

1 Making the Student Eligible

1. In ConnectCarolina, go to **Student Admin Menu > GradStar > GradStar Eligibility Selection**
2. Enter the Academic Institution, Term, Academic Career, Academic Group and any other fields.
3. Check the **Departmental Award?** Box, and then click the **Save** button to make the student eligible.

NOTE: Student must already be term-activated. Award eligibility is immediate on saving.

2 Checking the Student's Account

Ensure your student has deferred their bill through ConnectCarolina and that all past due balances are paid.

1. Go to **Student Admin Menu > GradStar > GradStar Student Lookup**
2. Enter the Student ID (PID), Academic Institution, Term, and Academic Career then click the **Search** button.
3. In the results list, click the student's name.
4. Click the **Student Financials** tab.



Working in GradStar Maintenance

Go to **Student Admin WorkCenter > GradStar/GSHIP > GradStar Maintenance** to do all of the remaining steps.

3 Finding the Student's GradStar Record for a Semester

1. Enter the Student ID (PID), Academic Institution, Term, Academic Career, and the Department (number)
2. Click the **Search** button.

4 Changing Funding Percentage Only available to terminal master's programs

1. If you need to reduce the funding percentage being covered for a student from 100%, choose the correct percentage from the **Funding Pct** drop-down.

5 Entering Awards and Payments

1. In the Department Award/Student Payment section, select the correct the **Award Type**.
2. Enter the chartfield values.
3. If this award should count toward the student's minimum stipend requirement, check the **Include** checkbox. Checking this box means instate tuition, fees, and insurance will be charged to the stipend source. (see note below).

6 Entering Tuition and Remission

Note: Instate and remission awards can only be entered for students who have met the minimum stipend requirement.

Reviewing the student's stipends in the Department Award/Student Payment section

HR/Payroll actions are VIEW ONLY and are paid directly to students in the HR system. If you think an HR stipend missing, follow up with your department's HR manager. If a non-service award is missing, repeat step 5.

Checking the instate and remission budgets

1. In the **Ins/Remission Department** field, enter your department number that will be used to pay the student's tuition.
2. To see the remaining budget available for the department, hover your mouse over **Ins/Remission Budget** link.

Note: Contact the Grad School with tuition budget questions.

Changing the number of units your paying for, if needed

If the student isn't registered for their full course load yet, or you know the student is over-registered, you want to adjust the billing units field to equal the number of credit hours they are expected to take. Confirm with the student, their advisor, or the department's DGS.

1. Click in the **Billing Units** field and enter the new value.
2. Click the **Save** Button.

Entering Instate/Remission awards

1. Click the **Create Instate/Remission Awards** button at the top of the GradStar Maintenance page.

Result: Instate, tuition remissions and fee fields are automatically populated.

Notes:

- The chartfield is based on the student's stipend.
 - The amounts are based on the student's billing units, funding percentage, and residency status.
2. Review the automatically populated award fields and make any changes you need to your department's chartfield strings. You may edit chartfields except the account codes and the chartfields used to pay the Grad School and Provost portion of fees for state funded students.

7 Entering a Fee Award

1. Fees will auto-populate when you use the Create Instate/ Remission button.
2. For eligible state funded students, the Provost pays 25%, the Graduate School pays 25%, and the Department pays 50%
3. Each fee is categorized as either “allowable” or “unallowable.” You may not pay unallowable fees on federal grants, and will need to enter a different chartfield for those fees.
4. Other fund types are allowed to pay both the allowable and unallowable portion of fees.
5. Enter your department chartfields. Hit save.

8 Checking an Awards Export Status

Student Admin Menu > GradStar > GradStar Maintenance

Checking the export status of an award

1. Click on the **Export Data** tab.

Understanding an award’s export status

Awards you enter during the day go from GradStar to Financial Aid overnight every night. Awards are considered exported when they go from GradStar to Financial Aid for review.

Awards export from Financial Aid to the University Cashier on M-W-F during a current semester and on T-TH during the summer and past semesters.

Journals post to finance and are created concurrently.



More about the Include Checkbox

If include button is checked, tuition, fees, and insurance **will be** charged to the source on that row.

- HR/Payroll and Training Grants Stipends: box is checked by default, user cannot change
- Fellowships/Scholarships and Research/Internships: user may check if desired

9 Changing or Deleting Awards and Their Chartfields

You can make corrections in GradStar for current academic year terms. For prior terms, you can do journal entries using the JOT journal type.

Deleting awards that haven’t exported to Financial Aid

For awards entered earlier in the same day, you can delete.

1. Click the **Delete** (minus sign) icon at the right end of a row.
2. Click the **Save** button.

Editing awards that haven’t exported

For awards entered earlier in the same day, you can directly edit fields.

1. Click directly into the field you want to change and type over the existing amount.
2. Click the **Save** button.

Note: Carefully review chartfields because incorrect chartfields will get billed to a your department’s default chartfield and will require your finance office to create a correcting journal entry to fix each incorrect one.

Editing an exported award

1. In the **Status** column, select **Inactive** from the drop-down.
2. Click the **Add** (plus sign) icon at the right end of a row.
3. Put the correct chartfield and amount information in the new row.
4. Click the **Save** button.

Removing an exported award from a student’s account

1. In the status drop-down for the award, select **Inactive**.
2. Click the **Save** button.

Awards NOT allowed to be checked and therefore not allowed to be charged tuition, fees, or insurance:

- ⇒ Prize/Contest/Recognition
- ⇒ Travel Award
- ⇒ Training Grant-Books, Training Grant-Depend Allow, Training Grant-Other, Training Grant-Non-Degree and Training Grant - Travel