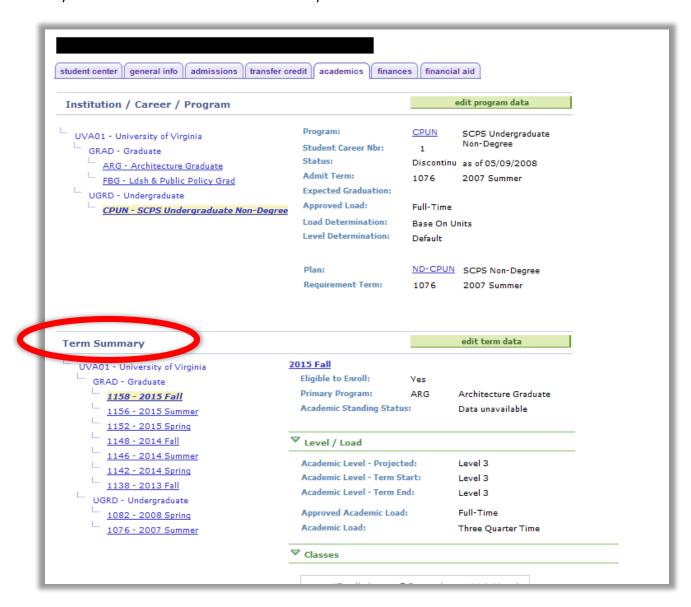
SAFM Quick Guide: Awarding Students in Multiple Careers

Some students may have more than one Academic Program in SIS. Example:



When entering awards for a student with multiple programs, **carefully** evaluate each program before awarding the student. Awards should be entered on the primary program that the student is active in for the term. Go to: Campus Community > Student Academic Info > Term Summary to determine this.



...IF you enter the same award on 2 different programs, for the same student, on the same term, with the same item type, and the amount is greater than 0, a pop-up error message will display.

What this does NOT account for are different item types (example: tuition limited entered in one program and tuition and fees 100 % entered in another program). So....

...IF you enter any award on different programs, for the same student, on the same term, a pop-up warning message will display.

...IF a student HAS multiple programs: For example, if a Curry user awards a student who has both Curry and Batten programs, the first time either of the programs are awarded, a <u>warning</u> message will display. (Note: In order to do this, SAFM looks to see if the student has more than one plan and if the Total Financial Aid amount is greater than 0. Once that amount changes, that message will not appear.)