

CLAS Finance & Accounting
Scholarship Submission Process Walkthrough

As of January 2020

Purpose: The purpose of this document is to delineate the process for submitting scholarships to the Dean’s Office finance team for processing. Screenshots and step-by-step instructions are included herein. This document proceeds following the selection of students to receive a given award.

- 0) Awards to be processed should be received via email with the award name and relevant term(s) in the subject line. Additionally, the award’s approver (e.g. Department Chair, Scholarship Committee Chair, etc.) should be cc’d on the email and a description of the award should be included in the body of the email. Emails should be sent to:
 - a. CLAS.SCHOLARSHIPS@UCDENVER.EDU
- 1) Upon selection of the student(s) to receive the award(s), complete the Scholarship & Award Form. **ONLY ONE SPEEDTYPE CAN BE USED PER FORM.** All boxes in lines one through seven should be completed with the exception of the “Item Type:” box. Forms missing any data will not be processed and returned to the original emailer for completion.

A	B	C	D	E	F	G	H	I
1	Date Sent For Processing:		Item Type:		Comments/Notes:			
2	Scholarship Title:		Speedtype:					
3	Awarding Department:		Term:					
4	Award Year:		Prepared by:					
5	Authorized by:		Preparer Email:					
6	Authorizer Email:		Preparer Phone:					
7	1. If you do not know the Item Type, please leave blank.							
8	2. The awards may only pay from ONE speedtype							
9	3. Please TOTAL the award amounts at the bottom							
10	4. Please submit this form to the CLAS Dean's Office via email to: CLAS.SCHOLARSHIPS@UCDENVER.EDU							
11	Student Name				Fall			
12								
13	Last Name	First Name	Student ID	Min # of credits (if applicable)	Tuition	Fees	Health Insurance	Fall Total
14								-

Complete all fields except this Item Type field.

- 2) Ensure the Speedtype identified on the form has sufficient funds in its Available Balance by checking CU-Data using the Operating Summary or it cannot be processed.

A	B	C	D	E	F	G	H	I
1	Date Sent For Processing:		Item Type:		Comments/Notes:			
2	Scholarship Title:		Speedtype:					
3	Awarding Department:		Term:					


This will also be visible at the bottom right of the form:

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	200.00	-	-	-	200.00
**TO CHECK AGAINST SPEEDTYPE ^					

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From CU-Data Operating Summary:

 University of Colorado <small>Boulder Colorado Springs Denver Anschutz Medical Campus</small>	OPERATING SUMMARY FISCAL YEAR 2019 THROUGH ACCOUNTING PERIOD 9 (Mar 31, 2019)		
	SPEEDTYPE: 62000093 -- DES-CU SUCCEED GOLD (ACTIVE) FUND: 20 -- AUXILIARY ENTERPRISES ORG: 30216 -- CLAS-CU SUCCEED PROGRAM: 50669 -- DES-CU SUCCEED GOLD SUBCLASS: NO SUBCLASS	PROGRAM PRINCIPAL: MARTINEZ, PROGRAM FISCAL MANAGER: PORTER,JO	
AVAILABLE BALANCE			
	RESOURCES BEFORE ENCUMBS (A)	ENCUMBS (B)	AVAILABLE BALANCE (C=A-B)
ASSETS CASH	87,021.14		87,021.14
ASSETS OTHER	708,205.14		708,205.14
LIABILITIES:	(3,087.00)		(3,087.00)
PAYROLL ENCUMBS		140,062.15	(140,062.15)
PO AND REQ ENCUMBS		10.86	(10.86)
TOTAL	792,139.28	140,073.01	652,066.27

- 3) Ensure each student receiving a given award is enrolled in the relevant term and has been billed by checking within CU-SIS. Additionally, ensure other additional requirements are met as needed (e.g. minimum credit enrollments, specific course enrollments, etc.)

4. Please submit this form to the CLAS Dean's Office via email to: CLAS.SCHOLARSHIPS@UCDENVER.EDU

Student Name			Min # of credits (if applicable)	Fall			
Last Name	First Name	Student ID		Tuition	Fees	Health Insurance	Fall Total
Hegg	Alexander	107542845	3	-	200.00		200.00

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Check enrollment status and other requirements:

Alexander Hegg ID 107542845



- Student Center
- Admissions
- Academics**
- Finances

Institution / Career / Program Edit Program Data

<ul style="list-style-type: none"> CUDEN - CU Denver <ul style="list-style-type: none"> GRAD - Graduate <ul style="list-style-type: none"> CLASG - College of Lib Arts & Sci GRAD NDGR - Graduate Non-degree NFAIG - Non-Degree GRAD 	<p>Program CLASG College of Lib Arts & Sci GRAD</p> <p>Student Career Nbr 0</p> <p>Status Active in Program as of 06/22/2018</p> <p>Admit Term 2187 Fall 2018</p> <p>Expected Graduation</p> <p>Approved Load Full-Time</p> <p>Load Determination Base On Units</p> <p>Level Determination Default</p> <p>Plan STAT-MS Statistics</p> <p>Requirement Term 2187 Fall 2018</p>
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Term Summary Edit Term Data

<ul style="list-style-type: none"> CUDEN - CU Denver <ul style="list-style-type: none"> GRAD - Graduate <ul style="list-style-type: none"> 2201 - Spring 2020 CU Denver 2197 - Fall 2019 CU Denver 2194 - Summer 2019 CU Denver 2191 - Spring 2019 CU Denver 2187 - Fall 2018 CU Denver NDGR - Graduate Non-degree <ul style="list-style-type: none"> 2187 - Fall 2018 CU Denver 2184 - Summer 2018 CU Denver 2181 - Spring 2018 CU Denver 2177 - Fall 2017 CU Denver 2174 - Summer 2017 CU Denver 2171 - Spring 2017 CU Denver 2167 - Fall 2016 CU Denver 	<p>Spring 2020 CU Denver</p> <p>Eligible to Enroll Yes</p> <p>Primary Program CLASG College of Lib Arts & Sci GRAD</p> <p>Academic Standing Status</p> <p>▼ Level / Load</p> <p>Academic Level - Projected Graduate</p> <p>Academic Level - Term Start Graduate</p> <p>Academic Level - Term End Graduate</p> <p>Approved Academic Load Full-Time</p> <p>Academic Load Enrolled Full-Time</p> <p>▼ Classes</p> <p> <input checked="" type="checkbox"/> Enrolled <input type="checkbox"/> Dropped <input type="checkbox"/> Wait Listed </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>ECON 4081-001 (10373)</td> <td>Intermed Macroeconomic Theory (Lecture)</td> <td>3.00</td> <td>Letter Grade</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>MATH 3000-002</td> <td>Intro to Abstract Math</td> <td>3.00</td> <td>Letter</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	Class	Description	Units	Grading	Grade	Status	ECON 4081-001 (10373)	Intermed Macroeconomic Theory (Lecture)	3.00	Letter Grade		<input checked="" type="checkbox"/>	MATH 3000-002	Intro to Abstract Math	3.00	Letter		<input checked="" type="checkbox"/>
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Check Billing Status:

Alexander Hegg ID 107542845

Student Center Admissions Academics **Finances**

Tuition Calculation Summary Calculate Tuition

CU DEN - CU Denver Spring 2020

- GRAD - Graduate
 - 2201 - Spring 2020 CU Denver**
 - 2197 - Fall 2019 CU Denver
 - 2194 - Summer 2019 CU Denver
 - 2191 - Spring 2019 CU Denver
 - 2187 - Fall 2018 CU Denver
- NDGR - Graduate Non-degree
 - 2187 - Fall 2018 CU Denver
 - 2184 - Summer 2018 CU Denver
 - 2181 - Spring 2018 CU Denver
 - 2177 - Fall 2017 CU Denver
 - 2174 - Summer 2017 CU Denver
 - 2171 - Spring 2017 CU Denver
 - 2167 - Fall 2016 CU Denver

Tuition Calc Required No
Last Calculated on 02/09/2020 10:22PM
Primary Program CLASG College of Lib Arts & Sci GRAD
Tuition Group GRAD_RES Grad Res
Total Tuition and Fees 3,273.21 USD
Total Waiver 0.00
Currency used is US Dollar

Account Summary View Student Account

- 4) Assuming the speedtype has sufficient funds and the recipient(s) are enrolled, billed, and eligible, awards will be submitted within two business days of receipt by the Dean's Office finance team. Additional delays are possible during the first two weeks of a term given the high volume of forms received at this time.

Notes:

- i) Typical award timeline following receipt of the correctly completed Scholarship & Award Form:
- a. Dean's Office Processing: 2 Business Days (longer in early part of term)
 - b. Scholarship Office Processing: 1-4 Business Days
 - c. Bursar Office Processing: 1 Business Day (when award hits student's account)
 - d. Finance System Appearance: 1 Business Day (when award hits the speedtype)
- As can be seen above, provided no issues arise, a typical award can be expected to take between five and eight business days.
- ii) Awards submitted for disbursement in a future term will be processed in usual timely manner indicated above regardless of the student(s) enrollment status, but the Dean's Office finance team will check the student's enrollment status in the disbursement term. Any issues will be communicated to the email that originally submitted the award.

- iii) Awards designed to fully fund a student's tuition and/or fees must be submitted **after the relevant term's census date** in order to avoid errors due to the student's changing bill.
- iv) Awards being paid from a grant or sponsored project speedtype (630XXXXX, 631XXXXX) will first be forwarded to the CLAS Post Award Specialist (Elizabeth Lee) to ensure the respective grant/sponsored project budget allows for the payment of student support. This may delay the award an additional business day.
- v) If submitting a new award, an additional step must be completed by the Bursar's Office which can take 1-10 business days before the Scholarship Office can begin processing the award.
- vi) If an award is submitted after a student's bill is due, they may be assessed service charges and/or late payment fees. These may be waived on a case-by-case basis provided a sufficient reason is provided. **Note: These fees can only be waived if all other charges on a student's bill have been paid.**
- vii) Scholarships awarded through the ScholarLynx platform require a student to Accept an award offered to them. Additionally, should they accept it **they must complete the post-acceptance Thank-You process within ScholarLynx.**
- viii) Awards that exceed a student's outstanding balance at the time the award posts to their bill will automatically generate a refund to the student and cannot be applied to other terms or bills.