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**

<table>
<thead>
<tr>
<th>Honors and Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID:</th>
<th>begins with</th>
<th>0137343</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>National ID:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>begins with</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Honor/Award</th>
<th>Formal Description</th>
<th>Date Recvd</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHS National Honor Society</td>
<td>NHS at Narraguagus HS</td>
<td>11/22/2004</td>
</tr>
<tr>
<td>SS Senior Skulls</td>
<td>Senior Skulls</td>
<td>10/15/2005</td>
</tr>
</tbody>
</table>
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 ![Save your work.](image)

### Source Documents
Admissions Applications, Transcripts, Scholarship Applications, Mailing Lists

### Security Roles
Update Capability
External – Admission Personnel
Internal – Registrar’s Office

Viewable by Everybody