Using GradStar

VERSION: 9/18/2018
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GradStar Basics

GradStar is a ConnectCarolina Student Administration application designed to collect and report all non-service fellowships, tuition, and fee awards given to a student in support of their attendance at the University. The system also interfaces with the Finance and Human Resources components of ConnectCarolina.

Accessing GradStar

1. Obtain access to ConnectCarolina. For more information see http://ccinfo.unc.edu/access/


3. Complete the online FERPA training

4. Request GradStar system access through InfoPorte

5. Register for GradStar training announced via the GradStar email listserv

GradStar Resources and Help

Users are added to the GradStar email listserv when system access is granted. Deadlines, dates, training opportunities, and award entry reminders are sent via the listserv. More information can be found on the GradStar page of The Graduate School website.

Award Entry and Processing in GradStar

Different types of awards are entered in different systems:

<table>
<thead>
<tr>
<th>Award Type</th>
<th>System of Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Stipends</td>
<td>ConnectCarolina HR/Payroll</td>
</tr>
<tr>
<td></td>
<td>ConnectCarolina Finance (training grants only; entered as vouchers)</td>
</tr>
<tr>
<td>Non-service Awards</td>
<td>GradStar</td>
</tr>
<tr>
<td>Tuition Awards</td>
<td>GradStar</td>
</tr>
<tr>
<td>Fee Awards</td>
<td>GradStar</td>
</tr>
</tbody>
</table>

For non-service, tuition, and fee awards entered in GradStar, the process is:
1. Enter awards in GradStar
2. Awards are exported to Financial Aid nightly
3. Financial Aid makes necessary adjustments for students who receive federal financial aid
4. Current Aid Year awards export to Cashier’s Office on Monday, Wednesday, and Friday
5. Previous Aid Year awards export to Cashier’s Office on Tuesday and Thursday
6. Awards are posted to the individual student account
7. Journal posts to funding sources (chartfields) and general ledger

**Funding Policies**

Departments determine the types of financial support they provide to their students in the form of service and non-service stipends, tuition, and fees.

**In-state Tuition and Tuition Remission Awards**

**Tuition Remission**: A tuition remission award pays the out-of-state rate of tuition. Remission funds are allocated to degree-granting programs administered by The Graduate School.

**In-state Tuition Award**: An in-state tuition award pays the cost of the in-state rate of tuition. Either the funding source of the student’s stipend or The Graduate School (if the student is state funded) is charged for this award type.

Students must meet the following eligibility requirements in order to receive in-state Tuition or Tuition Remission awards:

<table>
<thead>
<tr>
<th>Eligibility Qualification</th>
<th>Eligibility Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Intent</td>
<td>The student must be enrolled full-time, degree-seeking doctoral or master’s/d Doktoral sequence students in a program administered by the Graduate School</td>
</tr>
<tr>
<td>Stipend Level</td>
<td>The student must earn the minimum stipend for the academic year</td>
</tr>
<tr>
<td>Eligibility Qualification</td>
<td>Eligibility Requirements</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------</td>
</tr>
</tbody>
</table>
| Appointment               | The student must be appointed as one of the following:  
  - Senior Teaching Fellow  
  - Teaching Fellow         
  - Teaching Assistant      
  - Instructional Assistant 
  - Research Assistant      
  - Fellow/Trainee          |
| Non-service fellowship recipients | Students must receive non-service fellowships of at least the minimum stipend amount |

The in-state/remission award process is made available in GradStar during specific dates during the first few weeks of the fall and spring semester. You have until the deadline to complete award entry. The in-state/remission process does not run during the summer. However, departments may provide Tuition and Fee awards in summer from departmental funds.

For more detailed information, visit [Tuition Remission and In-State Tuition Awards](#).

**Graduate School Remission Allocations**

The Graduate School allocates remission funds to each degree-granting program under the Graduate School umbrella to use for non-resident students. A memo is sent to program Chairs, Directors of Graduate Studies, and Student Services managers each year, usually in mid-December/early January.

When the remission allocation is not sufficient to cover all non-resident students, departments must prioritize remission awards. The Graduate School recommends academic programs be responsible for covering remission awards for students in their programs, but negotiations may occur to adjust funding models to best fit the business need. For example, department Y may agree to fund the student's stipend, and department Z may agree to cover the remission award.

**Note:** Partial in-state/remission awards are allowed only for Terminal or Professional Master's Degree programs. See a list on The Graduate School website at [Professional/Terminal Master's Programs](#).

**Note:** Departments are encouraged to remind students to apply for North Carolina residency for tuition purposes. See [The Graduate School website](#) for more information.
Tuition and Fee Awards

If the student does not meet the eligibility requirements stated above, the department may enter a Tuition Award to pay the amount of tuition. Fee Awards may also be entered in GradStar. Tuition and Fee Award entries do not have an open/close date.

Note: In-state/Remission Awards differ from Tuition Awards in GradStar because they are linked to the student's funding source and are based on the minimum eligibility requirements.

Accounting Policies and Uniform Guidance

The overall policy that governs how funding sources are charged in GradStar is based on Uniform Guidance from the code of federal regulations. This guidance allows the university to charge tuition and fee awards to federal sources as long as other sources are funding are similarly charged. Therefore, the university's policy is that the funding source of the student’s stipend is required to pay the in-state tuition. When you click the “Create In-state/Remission Award” button, the in-state tuition will be distributed proportionately among all of the student’s stipend sources displayed in GradStar.

Exception: The Graduate School funding source is charged for eligible students whose stipends are from state sources. When you click the “Create In-state/Remission Awards” button in GradStar, the system will distribute the in-state tuition charge to The Graduate School chartfield, department ID 390100, at the Academic Affairs rate of tuition. If there is a School-based rate of tuition, there will be a remaining balance the department may choose to pay from a departmental funding source, or the student will be responsible for the remaining amount due.

Remission awards are charged to the department of the user who enters the award. The remission budget and remaining balance displays on the GradStar Maintenance page.

Chartfield Changes

You are allowed to make changes to chartfields only in cases where there is an allowable exception, and the chartfield is an appropriate source.

Account Codes and Budget Balances

GradStar is automated to choose the correct account code for awards; you can not change the account code.

Important: The chartfield must have available budget based on the budget definition of the fund type in order to pass the budget check process when the journal is created to post the transaction to the Finance system. You should check with finance staff in your department to verify chartfields are correct and budget is sufficient.
GradStar-Related Financial Aid Definitions and Policies

- **Cost of Attendance:** The estimated cost to attend school as determined by the Office of Scholarships and Student Aid (OSSA).

- **Financial Aid:** All monies, not including a student’s own income, designed to meet the Cost of Attendance. Financial aid is directly linked to a student’s registration in a semester and can not be provided without registration.

- **120 day rule:** Federal policies do not allow the University to provide financial aid more than 120 days beyond the end of the semester.

- **All awards directly entered in GradStar are considered financial aid (NOT service stipends fed to the system as display/informational only). There is a maximum amount a student may receive in financial aid, and all GradStar awards are included in the total aid amount from the university.**

For more information, see [The Office of Scholarships and Student Aid](#).

**Credit Hours, Registration and Billing**

The Office of Student Accounts and University Receivables is responsible for generating bills for tuition, fees, and other campus-based charges to students. Enrolled students and Authorized Users will receive email notification when bills are available in the ConnectCarolina Student Center. Past due accounts are subject to holds that prevent registration and transcript/diploma release, as well as collection activity.

Students are billed monthly on approximately the sixteenth day of the month. The due date is usually the second Tuesday of the following month.

Students who received departmental funding must defer their bill to avoid cancellation of classes. If students are not registered by the deadline, they will enter the prepayment period and the department or the student will be required to prepaid for courses.

More information can be found at [Student Accounts and University Receivables](#).
GradStar Account Codes

Accounts Used by GradStar - Non-Service Payments

GradStar will automatically assign the following account codes to the awards as they are created within GradStar. Transactions created in GradStar using these object codes may not be changed in GradStar by the Department User.

<table>
<thead>
<tr>
<th>Account</th>
<th>GradStar Name/Description</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>568110</td>
<td><strong>State Supported Undergraduate Non-Service Scholarship</strong> - Undergraduate student payments for scholarship awards made from State appropriated funds.</td>
<td>-State Funds Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Undergrad Students</td>
</tr>
<tr>
<td>568120</td>
<td><strong>State Supported Graduate Non-Service Fellowship</strong> - Graduate student payments for fellowship awards made from State appropriated funds.</td>
<td>-State Funds Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Graduate Students</td>
</tr>
<tr>
<td>568170</td>
<td><strong>Non-State Supported Undergraduate Non-Service Scholarship</strong> - Undergraduate student payments for scholarship awards made from sources other than State appropriated funds. Not used in GradStar for Student Aid and Student Athletics.</td>
<td>-Non-State Funds Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Undergrad Students</td>
</tr>
<tr>
<td>569180</td>
<td><strong>Non-State Supported Graduate Fellowship Non-Service</strong> - Graduate student payments for fellowship awards made from sources other than State appropriated funds.</td>
<td>-Non-State Funds Only</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Graduate Students</td>
</tr>
<tr>
<td>568730</td>
<td><strong>Trainee Tuition</strong> - Allowable expenses for tuition and fees in accordance with terms and conditions of the awarding agency are charged to this object.</td>
<td></td>
</tr>
<tr>
<td>568731</td>
<td><strong>Trainee Fees</strong> – Allowable expenses for fees in accordance with the terms and conditions of the awarding agency.</td>
<td></td>
</tr>
<tr>
<td>568810</td>
<td><strong>Instate Tuition Award</strong> – used during Instate/Remission processing period in GradStar.</td>
<td>All funds</td>
</tr>
</tbody>
</table>
Accounts Used by Campus Vouchers for Prizes and Awards

These transactions ARE NOT fed to GradStar.

<table>
<thead>
<tr>
<th>Account</th>
<th>Award Name</th>
<th>Description</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>569190</td>
<td>Prize or Award</td>
<td>Payments for certificates, medals, and other awards to students are charged to this object. In some cases, the award may be a cash payment made in recognition of an individual student.</td>
<td>Not used in GradStar, but valid in Campus Vouchers</td>
</tr>
</tbody>
</table>

Allowable in Campus Vouchers for Service Stipends and Other Payments

These transactions ARE fed to GradStar.

<table>
<thead>
<tr>
<th>Account</th>
<th>Award Name</th>
<th>Description</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>568710</td>
<td>Trainee Stipend</td>
<td>Financial assistance to students during a period of training is charged to this object.</td>
<td>Service feed from Campus Vouchers</td>
</tr>
<tr>
<td>568720</td>
<td>Trainee Dependency Allowance</td>
<td>Supplements to stipends for trainees with dependents are charged to this object.</td>
<td>Service feed from Campus Vouchers</td>
</tr>
<tr>
<td>568740</td>
<td>Trainee Book Allowance</td>
<td>Financial assistance to trainee students for books during a period of training is charged to this object.</td>
<td>Service feed from Campus Vouchers</td>
</tr>
<tr>
<td>568760</td>
<td>Trainee Other</td>
<td>This object is for all charges not covered in other account codes, authorized by terms and conditions of the awarding agencies.</td>
<td>Service feed from Campus Vouchers</td>
</tr>
</tbody>
</table>
Viewing Student Information

Overview

You can use the following inquiry screens to view information related to students. You can view:

- Campus Community - Includes biodemo and residency information.
- Student Records - Includes career, term, program, and plan information. The system also shows the total billing units for a student.
- Student Financials - Includes the prepayments data table and the total billing units for a student.
- Financial Aid - Includes disbursement plan information.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Student Lookup

Steps - Viewing Student Information

Follow these steps to view student information:

1. Choose this menu option:
   
   Main Menu > Student Admin Menu > GradStar > GradStar Student Lookup

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.
3. Click the Search button.

4. If you have multiple results, click the appropriate record.

5. Review Biodemo and Residency Information on the Campus Community tab.
6. Click the **Student Records** tab.

7. Review Career/Term Information, Program/Plan Information and Total Billing Units for Student.
8. Click the **Student Financials** tab.

9. Review SF Term Information, the Prepayments Table Data and Total Billing Units for Student.
10. Click the **Financial Aid** tab.

11. Review Disbursement Plan Information.
12. If you would like to review or create awards for the student, click the **GradStar Maintenance** link.
Selecting Departmental Award Eligibility

Overview

A student must be marked eligible for a term in order to receive non-service, instate tuition, remission, and fee awards. After you mark a student eligible for an award, you will be able to access the GradStar Maintenance page to create awards.

Related Reference

- For information about eligibility requirements, reference the Graduate School’s website at [http://gradschool.unc.edu/funding/basics/tuitionremission.html](http://gradschool.unc.edu/funding/basics/tuitionremission.html).

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Eligibility Selection

Steps - Selecting Departmental Award Eligibility

Follow these steps to Select Departmental Award Eligibility:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Eligibility Selection

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.

5. Mark the **Departmental Award?** checkbox.

6. Click the **Save** button.
Creating a Non-Service Stipend Award

Overview

Before you can create a non-service stipend award, a student must be marked eligible for an award. For more information about eligibility and non-service stipend awards, see the references below.

Related Reference

- To mark a student eligible for an award, see Selecting Departmental Award Eligibility.
- For more information about Non-Service Stipend Awards, refer to Finance Division business manual.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Creating a Non-Service Stipend Award

Follow these steps to Create a Non-Service Stipend Award:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required. Another useful search is to enter your Department number instead of Student ID so you can see a list of all the award eligible students in your department.
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.

   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

5. Enter the student's estimated billing units in the **Est Bill Units** field.
6. Check the minimum stipend amount by hovering your mouse over **Degree Stipend Requirements**.

![Degree Stipend Requirements](image)

7. In the Service (HCM, AP) and Non Service (NS) section, choose **NS Stipend** for the Award Type.

![Service (HCM, AP) and Non Service (NS)](image)

8. Enter the **Funding Dept**, **Fund**, **Source** and **Amount** for the stipend award.

   Note: The Amount for the stipend award must be greater than or equal to the minimum stipend shown in step 6.

![Funding Dept, Fund, Source, Amount](image)

9. Click the **Save** button.

![Funding Dept, Fund, Source](image)

Result: The system adds the Account chartfield.
Creating an Instate Tuition Award for a Resident Student

Overview

Before you can create an instate tuition award, a student must be marked eligible for an award. For more information about eligibility and instate tuition awards, see the references below.

Related Reference

- To mark a student eligible for an award, see Selecting Departmental Award Eligibility, page 8
- For more information about instate tuition awards, reference the Graduate School's website at http://gradschool.unc.edu/funding/basics/tuitionremission.html.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Creating an Instate Tuition Award for a Resident Student

Follow these steps to Create an Instate Tuition Award for a Resident Student:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required. Another useful search is to enter your Department number instead of Student ID so you can see a list of all the award eligible students in your department.
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.

   Note: If you searched by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

5. Enter the student's estimated billing units in the **Est Bill Units** field.
6. Select **Dept User** as the User Type.

7. Select the Remission Department.

8. Hover your mouse over the **Remission Budget** link to verify that there are available funds remaining for your department to enter an award.

9. Click the **Create Instate/Remission Awards** button.

10. Verify that the Instate Tuition award information is correct.

11. Click the **Save** button.
Creating Instate Tuition and Remission Awards for a Non-Resident Student

Overview

Before you can create an instate tuition award, a student must be marked eligible for an award. The HCM or AP stipend must be showing as "view only" OR you must enter the student's non-service stipend award before creating instate tuition and remission awards. For more information about eligibility for awards and entering non-service stipend awards, see the references below.

Related Reference

- To mark a student eligible for an award, see Selecting Departmental Award Eligibility, page 8
- For more information Non-Service Stipend Awards, see Creating a Non-Service Stipend Award, page 10

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Creating Instate Tuition and Remission Awards for a Non-Resident Student

Follow these steps to Create Instate Tuition and Remission Awards for a Non-Resident Student:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required. Another useful search is to enter your Department number instead of Student ID so you can see a list of all the award eligible students in your department.
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.

Note: If you searched by PID, the search results will include all academic terms that
the student has been active. Select the appropriate row for the term you are
processing.

5. Enter the student's estimated billing units in the **Est Bill Units** field.
6. Select **Dept User** as the User Type.

![Remission Funding](image1)

7. Select the Remission Department.

![Remission Funding](image2)

8. Hover your mouse over the **Remission Budget** link.

![Remission Budget](image3)

9. Click the **Create Instate/Remission Awards** button.

![Create Instate/Remission Awards](image4)

10. Verify that the Instate Tuition award information is correct.

![Instate (INS) and Tuition (TUI)](image5)

11. Verify that the Remission award information is correct.
12. Click the **Save** button.
Creating a Fee Award

Overview

Before you can create a fee award, a student must be marked eligible for an award. For more information about eligibility and fee awards, see the references below.

Related Reference

- To mark a student eligible for an award, see Selecting Departmental Award Eligibility, page 8

- For more information about Non-Service Stipend Awards, see the Finance Division business manual.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Creating a Fee Award

Follow these steps to Create a Fee Award:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required. Another useful search is to enter your Department number instead of Student ID so you can see a list of all the award eligible students in your department.
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.

Note: If you searched by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Academic Institution</th>
<th>Term</th>
<th>Academic Career</th>
<th>Academic Group</th>
<th>Academic Program</th>
<th>Academic Plan</th>
<th>Degree</th>
<th>Residency</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1887 UNCC</td>
<td>2149 Graduate CAS</td>
<td>PHD</td>
<td>ASPHD</td>
<td>PHDENG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0428 UNCC</td>
<td>2149 Graduate SILS</td>
<td>ILM</td>
<td>ILMISI</td>
<td>MSIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32268 UNCC</td>
<td>2149 Graduate CAS</td>
<td>ASPHD</td>
<td>PHDECON</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5558 UNCC</td>
<td>2149 Graduate SILS</td>
<td>ILM</td>
<td>ILMISI</td>
<td>MSIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Note the amount of the Fees near the top of the screen.
6. In the Fees (FEE) section, choose **Fee Award** as the Award Type.

![Image of Fee Award selection]

7. Enter the **Funding Dept**, **Fund**, **Source** and **Amount** for the fee award.

Note: The Amount for the fee award must be less than or equal to the amount of the Fees you noted in step 5.

![Image of Funding Dept, Fund, Source, and Amount]

8. Click the **Save** button.

Result: The system adds the Account chartfield.
Changing Estimated Billing Units for a Student

Overview

You can change the estimated billing units for a student on the GradStar Maintenance page. If you do, you must also recalculate any existing tuition and remission awards as changing the billing units may change the tuition rates for the student.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Changing Estimated Billing Units for a Student

Follow these steps to Change Estimated Billing Units for a Student:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.

3. Click the Search button.
4. If you have multiple results, click the appropriate record.

5. Change the amount in the **Est Bill Units** box.

6. If there are existing awards, click the **Create Instate/Remission Awards** button.

   Note: If the student does not have any tuition awards created yet, click the **Save** button and you are done. Any awards added thereafter will be based on the new estimated billing units.

7. If there are existing awards, you will receive the following message. Click **OK**.
8. Verify the newly calculated tuition rates and tuition awards.

9. Click the **Save** button.
Changing the Funding Percentage for a Student

Overview

Only programs with Terminal Master's (or Free-Standing) degrees can change the funding percentage for a student on the GradStar Maintenance page. When you do, the system will recalculate the amount of any existing tuition awards to reflect the change. The available funding percentage options are: 100%, 75%, 50% and 25%.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Changing the Funding Percentage for a Student

Follow these steps to change the Funding Percentage for a Student:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.

3. Click the Search button.
4. If you have multiple results, click the appropriate record.

<table>
<thead>
<tr>
<th>ID</th>
<th>Academic Institution</th>
<th>Term</th>
<th>Academic Career</th>
<th>Academic Group</th>
<th>Academic Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1887</td>
<td>UNCCH</td>
<td>2149</td>
<td>Graduate</td>
<td>CAS</td>
<td>ASPHD</td>
</tr>
<tr>
<td>0428</td>
<td>UNCCH</td>
<td>2149</td>
<td>Graduate</td>
<td>SILS</td>
<td>ILMSL</td>
</tr>
<tr>
<td>3368</td>
<td>UNCCH</td>
<td>2149</td>
<td>Graduate</td>
<td>CAS</td>
<td>ASPHD</td>
</tr>
<tr>
<td>5558</td>
<td>UNCCH</td>
<td>2149</td>
<td>Graduate</td>
<td>SILS</td>
<td>ILMSI</td>
</tr>
</tbody>
</table>

5. Change the amount in the **Funding Pct** box.

6. Verify the newly calculated tuition awards.

Note: In this example, the funding percentage is 50%, so the tuition award is half the resident tuition amount.
7. Click the **Save** button.
Deleting and Inactivating Awards

Overview

If changes must be made to an award that has already been entered, you can do one of the following:

- Delete non-service stipend, tuition and remission awards for students on the GradStar Maintenance page on the same day they are entered.

- If the award has been exported (check the Export Data tab), you have the option to make the award Inactive. You may add a new row with your new entries or changes.

Note: You cannot delete Service awards (HCM, AP) entries as they are "read only".

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Deleting an Award

Follow these steps to delete an award:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.
   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.

   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

5. Click the **Delete** (minus sign) button on the row with the award to be deleted.

   Note: If the delete button is grayed out, you can't delete the award. Try clicking the Save button to see if the delete button becomes available.
6. Click **OK** to confirm deleting the award.

![Delete Confirmation]

7. Click the **Save** button.

**Steps - Inactivating an Award**

Follow these steps to inactivate an award.

1. Choose this menu option:
   
   Main Menu >Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.

   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.
3. Click the **Search** button.

![Search Button](image)

4. If you have multiple results, click the appropriate record.

Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

![Search Results](image)

5. Select the appropriate Award Type (Non-Service, Instate, Remission, or Fees) you wish to revise.

6. If the (–) icon is not available, this means that the award has already been exported. You may verify this by clicking on the **Export Data** tab.

![Export Data Tab](image)

7. Change the status of the current row to Inactive.

8. Click the (+) to add a new row.

![Add New Row](image)

9. Enter the changes/corrections on the current entry.

10. Click the **Save** button.
Increasing an Award

Overview

If you need to increase the amount of an award from the same account that has already been sent to Financial Aid, you must inactivate the current award, add a new row, and record the combined total of the current award and the amount of the award increase.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Increasing an Award

Follow these steps to increase an award.

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.

   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.
3. Click the **Search** button.

4. If you receive multiple results, click the appropriate record.

   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

   ![Search Results]

5. Select the appropriate Award Type (Non-Service, Instate, Remission, or Fees) you wish to revise.

6. If the (–) icon is not available, this means that the award has already been exported. You may verify this by clicking on the **Export Data** tab.

   ![Export Data]

7. Change the status of the current row to Inactive.

   Important: If you forget to inactivate the current award before adding a new row and save your changes, a warning message about conflicting data will display.
8. Click the (+) icon to add a new row.

9. Enter the account chartfield combination and enter the sum of the award (current award amount + additional award amount).

10. Click the Save button.
Splitting Awards Between Multiple Departments

Overview

You can split tuition awards between multiple departments and add tuition awards (if necessary) by using the TuitionAwd award type on the GradStar Maintenance page.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Splitting Awards Between Multiple Departments

Follow these steps to split awards between multiple departments:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.

3. Click the Search button.
4. If you have multiple results, click the appropriate record.

5. In the Instate (INS) and Tuition (TUI) awards section, Select **TuitionAwd** for the award type.

6. Enter the Funding Dept, Fund, Source and the Amount of the award for the first department.

7. Click the **Add** (plus sign) button to add a new row.

8. Select **TuitionAwd** for the award type.
9. Enter the Funding Depart, Fund, Source and the Amount of the award for the second department.

Note: The total of the two lines must be less than or equal to the student's resident tuition amount. If the total of all the tuition awards is greater than the student's resident tuition amount then you will receive an error when you try to save the awards.

10. Click the Save button.
GradStar Reports

Reports are available in ConnectCarolina for awards entered in GradStar. To request access to run reports, submit a request to the ARC (Access Request Coordinator) for your department. Ask for access to Student Administration > ConnectCarolina GradStar > GradStar, in the role of PS Query. The ARC must submit the access request form through InfoPorte.

Menu Path

Main Menu > Student Admin Menu > Reporting Tools > Query > Query Viewer

Using GradStar Reports

The names of all GradStar queries begin with NC_GSTAR and can be run in HTML or Excel format.

On the Query Manager page, in the “begins with” text box, enter NC_GSTAR and click the Search button.

Result: The list of available GradStar queries displays.

The following reports are used primarily by campus users:
• Awards by Funding Dept
• Summary of Awards by Departments
• Awards by Student’s Academic Dept
• Summary of Awards by the Student's Department
• Awards by Student with Account Information
• Remission Budget Summary Assigned to OPERID

The other queries are primarily for central office use.

Many reports prompt you to enter data such as the student’s PID and the academic term. Enter the academic term as a number, for example, 2152 for spring 2015.

Enter the required information in the prompt fields, then click View Results:

Note: Click the word “Favorite” in the far right column to add the query you are viewing to your Favorites list.

**GradStar Reports and Data Selected**

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<tr>
<th>GradStar Report</th>
<th>Data Selected</th>
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<td>Summary of Awards by Departments (Funds paid for the term)</td>
</tr>
<tr>
<td>Awards by Student's Academic Dept (Prompt by DeptID and Term)</td>
<td>Summary of Awards by the Student's Department (may include other funds paid by other departments)</td>
</tr>
<tr>
<td>Awards by Student with Account Information</td>
<td>Summary of Awards for the Term by Individual Student with Complete Account Information</td>
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<td>Budget Period GradStar Entries by CREATEOPERID</td>
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</tr>
<tr>
<td><strong>GradStar Report</strong></td>
<td><strong>Data Selected</strong></td>
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<tr>
<td>----------------------------------------------------------</td>
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<td>GradStar Awards by Term and Aid Year</td>
<td>Pulls all award types for all GradStar recipients by Term</td>
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<td>GradStar Load Error by PID (GS to FA)</td>
<td>GradStar Load Error by PID</td>
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<td>GSTAR Reconciliation Report</td>
<td>GSTAR Reconciliation Report</td>
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<td>GSTAR Recon Report, FA errors</td>
<td>Pull records that are not in FA but have been awarded in GradStar</td>
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<td>GSTAR Recon Report, GradStar errors</td>
<td>Pull records that are not in GradStar but have been disbursed in FA</td>
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<tr>
<td>Remission Budget Summary Assigned to OPERID</td>
<td>Remission Summary for the Aid Year for each term that are assigned to OPERID</td>
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</tbody>
</table>
Frequently Asked Questions

How do I obtain access to GradStar?

ConnectCarolina users access GradStar through InfoPorte. You can find the InfoPorte Access Form in the InfoPorte data dictionary. For more information on access to ConnectCarolina see http://ccinfo.unc.edu/access/.

How do I receive training for GradStar?

You will be added to the GradStar email listserv at the time you are granted access. You will receive information about deadlines, dates, training opportunities, and award entry reminders via the listserv. See the GradStar training schedule at http://ccinfo.unc.edu/calendar/.

How do I submit a help ticket?

1. Go to http://help.unc.edu/, click Help Request, and log in with your Onyen and password.
2. Click New Request.
3. From the options in the list box, choose ConnectCarolina.
4. In the next list box, choose ConnectCarolina Student Administration.
5. In the next list box, choose GradStar issues or questions.
6. Enter problem information, including PID. Attach screen shots if helpful.
7. Click Submit.

Why doesn’t my student display on the Maintenance page?

Caution!: Check the following:

- Did you mark them eligible for awards on the GradStar Eligibility page?
- Is the student term activated?
- Did you type in the correct PID?
- Did you search for the correct name?

If issues persist, then submit a help ticket.

How do I pay tuition if the in-state/remission window is closed for the term?

Contact gradstar@unc.edu and ask for the in-state/remission page to be opened for your department. In the email, explain why you are requesting this exception.
How do I pay tuition for a prior term?

**Caution!** If it is more than 120 days after the end of the semester, you can not pay the tuition for that term. You can only provide a non-service award to the student during the current term; however, any amount provided in the current financial aid year will count towards the total amount of aid the student may receive from the University.

How do I identify students who are to receive non-service, tuition, and/or fee awards?

Talk to the HR representative in your department to make sure payroll actions are done in time to be picked up by GradStar. Does the student have an HR/Payroll award, Voucher, or Non-service award for their stipend?

How do I determine funding sources for students?

Verify the correct chartfields for awards. Determine whether the student meets the eligibility requirements for instate/remission awards from The Graduate School and/or academic department. Determine the remission budget for your department.

How do I determine enrollment/registration for a student?

Determine:

- Has the student enrolled in classes?
- Has the student deferred their bill?
- Do you need to follow up on residency status?
- Has the student dropped or added classes after you entered the tuition award?

Can I change the chartfields for an award?

Yes. You should only change chartfields in cases where there is an allowable exception and the chartfield is an appropriate source.

- If the award has NOT exported to Financial Aid, click the minus sign (−) to remove the row, then hit the plus sign (+) to add a new row with the correct data.
- If the award has been exported, then change the incorrect row to the status “inactive”, click the plus sign (+), and add a new active row with the correct data.

What account codes are used for GradStar Awards?

See *GradStar Account Codes, page 1*.

How can I avoid errors when entering awards?

Check your dates and deadlines carefully. Run reports to verify your awards are correct.
What if I need additional remission funds?

First, prioritize the students who are to receive tuition remission awards. Ensure you have followed up on outstanding residency decisions, and used all of your current allocation. If you still find you need additional funds, contact The Graduate School. There is no guarantee additional funds will be provided.

What do I do if a student tells me they have a past due balance on their account?

Important: Log into GradStar and check the awards you have entered. Run reports to look up the current awards or the award activity to research any problems or questions.

Contact the Cashier's Office for help via email: funded@unc.edu.

What do I do if a student has a hold on their account and cannot register?

Important:

- Check in Student Center to see the type of hold on the account.
- If there is a financial hold, check to see if the student has a past due balance in Student Center.
- Log into GradStar and check the accuracy of awards you have entered.
- Ensure you have paid the intended amount for the credit hours for which the student is enrolled.
- If you need to pay an additional amount of tuition, you may need to contact gradstar@unc.edu to ask for the in-state/remission page to be opened for your department.

The stipend showing in GradStar is incorrect. What should I do?

Consult your HR or Finance contact in your department to verify the stipend information. If a change was made after the dates stipends are loaded to GradStar, the changes won’t display. You may need to adjust chartfields if the stipend information is not correct.

Why is the stipend from the HR payroll system (HCM) or Accounts Payable (AP) not showing in GradStar?

GradStar picks up stipends from HCM and AP during a set time frame at the beginning of the semester. Check to see if the HR/Payroll or AP action has been initiated and approved.

Will GradStar pick up changes to HCM or AP payments?

GradStar picks up stipends from HCM and AP during a set time period at the beginning of the semester. Changes outside this time period will not be reflected in GradStar.
What is “Census Date” and how does it affect GradStar data?

Census Date is the last day for a student to drop a course for tuition and fee credit. If a student adds or drops a class after census date, AND you have paid tuition for this student, you will need to check your GradStar award to make sure it is for the correct number of credit hours.

When do GradStar awards post to the student’s accounts?

- Monday/Wednesday /Friday during a current semester
- Tuesday and Thursday for previous semesters and summer

When do charges post to the chartfields?

The GradStar Journal Export process generates journals for posting to GL in Finance. You can verify that your student has been selected for posting when the Journal Export Date is populated on the Export Data tab. The actual posting to GL is a separate process and should be verified with your account manager.

How do I translate a term if it is not written out?

- First digit = Century
- Middle digits = Last 2 digits of the year.
- Last digit = Term (9=fall, 2=spring, 4 = summer I, 5=summer II)

For Example:

Fall 2014 = 2149
Spring 2015 = 2152

What should I do after I enter awards in GradStar?

Check dates and deadlines. Run reports to verify awards are entered correctly.