

Participation Data - Campus Community

Honors and Awards

Description

Use this page to track external and internal student honors and awards. The Honors/Awards process populates the page according to the rules set on the Honors/Awards Rule page. You can also manually enter information on this page.

Process Steps

Navigation:

Campus Community > Personal Information (Student) > Participation Data (Student) > Accomplishments > Honors and Awards Records and Enrollment > Graduation > Honors and Awards

Step 1: The Honors and Awards Search Page

Follow the above navigation to bring up a Search Page for entering Honors and Awards information. Enter information required to locate the student in the database.

1.1 Entering Search Criteria

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

Find an Existing Value

ID:


Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

1.1.1 **ID:** If you know the student's EMPLID, enter it here. This is the most efficient way to search for a student.

1.1.2 **Campus ID:** The University of Maine System is not currently using the Campus ID.

- 1.1.3 **National ID:** If you know the student's National ID number (Social Security Number for USA, Social Insurance Number for Canada), enter it here.
- 1.1.4 **Last Name:** You can enter a portion of the last name as search criteria.
- 1.1.5 **First Name:** You can enter a portion of the first name as search criteria.
- 1.1.6 Click **Search** to continue or **Clear** to have the system clear all of the text boxes so you can start again.

Step 2: Honors and Awards

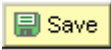
After finding the student in the database, the Honors and Awards page is displayed. The page used as an illustration below shows both external and internal awards.

2.1 Entering Honors and Awards

Honors/Awards Detail		Find View 1	First	1-2 of 2	Last
*Internal/External:	External	*Date Recvd:	11/22/2004		
*Academic Institution:	University of Maine				
Honor/Award:	NHS	National Honor Society			
Formal Description:	National Honor Society				
Grantor:					
Comment:	System Generated <input type="checkbox"/> NHS at Narraguagus HS				
*Internal/External:	Internal	*Date Recvd:	10/15/2005		
*Academic Institution:	University of Maine				
Honor/Award:	SS	Senior Skulls			
Formal Description:	Senior Skulls				
Grantor:					
Career:	UGRD	Undergrad	Term:		
Academic Program:		Tran Level:			
Academic Plan:		System Generated	<input type="checkbox"/>		
Comment:	Accepted to Sr Skulls				

- 2.1.1 Select Internal (to the UMS) or External (to the UMS) from the **Internal/External** drop/down list. Your selection here will determine the lookup list of honors and awards.
- 2.1.2 Enter the date the student received the award in **Date Recvd.**
- 2.1.3 **Academic Institution** is the university that has recorded this information.
- 2.1.4 Select an award from the **Honor/Award** lookup list.
- 2.1.5 **Formal Description** and **Grantor** populate automatically from the Honor/Award Table. You cannot modify them.

For internal honors and awards:

- 2.1.6 Select **Career** from the lookup list that will return only those careers in which the student has been active.
- 2.1.7 If the award pertains to a term, select the **Term** for which the student is receiving the honor or award. The system will only allow you to select terms in which the student has been active according to the **career** selected.
- 2.1.8 If the award is program-specific, select the **Academic Program** from the drop down list of that students' programs for that career.
- 2.1.9 Select a value from the drop-down list by **Tran Level** if you want this Honor or Award to appear on a transcript.
- 2.1.10 If the award is plan-specific, select the **Academic Plan** from the drop down list of that students' plans for that career or program.
- 2.1.11 If the system has generated this award programmatically the **System Generated** box will be checked.
- 2.1.12 **Comment** is a free-form area for recording additional information.
- 2.1.13  your work.

Source Documents

Admissions Applications, Transcripts, Scholarship Applications, Mailing Lists

Security Roles

Update Capability
External – Admission Personnel
Internal – Registrar's Office

Viewable by Everybody

APPROVED and TESTED by Admissions and Campus Community Team on January 11, 2006

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