

GradStar Recon Report

The GradStar Recon Report page retrieves Student Account and GradStar information based on selected parameters. You can run reports and export them to excel from GradStar. You can search by Term, Funding department, and/or User Department, and Student Data. The student's PID is a hyperlink that opens a new window on the student account page.

Navigation: ConnectCarolina NavBar, Navigator, Student Admin Menu, GradStar, GradStar Recon Report

GradStar-SA Recon

Search by Funding Department or Student Data

*Term

Funding Departments

CFS DeptID

-- AND or OR --

User Dept

Student Data

Student ID

Student Dept

1. To begin, enter the Term for your report. This is the only required field on the page.
2. To narrow your search further, enter additional filters.
3. Click on SEARCH to see downloadable results.

Filters		Description
Term		This is a required field and must be entered before clicking on Search.
Funding Departments	CFS DeptID	Enter a department number used in the CFS for an award
	--AND or OR--	You can combine the CFS department with the User Dept. field by using an AND or OR search function.
	User Dept	Enter the User Department number that was used on the GradStar Maintenance page when entering award information. The User Dept number is associated with budgets allocated for Instate, Remission, and/or Non-Monetary awards.
Student Data	Student ID	Enter a Student's PID
	Student Dept	Enter a Student's Department number. This department number is displayed on the top of the GradStar Maintenance page. Please note if a student is associated with two department numbers due to academic degrees, only one is designated when the student's GradStar Eligibility is activated and displayed in GradStar.

Search Results Display

Column Headings	Description
Term	Four digit Term code designated in search parameters and to which data applies
Term Descr	Full description for the Term used in search parameters for report
Career	Student's Career
Student Dept	Student's Department.
Student Dept Description	Full description for the Student's Department used in search parameters for report
***NOTE: Student ID	Student's PID. Additional functionality: The PID is an active link and when clicked, displays Student/Customer Accounts page in a separate tab.
Name	Student's name
Residency	Student's residency status
Charged Total	Total charges for the designated term associated with PID
GradStar Paid Total	Total awards for the designated term entered in GradStar for a student
Over/Under Paid Total	Total charges minus GradStar Paid awards
Charged Tuition	Tuition charged for term associated with PID
GradStar Paid Tuition	Tuition paid through awards entered in GradStar
Over/Under Paid Tuition	Total Tuition charged minus GradStar Paid Tuition
Charged Fees	Fees charged for term associated with PID
GradStar Paid Fees	Fees paid through awards entered in GradStar
Over/Under Paid Fees	Total fees charged minus GradStar Paid Tuition
Charged Other	Other charges associated with PID for the term
GradStar Paid Other	Other charges paid through awards entered in GradStar
Over/Under Paid Other	Other charges associated with PID minus other awards paid in GradStar
Search Parm: Funding Dept	Funding Dept designated in search parameters
Search Parm: User Dept	User Dept designated in search parameters

Helpful Search Parameter Combinations

Time Parameter	Additional Parameters	Results
Term	Student ID	Returns all awards for selected student for the term.
Term	User Dept	Returns all awards entered with the User Dept from the GradStar maintenance page
Term	Student Dept	Returns all awards for students in selected department

The search results may indicate areas you need to research to ensure student payments have been entered correctly.

For example, if a student drops or adds credit hours their tuition and fee charges will be recalculated. If this change in tuition and fees happens **AFTER** you have entered the student's tuition award, you will need to go back into GradStar to adjust your award. If a student added a class without your approval, and you require the student to pay the additional balance, you should communicate your intentions to the student and to the Cashiers Office.