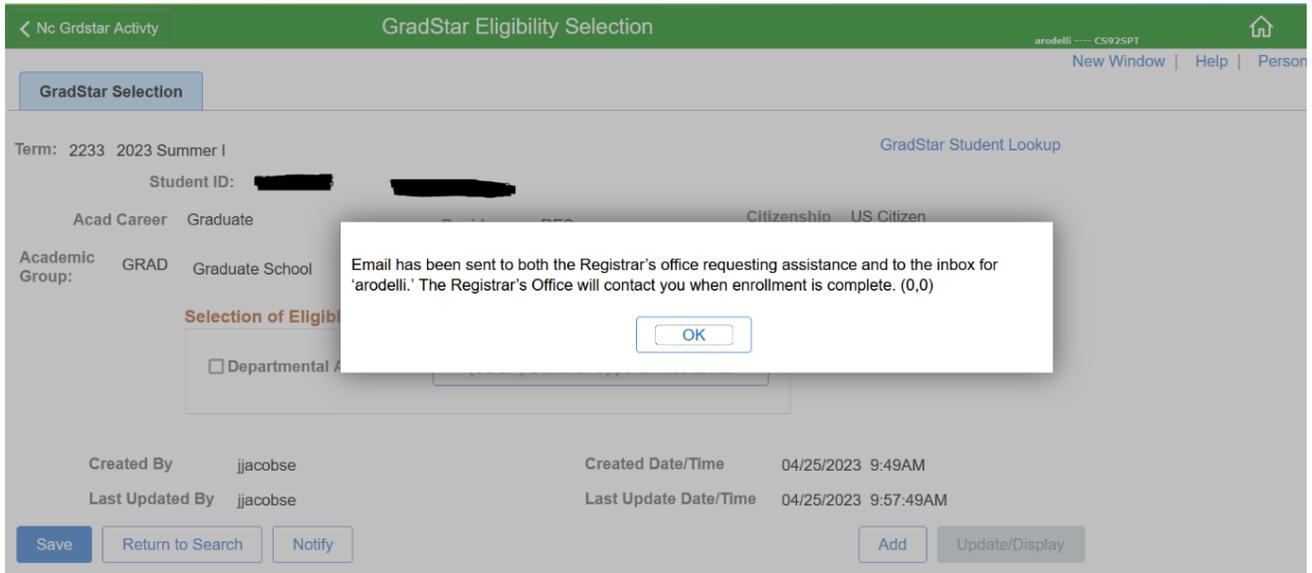
*At this point the SUOP enrollment has been completed **and** the 'Departmental Award' box has been selected. You can save the page and proceed to the GradStar Maintenance page to enter awards for the student.*

**NOTE: When SUOP enrollment is NOT SUCCESSFUL, continue:**

If the message is, "SUOP Enrollment is not successful. ENROL-REQUEST-ID 00XXXXX; Error Message (1XXXXX, XX) There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction (0,0)":

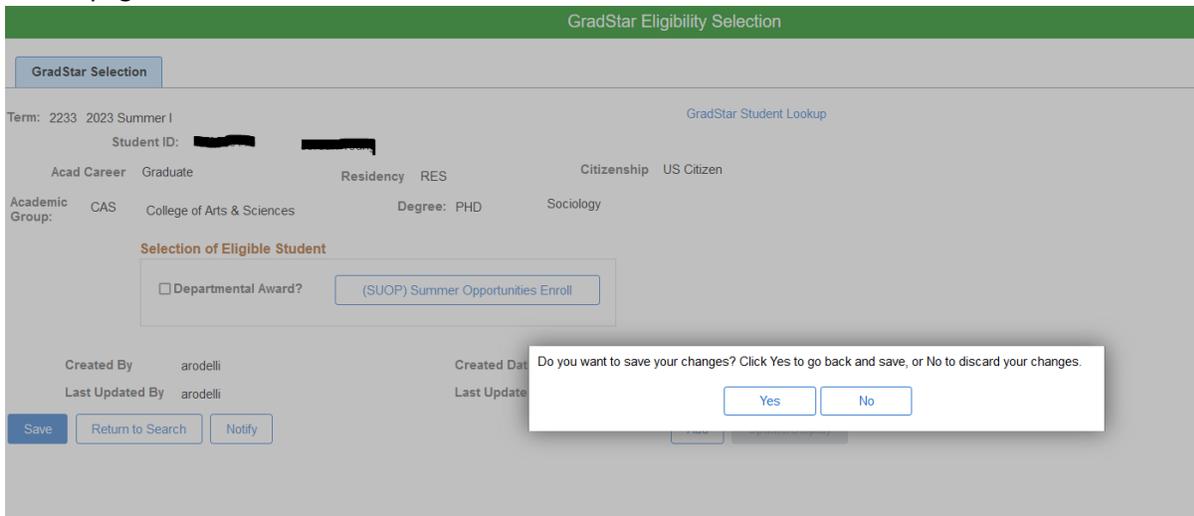
5) Click 'OK' for the message, 'SUOP Enrollment is not successful. ENRL-REQUEST-ID: 0028XXXX; Error Message (146XX, XX) There is a hold on this record, preventing the add from being processed. The hold must be removed to process the add transaction, (0,0)'

- Click 'OK' for the message that an email has been sent to the Registrar's office and to the inbox of the GradStar user (as identified by the GradStar user's onyen).



**NOTE: The Registrar's office will reply to GradStar user with more information about required next steps.**

- From the GradStar Eligibility page click 'Return to Search' and click 'No' to discard changes and return to the search page.



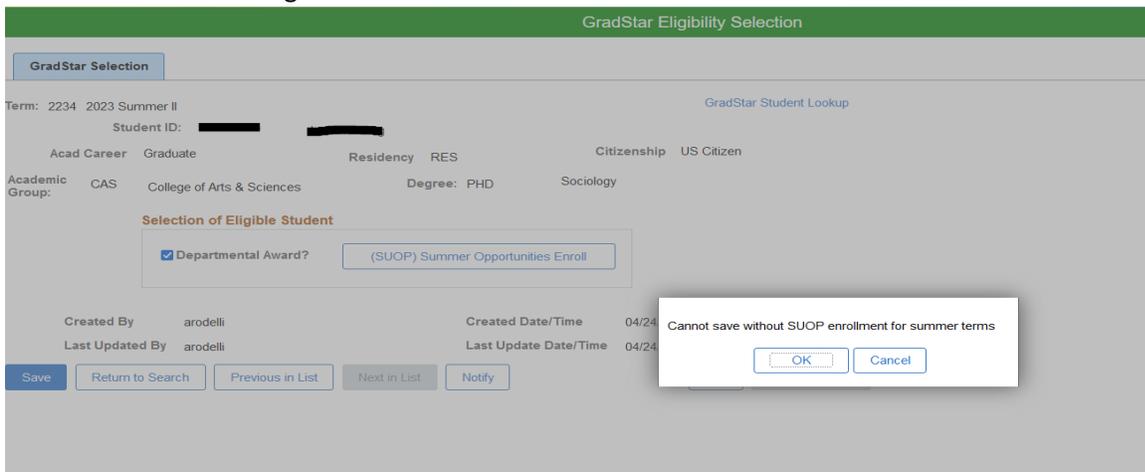
- For your records, please keep a list of the PIDS not enrolled in SUOP. The Registrar's office will email GradStar users once SUOP enrollment has been completed. Please email [registrar@unc.edu](mailto:registrar@unc.edu) if confirmation of SUOP enrollment has not been received from Registrar's office in 4-5 days.
- The Registrar's office will email the GradStar user once the PID is enrolled in SUOP. Once enrolled in SUOP the GradStar user should return to the GradStar Eligibility page

- Enter PID > click 'Search'
- 2 > Select '2233' or '2234'
- 3 > Select 'Departmental Award' box
- 4 > Click 'Save'
- 5 > Click 'Return to Search'

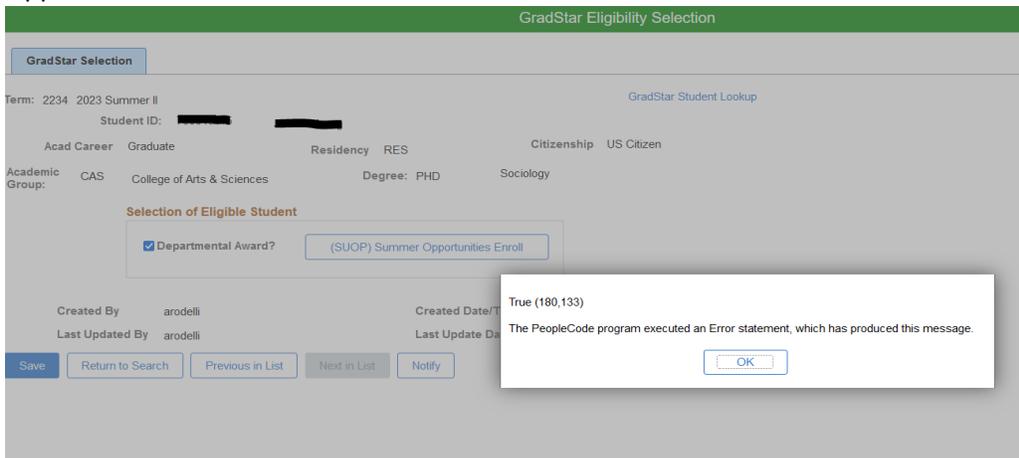
Attempting to Save the GradStar Eligibility page without using the SUOP Enroll button (when active) with the Department Award box checked

**NOTE: If SUOP Enroll button is active, student is not currently enrolled in the Summer term.** The system will not allow a PID to be marked eligible in GradStar for a summer term without enrollment (either in SUOP or for credit class).

- 1) Mark the 'Departmental Award' checkbox.
- 2) Click on 'Save'
- 3) Click 'OK' for the message 'Cannot save without SUOP enrollment for summer terms'



- 4) Click 'OK' for the message "The PeopleCode program executed an Error statement, which has produced this message." From the GradStar Eligibility page unselect 'Departmental Award' box and click '(SUOP) Summer Opportunities Enroll'



5) De-select 'Departmental Award' box and click '(SUOP) Summer Opportunities Enroll' box

GradStar Eligibility Selection

Term: 2234 2023 Summer II

Student ID: [REDACTED]

Acad Career: Graduate      Residency: RES      Citizenship: US Citizen

Academic Group: GRAD Graduate School      Degree: PHD      Health Informatics

**Selection of Eligible Student**

Departmental Award?     

Created By: arodelli      Created Date/Time: 04/26/2023 9:41AM

Last Updated By: arodelli      Last Update Date/Time: 04/26/2023 9:41:53AM

6) Click on 'SUOP Enroll' and proceed with enrolling in SUOP class.

## ERROR MESSAGE INFORMATION FROM THE REGISTRAR

Other SUOP Enrollment Errors May Include:

Error	Message when adding SUOP	Communication	Action Steps to Resolve
<p>Student <b>Cancellation</b> processed for Summer I or Summer II term.</p>	<p><i>SUOP Enrollment is not successful. ENRL-REQUEST-ID: 00XXXXXXXX; Error Message (14640,139) Transaction not processed. (0,0)</i></p>	<p>Email Notification Sent to Registrar's Office and GradStar User</p>	<ol style="list-style-type: none"> <li>1. GradStar User should verify student's enrollment request for the term.</li> <li>2. Email <a href="mailto:registrar@unc.edu">registrar@unc.edu</a> requesting to remove cancellation and copy student.</li> <li>3. After confirmation of cancellation removal → Return to the GradStar Eligibility Page and click the (SUOP) Summer Opportunities button.</li> </ol>
<p><b>Discontinued</b> The student's summer <b>term is not listed in search results</b> on the GradStar Eligibility page.</p>	<p>None  <i>Summer terms will not be visible.</i></p>	<p>None  <i>Summer terms will not be visible.</i></p>	<p>The student is currently discontinued or has graduated and is not active in ConnectCarolina.</p> <p>GradStar user should verify with student the program they are in. Determine if another pay method is necessary.</p> <p>If student should be returned, reach out to Registrar's Office to confirm if student plans to be matriculated for the summer session.</p>
<p>A student is <b>not eligible to enroll</b> for the specified term.</p>	<p><i>SUOP Enrollment is not successful. ENRL-REQUEST-ID: 00XXXXXXXX; Error Message (14640,1) The term eligibility flag on the Student Career table is set to 'NO'; the student is not eligible to enroll for the specified term. Verify the term requested. (0,0)</i></p>	<p>Email Notification Sent to Registrar's Office and GradStar User</p>	<p>Verify the term of the GradStar Award → After confirming with Registrar's office, reprocess request.</p>