

Less Than Full Time Award Adjustment-010209

1.	The first step is to adjust the student's FA Load on FA Term. Navigate: Financial Aid > FA Term > Maintain Student FA Term.
2.	Enter search criteria and click the Search button.
3.	Select the correct term to view. If necessary, click the Show next row button.
4.	Add a new effective-dated row for the term. Click the Add a new row button in the Student Data section of the page.
5.	Click the Acad Level tab.
6.	You must set the Financial Aid Load to the student's intended load and check the Financial Aid Load Override checkbox. You must also adjust the Course Load Pct field to reflect the new FA Load value.
7.	Having adjusted the FA Load and Course Load Percent , return to the FA Term page to enter an Override Expiration Date . This will lock in the change to FA Load until that date. Click the FA Term tab.
8.	Enter the desired Override Expiration Date . Click the Save button.
9.	The next step is to adjust the student's term budget. Navigate: Financial Aid > Budgets > Maintain Term Budget.
10.	View the term to be adjusted. If necessary, click the Show next row button.
11.	Add a new row. Click the Add a new row button.
12.	You must adjust all load sensitive budget items to reflect the intended FA Load. Click the look up buttons next to the item codes to see the available selections.
13.	Select the items in the item code lists that correspond to the new FA Load.
14.	Click the Save button.
15.	Click the View Packaging Status Summary link. The next step is to reset the student's Pell Calculation Method. Navigate: Financial Aid > View Packaging Status Summary.
16.	Click the PELL Calculation Override link.
17.	Click the Enrollment FA Load list item.
18.	Click the OK button.
19.	Click the Save button.
20.	The final step is to adjust the student's award package. Load sensitive awards need to be adjusted manually. Navigate: Financial Aid > Awards > Award Processing > Assign Awards to a Student.
21.	Adjust the Pell award. Enter the "B" Action Code in the Action field for the Federal Pell Grant award.
22.	Calculate the new value for the Pell Grant, based on the intended FA Load for one term. Enter the new value in the Offered field. Press the [TAB] key.

Quick Guide



23.	Pressing [TAB] brings you automatically to the Disbursement/Split page for the award. Click the Custom Split checkbox.
24.	With the Custom Split box checked, you can enter values in the Offered column for the two terms.
25.	Click the OK button.
26.	Adjust any other load sensitive award in the same way. Once all the awards have been adjusted, click the Validate button.
27.	You will see a message that validation is completed. Click the OK button.
28.	Click the Post button.
29.	You will see a message that posting was successful. Click OK . This completes the process.
30.	End of Procedure.