Using GradStar

VERSION: 12/19/2016

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GradStar Basics

GradStar is an application in the Student Information Administration (SIA) system, designed to collect and report all non-service fellowships, tuition, and fee awards given to a student in support of their attendance at the University. GradStar interfaces with the Finance and Human Resources systems.

Accessing GradStar

1. Obtain access to ConnectCarolina. For more information see ConnectCarolina Access
2. Complete the InfoPorte Access Request form found at InfoPorte Access Request Form
3. Complete the online FERPA training
4. Request GradStar system access through InfoPorte
5. Register for GradStar training announced via the GradStar email listserv

GradStar Resources and Help

You'll be added to the GradStar email listserv when you are granted GradStar access. Deadlines, dates, training opportunities, and award entry reminders are sent to listserv subscribers. More information can be found on the GradStar page of The Graduate School website.

Award Entry and Processing in GradStar

Different types of awards are entered in different systems:

Award Type	System of Entry
Service Stipends	ConnectCarolina HR/Payroll ConnectCarolina Finance (training grants only; entered as vouchers)
Non-service Awards	GradStar
Tuition Awards	GradStar
Fee Awards	GradStar

For non-service, tuition, and fee awards entered in GradStar, the process is:

1. Enter awards in GradStar.
2. Awards are exported to Financial Aid nightly.

3. Financial Aid makes necessary adjustments for students who receive federal financial aid.

4. Current Aid Year awards are exported to the Cashier's Office on Monday, Wednesday, and Friday.

5. Previous Aid Year awards are exported to the Cashier's Office on Tuesday and Thursday.

6. Awards are posted to the individual student's account.

7. Journal posts to funding sources (chartfields) and general ledger.

Funding Policies

Departments determine the types of financial support they provide to their students in the form of service and non-service stipends, tuition, and fees.

In-state Tuition and Tuition Remission Awards

Tuition Remission: This award reduces an out-of-state student's tuition rate to match an in-state student's tuition rate. Remission funds are allocated to degree-granting programs administered by The Graduate School.

In-state Tuition Award: An in-state tuition award pays the cost of the in-state rate of tuition. Either the funding source of the student's stipend or The Graduate School (if the student is state-funded) is charged for this award type.

Students must meet the following eligibility requirements in order to receive in-state Tuition or Tuition Remission awards:

Eligibility Qualification	**Eligibility Requirements**
Degree Intent	The student must be enrolled full-time, degree-seeking doctoral or master's/doctoral sequence students in a program administered by the Graduate School
Stipend Level	The student must earn the minimum stipend for the academic year

Eligibility Qualification	Eligibility Requirements
Appointment	The student must be appointed as one of the following: • Senior Teaching Fellow • Teaching Fellow • Teaching Assistant • Instructional Assistant • Research Assistant • Fellow/Trainee
Non-service fellowship recipients	Students must receive non-service fellowships of at least the minimum stipend amount

The in-state and tuition remission award process is available in GradStar during specific dates during the first few weeks of the fall and spring semesters. You have until the deadline to complete award entry. The in-state and tuition remission process does not run during the summer. However, departments may provide Tuition and Fee awards in summer from departmental funds.

For more detailed information, visit Tuition Remission and In-State Tuition Awards.

Graduate School Remission Allocations

The Graduate School allocates remission funds to each degree-granting program under the Graduate School umbrella to use for non-resident students. A memo is sent to program Chairs, Directors of Graduate Studies, and Student Services managers each year, usually in mid-December/early January.

When the remission allocation is not sufficient to cover all non-resident students, departments must prioritize remission awards. The Graduate School recommends academic programs be responsible for covering remission awards for students in their programs, but negotiations may occur to adjust funding models to best fit the business need. For example, department Y may agree fund the student's stipend, and department Z may agree to cover the remission award.

Note: Partial in-state/remission awards are allowed only for Terminal or Professional Master's Degree programs. See a list on The Graduate School website at Professional/Terminal Master's Programs.

Note: Departments are encouraged to remind students to apply for North Carolina residency for tuition purposes. See The Graduate School website for more information.

Tuition and Fee Awards

If the student does not meet the eligibility requirements stated above, the department may enter a Tuition Award to pay the amount of tuition. Fee Awards may also be entered in GradStar. Tuition and Fee Award entries do not have an open/close date.

Note: In-state/Remission Awards differ from Tuition Awards in GradStar because they are linked to the student's funding source and are based on the minimum eligibility requirements.

Accounting Policies and Circular A-21

Federal Circular A-21 is the overall policy that governs how funding sources are charged in GradStar. As with other benefits such as insurance, if a student is eligible for an in-state tuition award, the funding source of the student's stipend is required to pay the tuition. When you click the "Create In-state/Remission Award" button, the in-state tuition will be distributed proportionately among all of the student's stipend sources displayed in GradStar.

Exception: The Graduate School funding source is charged for eligible students whose stipends are from state sources. When you click the "Create In-state/Remission Awards" button in GradStar, the system will distribute the in-state tuition charge to The Graduate School chartfield, department ID 390100, at the Academic Affairs rate of tuition. If there is a School-based rate of tuition, there will be a remaining balance the department may choose to pay from a departmental funding source, or the student will be responsible for the remaining amount due.

Remission awards are charged to the department of the user who enters the award. The remission budget and remaining balance displays on the GradStar Maintenance page.

Chartfield Changes

You should make changes to chartfields only in cases where there is an allowable exception, and the chartfield is an appropriate source. For example, if a grant paid the stipend but is not allowed to pay tuition, you can change the chartfield to an allowable source.

Account Codes and Budget Balances

GradStar is automated to choose the correct account code for awards; you can not change the account code.

Important: You should check with finance staff in your department to verify chartfields are correct and budget is sufficient.

At the time of journal creation, any chartfield string with a combo edit or budget error will use a "default" chartfield string. Budget errors include but not limited to:

- No Budget Exists
- Budget Date Out of Bounds
- Insufficient Budget

The default chartfield string for both GradStar and GSHIP has been provided by Accounting Services and is visible in CBM as your department default for each area (Business Unit:UNCCH-Fund:27110-Source:14104).

Once the journal is valid and posted, you will be able to see the charges in Bill Presentation and review the CFS Changed column for any transactions that utilized the default and this field will contain the error. To prevent future charges for GSHIP using the default chartfield string, please correct the string in Payroll.

GradStar-Related Financial Aid Definitions and Policies

- **Cost of Attendance:** The estimated cost to attend school as determined by the Office of Scholarships and Student Aid (OSSA).
- **Financial Aid:** All monies, not including a student's own income, designed to meet the Cost of Attendance. Financial aid is directly linked to a student's registration in a semester and can not be provided without registration.
- **120 day rule:** Federal policies do not allow the University to provide financial aid more than 120 days beyond the end of the semester.
- All awards directly entered in GradStar are considered financial aid (NOT service stipends fed to the system as display/informational only). There is a maximum amount a student may receive in financial aid, and all GradStar awards are included in the total aid amount from the university.

For more information, see The Office of Scholarships and Student Aid.

Credit Hours, Registration and Billing

The Office of Student Accounts and University Receivables is responsible for generating bills for tuition, fees, and other campus-based charges to students. Enrolled students and Authorized Users will receive email notification when bills are available in the ConnectCarolina Student Center. Past due accounts are subject to holds that prevent registration and transcript/diploma release, as well as collection activity.

Students are billed monthly on approximately the sixteenth day of the month. The due date is usually the second Tuesday of the following month.

Students who received departmental funding must defer their bill to avoid cancellation of classes. If students are not registered by the deadline, they will enter the prepayment period and the department or the student will be required to prepay for courses.

More information can be found at Student Accounts and University Receivables.

GradStar Account Codes

Accounts Used by GradStar - Non-Service Payments

GradStar will automatically assign the following account codes to the awards as they are created within GradStar. Transactions created in GradStar using these object codes may be changed in GradStar by the Department User.

Account	GradStar Name/Description	Rules
568110	**State Supported Undergraduate Non-Service Scholarship** - Undergraduate student payments for scholarship awards made from State appropriated funds.	-State Funds Only -Undergrad Students
568120	**State Supported Graduate Non-Service Fellowship** - Graduate student payments for fellowship awards made from State appropriated funds.	-State Funds Only -Graduate Students
568170	**Non-State Supported Undergraduate Non-Service Scholarship** - Undergraduate student payments for scholarship awards made from sources other than State appropriated funds. Not used in GradStar for Student Aid and Student Athletics.	-Non-State Funds Only -Undergrad Students
569180	**Non-State Supported Graduate Fellowship Non-Service** - Graduate student payments for fellowship awards made from sources other than State appropriated funds.	-Non-State Funds Only -Graduate Students
568730	**Trainee Tuition and Fees** - Allowable expenses for tuition and fees in accordance with terms and conditions of the awarding agency are charged to this object.	
568810	**Instate Tuition Award** – used during Instate/Remission processing period in GradStar.	All funds

Accounts Used by Campus Vouchers for Prizes and Awards

These transactions are not fed to GradStar.

Account	Award Name	Description	Rules
569190	Prize or Award	Payments for certificates, medals, and other awards to students are charged to this object. In some cases, the award may be a cash payment made in recognition of an individual student.	Not used in GradStar, but valid in Campus Vouchers

Allowable in Campus Vouchers for Service Stipends and Other Payments

These transactions are fed to GradStar.

Account	Award Name	Description	Rules
568710	Trainee Stipend	Financial assistance to students during a period of training is charged to this object.	Service feed from Campus Vouchers
568720	Trainee Dependency Allowance	Supplements to stipends for trainees with dependents are charged to this object.	Service feed from Campus Vouchers
568740	Trainee Book Allowance	Financial assistance to trainee students for books during a period of training is charged to this object.	Service feed from Campus Vouchers
568760	Trainee Other	This object is for all charges not covered in other account codes, authorized by terms and conditions of the awarding agencies.	Service feed from Campus Vouchers

Viewing Student Information

Overview

You can use the following inquiry screens to view information related to students. You can view:

- Campus Community - Includes biodemo and residency information.
- Student Records - Includes career, term, program, and plan information. The system also shows the total billing units for a student.
- Student Financials - Includes the prepayments data table and the total billing units for a student.
- Financial Aid - Includes disbursement plan information.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Student Lookup

Steps - Viewing Student Information

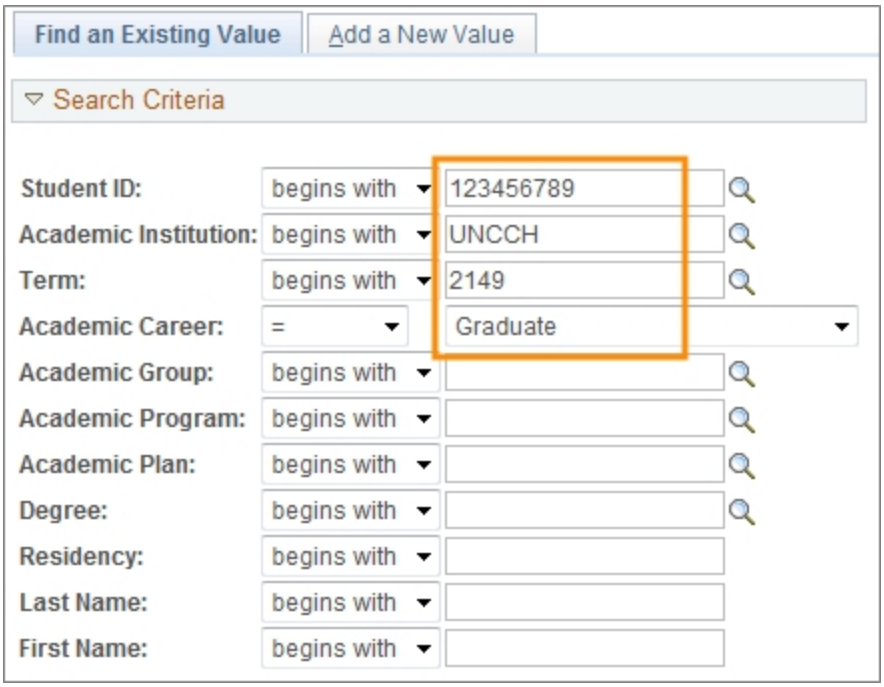
Follow these steps to view student information:

1. Choose **this menu option**:

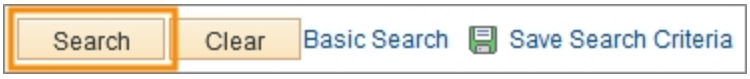
   Main Menu > Student Admin Menu > GradStar > GradStar Student Lookup

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.



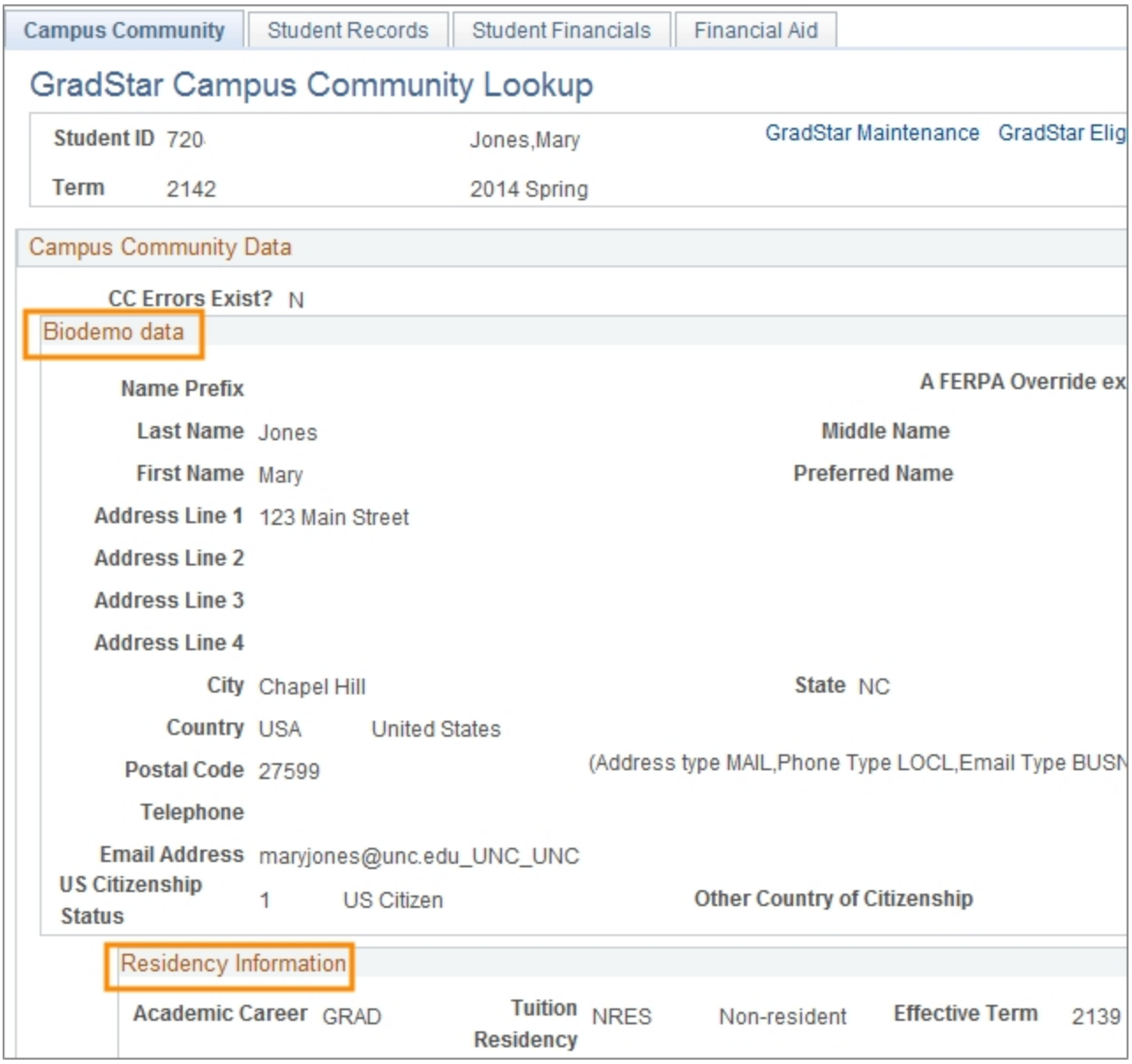
3. Click the **Search** button.



4. If you have multiple results, click the appropriate record.

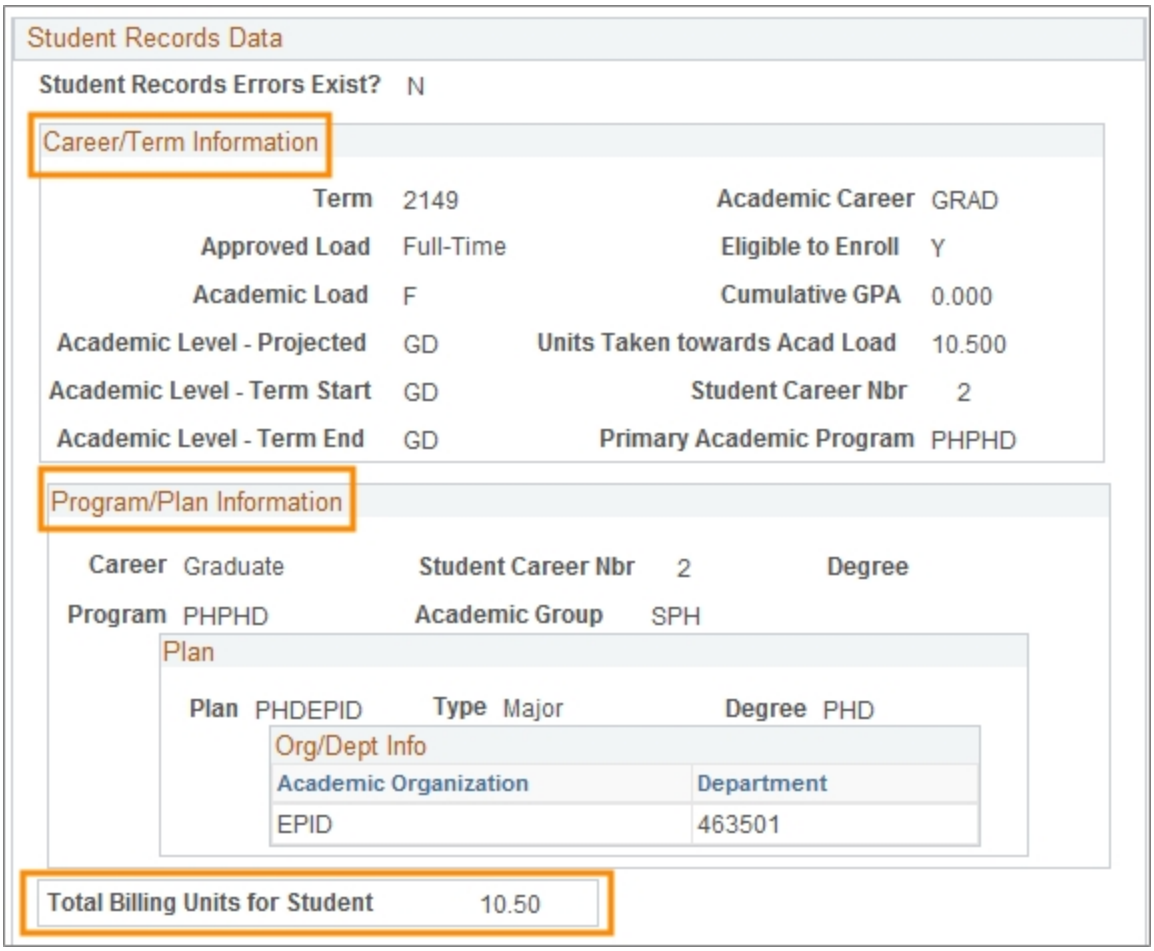
t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

5. Review Biodemo and Residency Information on the Campus Community tab.



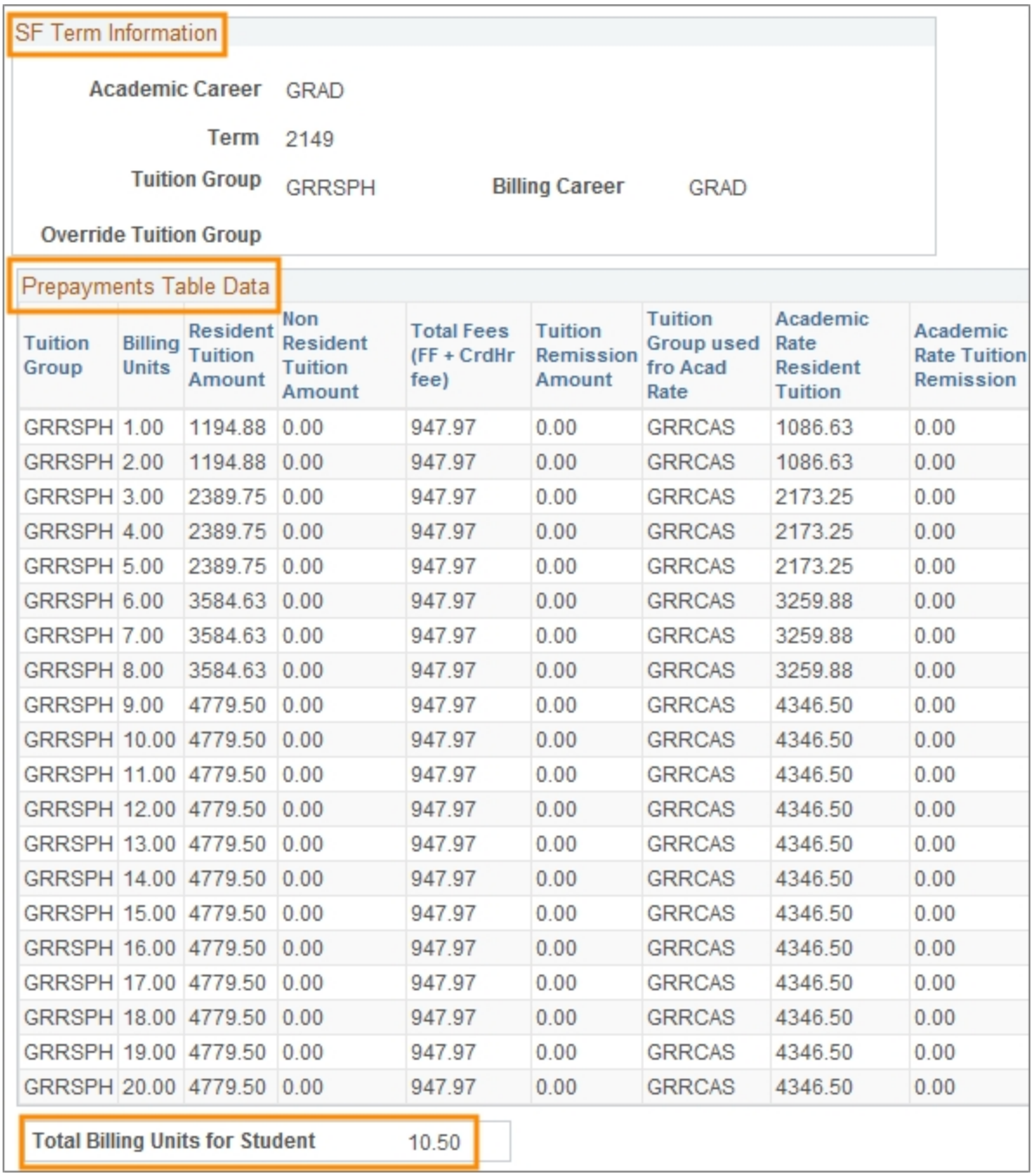
6. Click the **Student Records** tab.

7. Review Career/Term Information, Program/Plan Information and Total Billing Units for Student.



8. Click the **Student Financials** tab.

9. Review SF Term Information, the Prepayments Table Data and Total Billing Units for Student.



SF Term Information

Academic Career	GRAD		
Term	2149		
Tuition Group	GRRSPH	Billing Career	GRAD
Override Tuition Group			

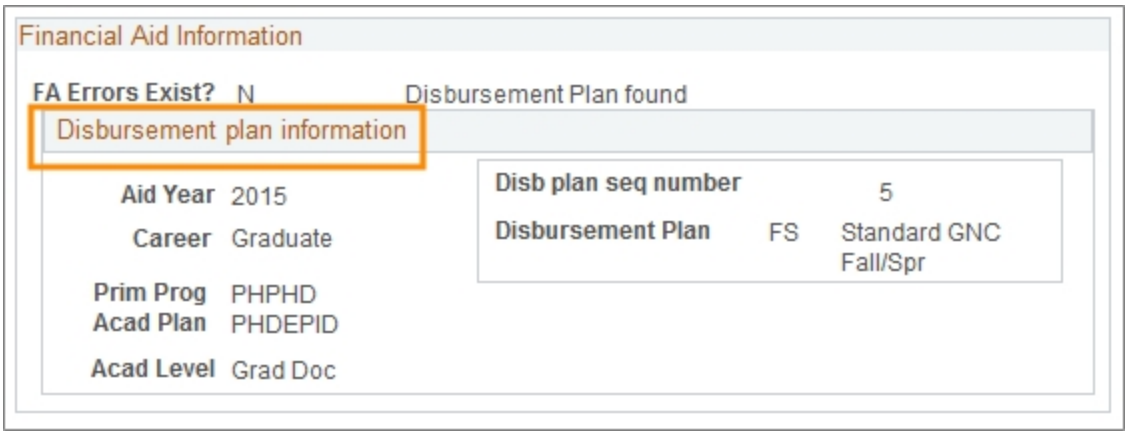
Prepayments Table Data

Tuition Group	Billing Units	Resident Tuition Amount	Non Resident Tuition Amount	Total Fees (FF + CrdHr fee)	Tuition Remission Amount	Tuition Group used fro Acad Rate	Academic Rate Resident Tuition	Academic Rate Tuition Remission
GRRSPH	1.00	1194.88	0.00	947.97	0.00	GRRCAS	1086.63	0.00
GRRSPH	2.00	1194.88	0.00	947.97	0.00	GRRCAS	1086.63	0.00
GRRSPH	3.00	2389.75	0.00	947.97	0.00	GRRCAS	2173.25	0.00
GRRSPH	4.00	2389.75	0.00	947.97	0.00	GRRCAS	2173.25	0.00
GRRSPH	5.00	2389.75	0.00	947.97	0.00	GRRCAS	2173.25	0.00
GRRSPH	6.00	3584.63	0.00	947.97	0.00	GRRCAS	3259.88	0.00
GRRSPH	7.00	3584.63	0.00	947.97	0.00	GRRCAS	3259.88	0.00
GRRSPH	8.00	3584.63	0.00	947.97	0.00	GRRCAS	3259.88	0.00
GRRSPH	9.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	10.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	11.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	12.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	13.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	14.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	15.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	16.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	17.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	18.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	19.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00
GRRSPH	20.00	4779.50	0.00	947.97	0.00	GRRCAS	4346.50	0.00

Total Billing Units for Student 10.50

10. Click the **Financial Aid** tab.

11. Review Disbursement Plan Information.



12. If you would like to review or create awards for the student, click the **GradStar Maintenance** link.

Selecting Departmental Award Eligibility

Overview

A student must be marked eligible for a term in order to receive non-service, instate tuition, remission, and fee awards. After you mark a student eligible for an award, you will be able to access the GradStar Maintenance page to create awards.

Related Reference

- For information about eligibility requirements, reference the Graduate School's website at http://gradschool.unc.edu/funding/basics/tuitionremission.html.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Eligibility Selection

Steps - Selecting Departmental Award Eligibility

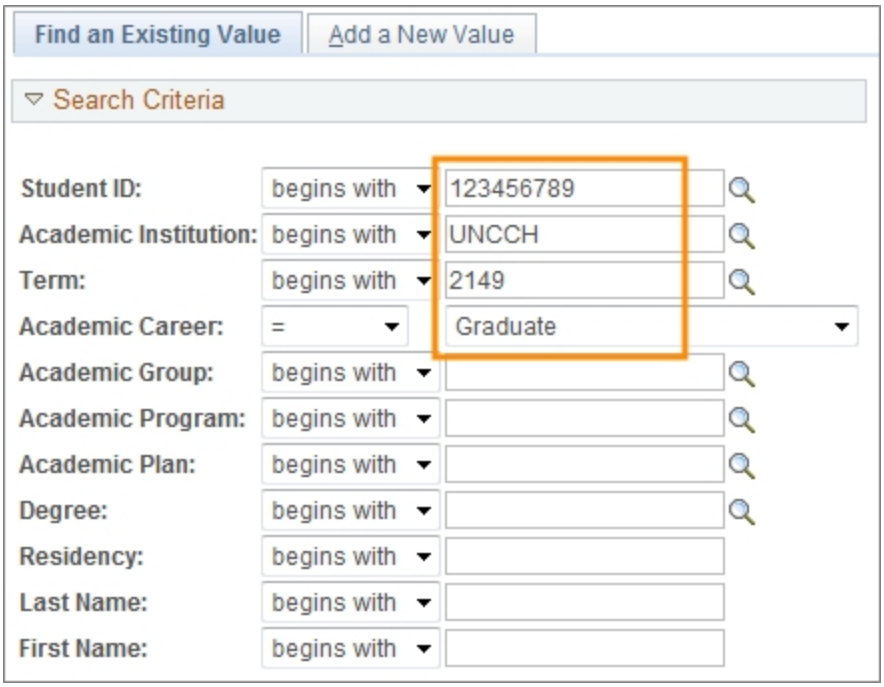
Follow these steps to Select Departmental Award Eligibility:

1. Choose this menu option:

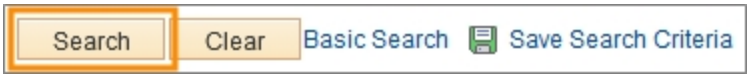
   Main Menu >Student Admin Menu > GradStar > GradStar Eligibility Selection

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

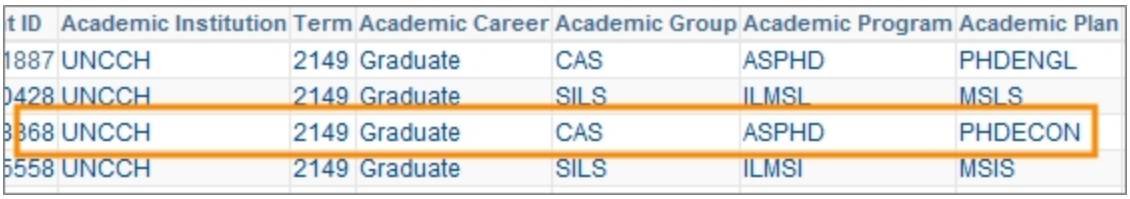
   Note: Academic Institution, Term, and Academic Career are required.



3. Click the **Search** button.

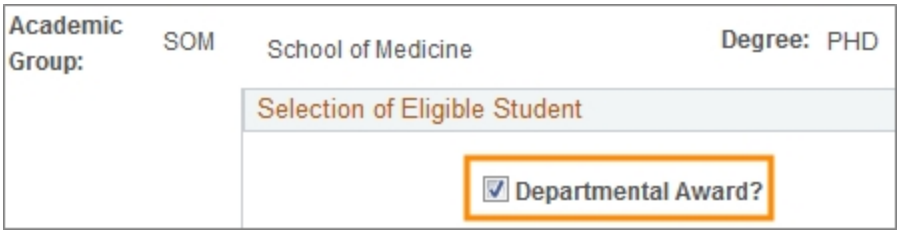


4. If you have multiple results, click the appropriate record.



t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

5. Mark the **Departmental Award?** checkbox.



6. Click the **Save** button.

Creating a Non-Service Stipend Award

Overview

Before you can create a non-service stipend award, a student must be marked eligible for an award. For more information about eligibility and non-service stipend awards, see the references below.

Related Reference

- To mark a student eligible for an award, see Selecting Departmental Award Eligibility.
- For more information about Non-Service Stipend Awards, refer to Finance Division business manual.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Creating a Non-Service Stipend Award

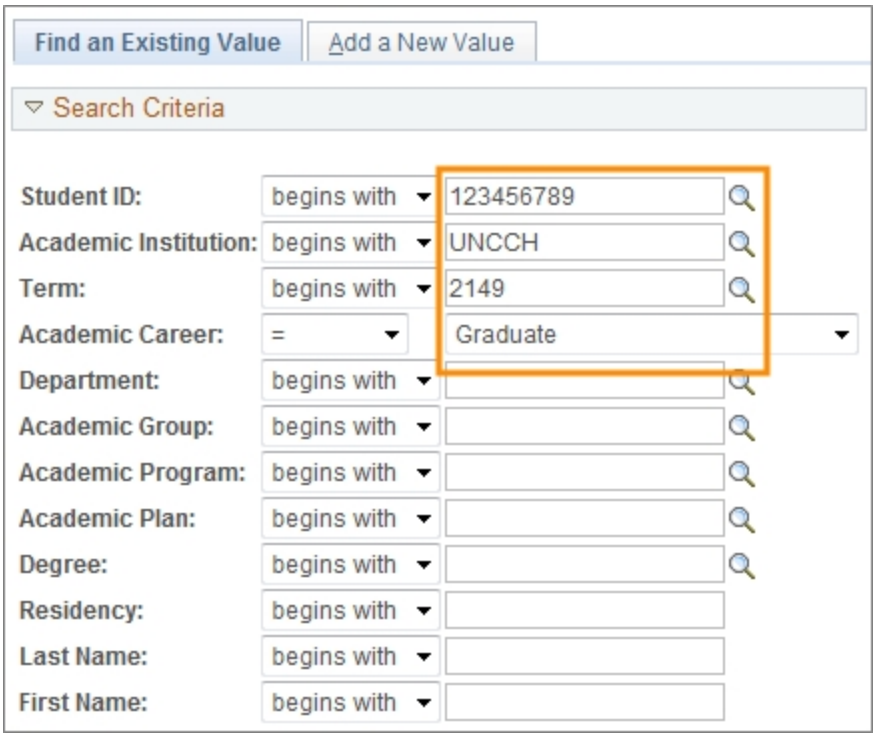
Follow these steps to Create a Non-Service Stipend Award:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

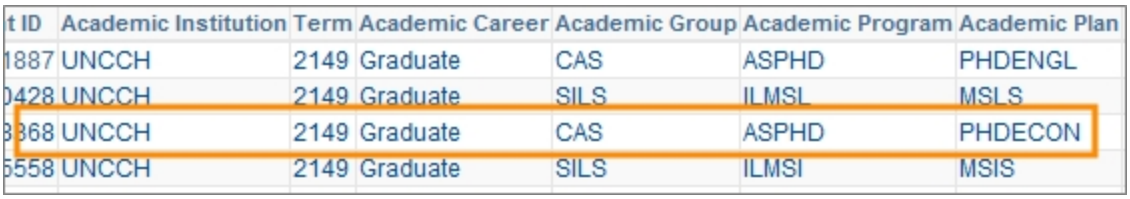
   Note: Academic Institution, Term, and Academic Career are required. Another useful search is to enter your Department number instead of Student ID so you can see a list of all the award eligible students in your department.



3. Click the **Search** button.

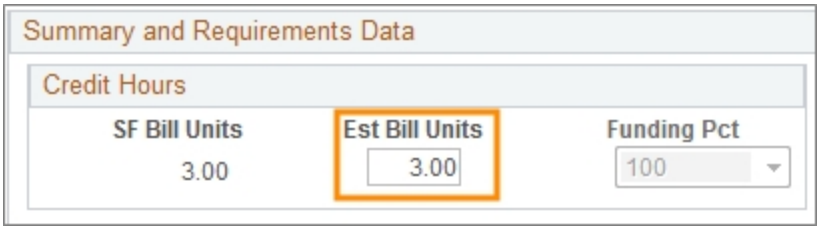
4. If you have multiple results, click the appropriate record.

   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

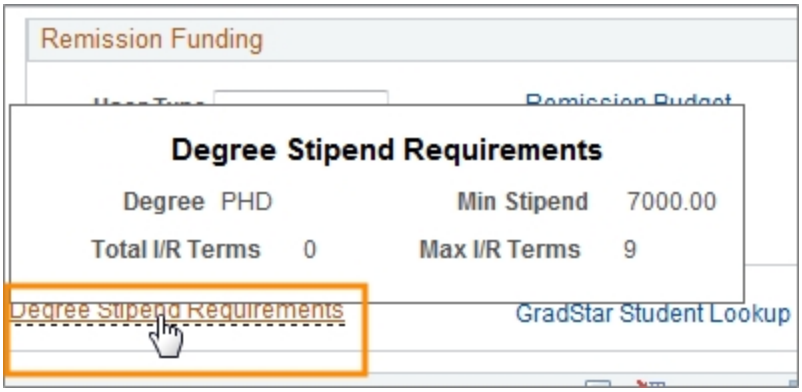


t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

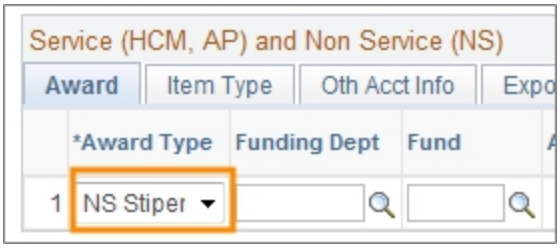
5. Enter the student's estimated billing units in the **Est Bill Units** field.



6. Check the minimum stipend amount by hovering your mouse over **Degree Stipend Requirements**.



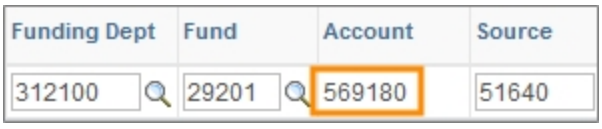
7. In the Service (HCM, AP) and Non Service (NS) section, choose **NS Stipend** for the Award Type.



8. Enter the **Funding Dept**, **Fund**, **Source** and **Amount** for the stipend award.

   Note: The Amount for the stipend award must be greater than or equal to the minimum stipend shown in step 6.

9. Click the **Save** button.



   Result: The system adds the Account chartfield.

Creating an Instate Tuition Award for a Resident Student

Overview

Before you can create an Instate Tuition Award, a student must be marked eligible for an award. For more information about eligibility and Instate Tuition Awards, see the references below.

Related Reference

- To mark a student eligible for an award, see *Selecting Departmental Award Eligibility, page 8*
- For more information about Instate Tuition Awards, reference the Graduate School's website at Tuition Remission.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Creating an Instate Tuition Award for a Resident Student

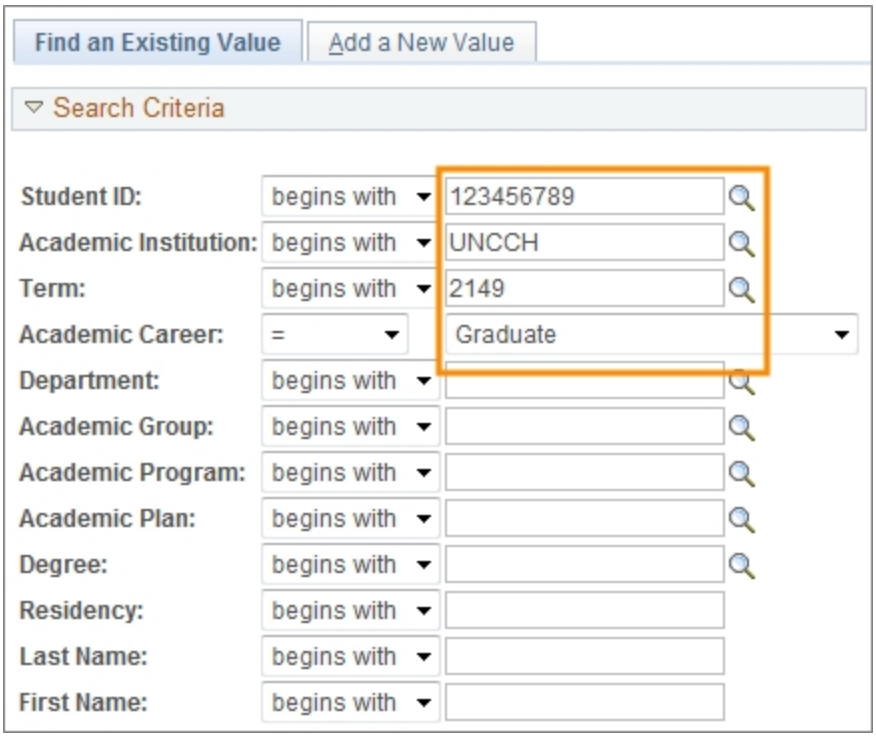
Follow these steps to Create an Instate Tuition Award for a Resident Student:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

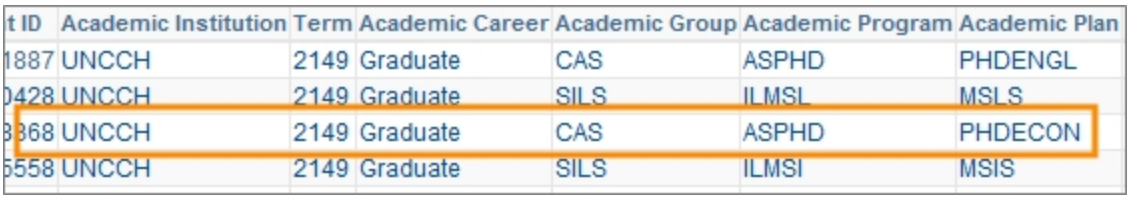
   Note: Academic Institution, Term, and Academic Career are required. Another useful search is to enter your Department number instead of Student ID so you can see a list of all the award eligible students in your department.



3. Click the **Search** button.

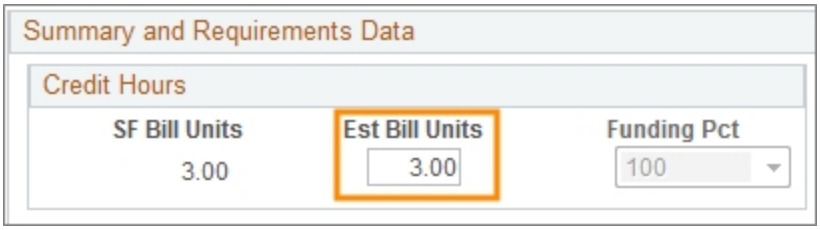
4. If you have multiple results, click the appropriate record.

   Note: If you searched by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

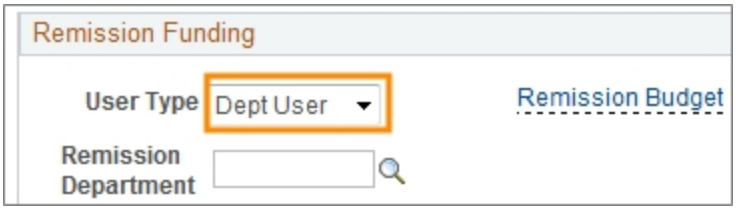


t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
8368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

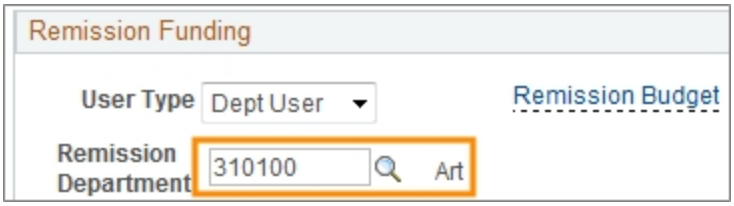
5. Enter the student's estimated billing units in the **Est Bill Units** field.



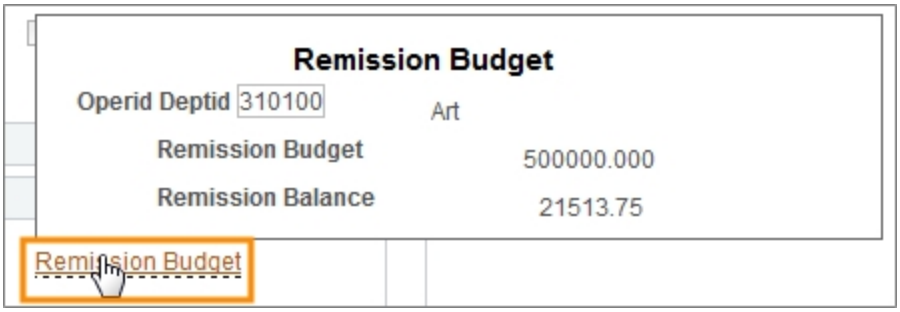
6. Select **Dept User** as the User Type.



7. Select the Remission Department.

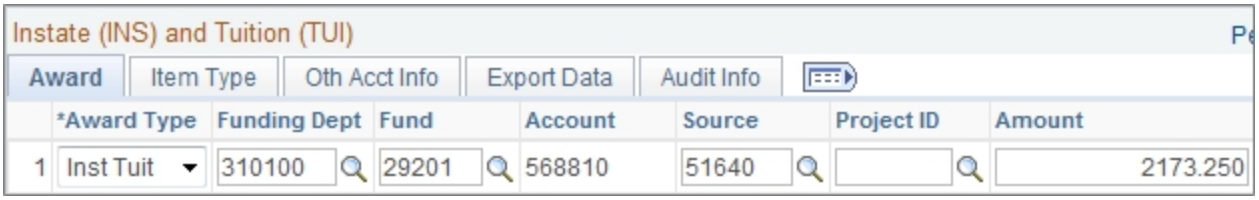


8. Hover your mouse over the **Remission Budget** link to verify that there are available funds remaining for your department to enter an award.



9. Click the **Create Instate/Remission Awards** button.

10. Verify that the Instate Tuition award information is correct.



11. Click the **Save** button.

Save
Return to Search
Notify

Creating Instate Tuition and Remission Awards for a Non-Resident Student

Overview

Before you can create an instate tuition award, a student must be marked eligible for an award. The HCM or AP stipend must be showing as "view only" OR you must enter the student's non-service stipend award before creating instate tuition and remission awards. For more information about eligibility for awards and entering non-service stipend awards, see the references below.

Related Reference

- To mark a student eligible for an award, see *Selecting Departmental Award Eligibility, page 8*
- For more information Non-Service Stipend Awards, see *Creating a Non-Service Stipend Award, page 10*

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Creating Instate Tuition and Remission Awards for a Non-Resident Student

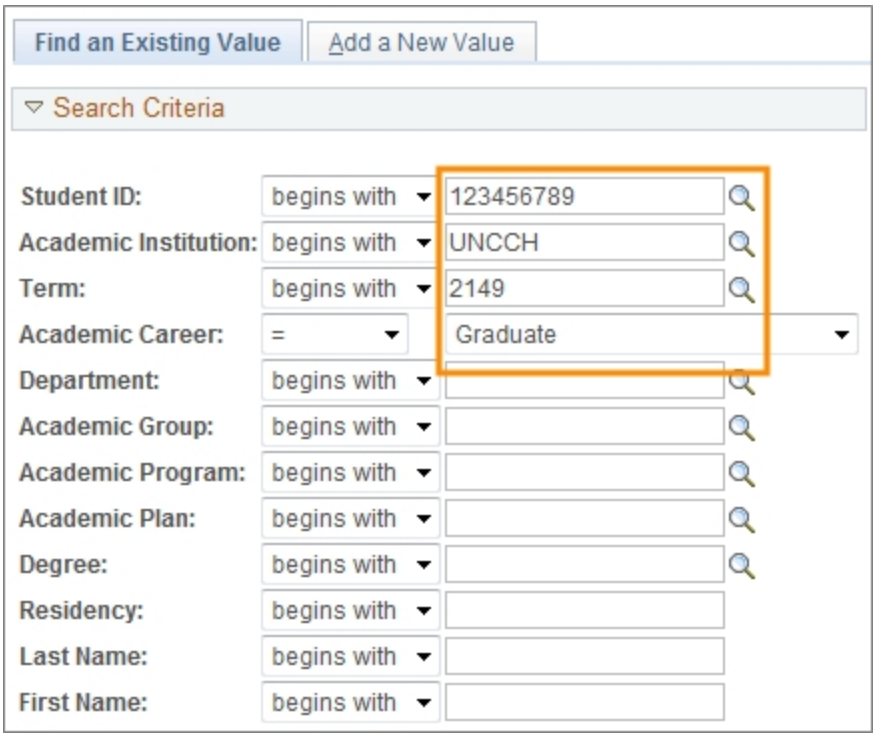
Follow these steps to Create Instate Tuition and Remission Awards for a Non-Resident Student:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

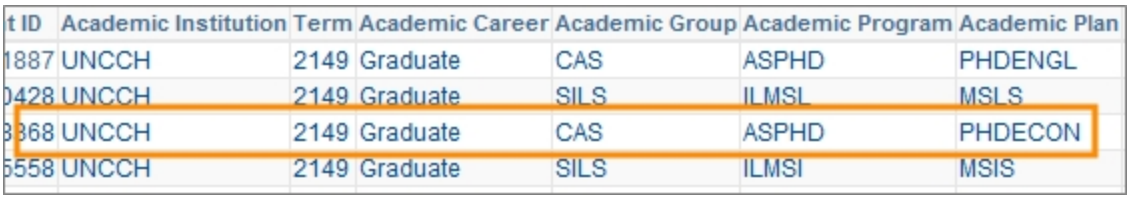
   Note: Academic Institution, Term, and Academic Career are required. Another useful search is to enter your Department number instead of Student ID so you can see a list of all the award eligible students in your department.



3. Click the **Search** button.

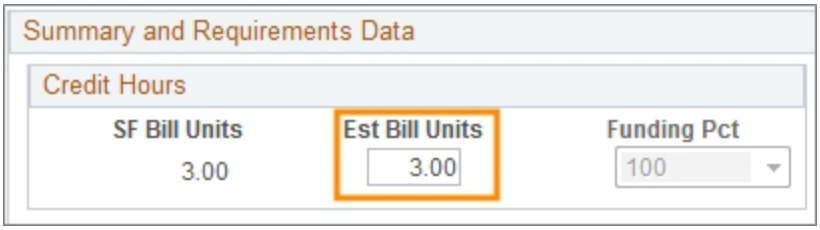
4. If you have multiple results, click the appropriate record.

   Note: If you searched by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

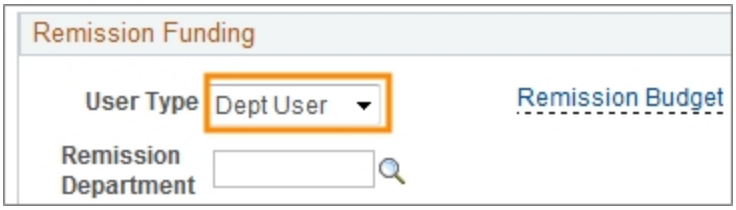


t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
8368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

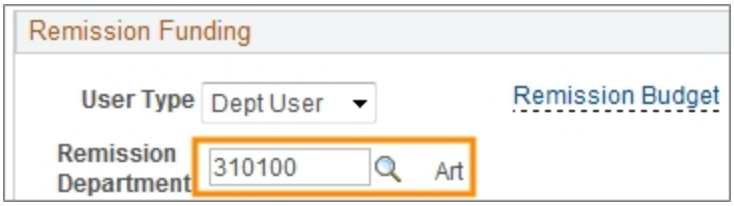
5. Enter the student's estimated billing units in the **Est Bill Units** field.



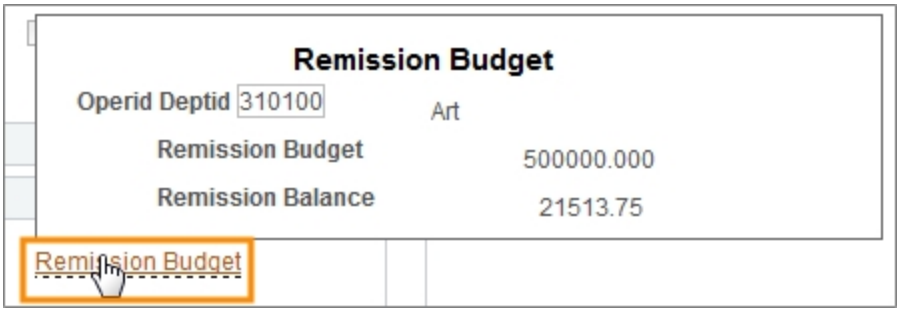
6. Select **Dept User** as the User Type.



7. Select the Remission Department.

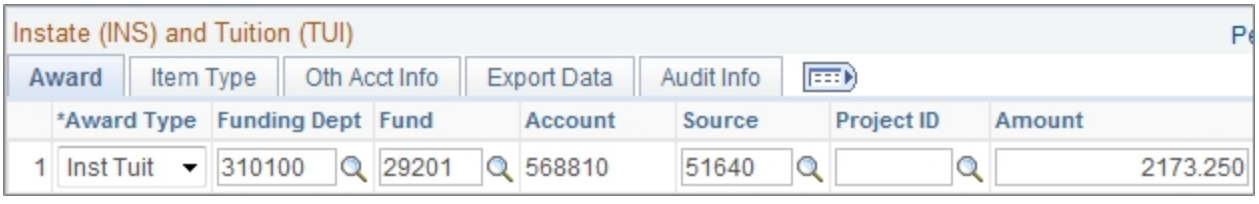


8. Hover your mouse over the **Remission Budget** link.

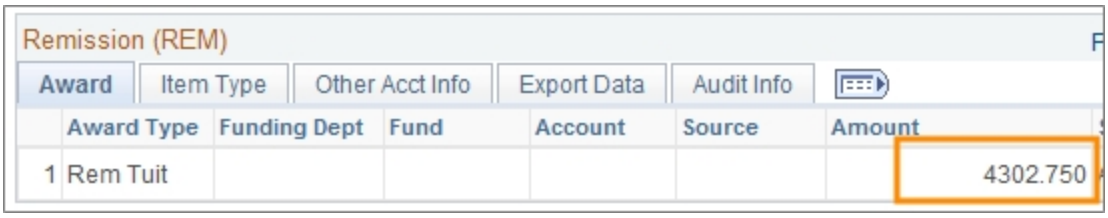


9. Click the **Create Instate/Remission Awards** button.

10. Verify that the Instate Tuition award information is correct.



11. Verify that the Remission award information is correct.



12. Click the **Save** button.

Creating a Fee Award

Overview

Before you can create a fee award, a student must be marked eligible for an award. For more information about eligibility and fee awards, see the references below.

Related Reference

- To mark a student eligible for an award, see *Selecting Departmental Award Eligibility, page 8*
- For more information about Non-Service Stipend Awards, see the Finance Division business manual.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Creating a Fee Award

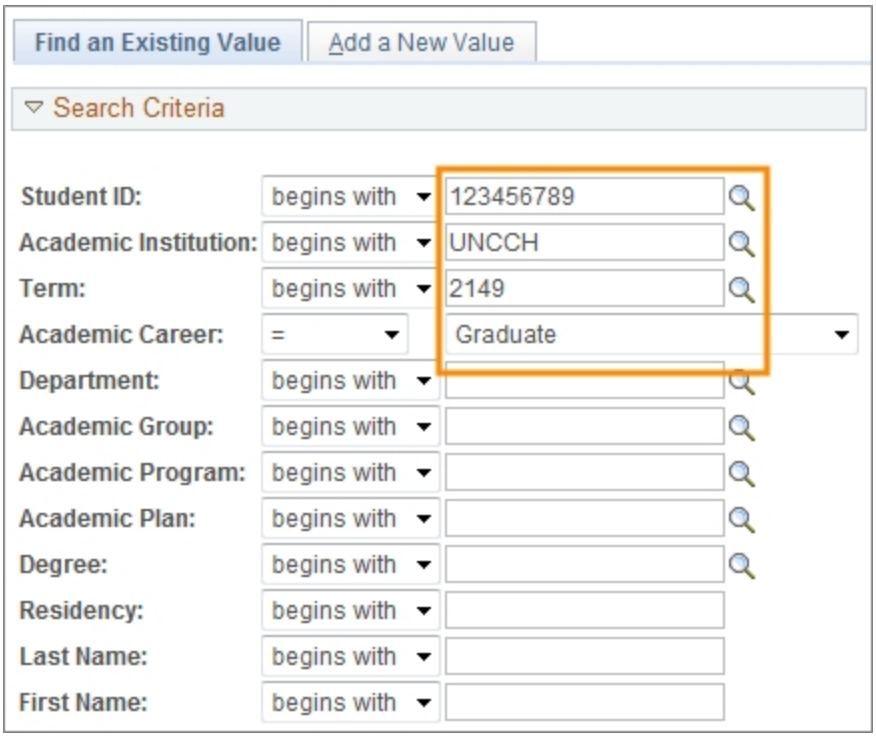
Follow these steps to Create a Fee Award:

1. Choose this menu option:

   Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

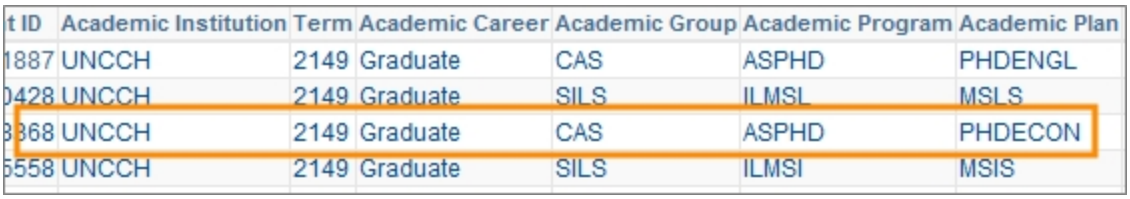
   Note: Academic Institution, Term, and Academic Career are required. Another useful search is to enter your Department number instead of Student ID so you can see a list of all the award eligible students in your department.



3. Click the **Search** button.

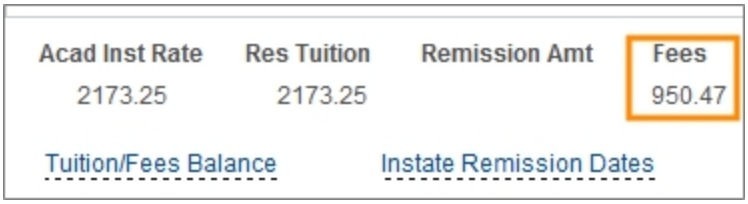
4. If you have multiple results, click the appropriate record.

   Note: If you searched by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

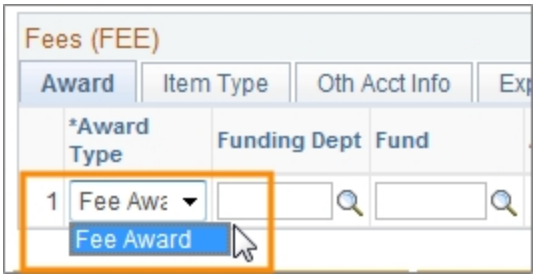


t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
8368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

5. Note the amount of the Fees near the top of the screen.



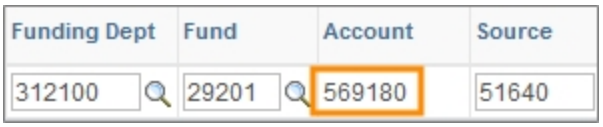
6. In the Fees (FEE) section, choose **Fee Award** as the Award Type.



7. Enter the **Funding Dept**, **Fund**, **Source** and **Amount** for the fee award.

   Note: The Amount for the fee award must be less than or equal to the amount of the Fees you noted in step 5.

8. Click the **Save** button.



   Result: The system adds the Account chartfield.

Changing Estimated Billing Units for a Student

Overview

You can change the estimated billing units for a student on the GradStar Maintenance page. If you do, you must also recalculate any existing tuition and remission awards as changing the billing units may change the tuition rates for the student.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Changing Estimated Billing Units for a Student

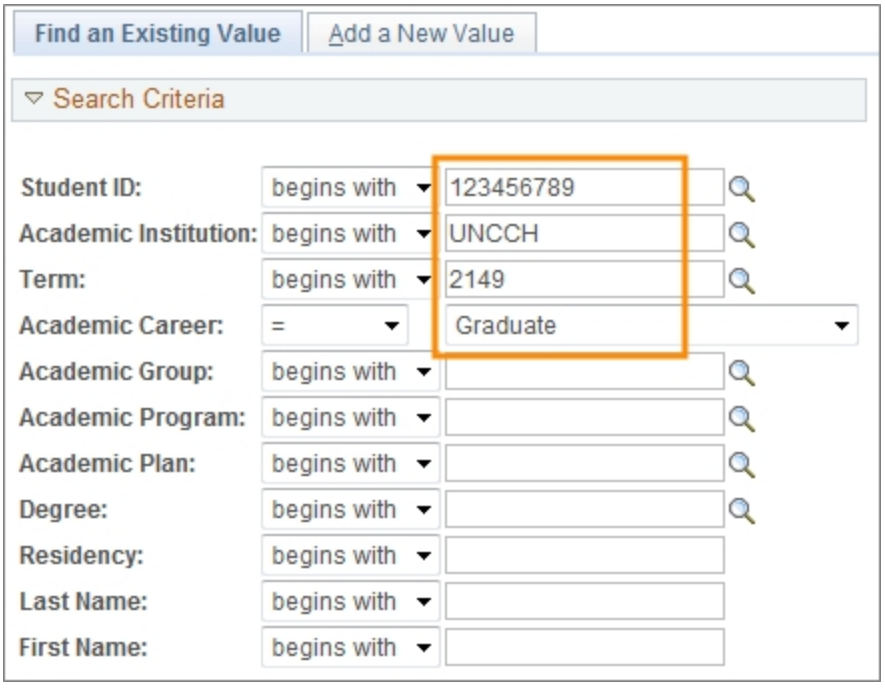
Follow these steps to Change Estimated Billing Units for a Student:

1. Choose this menu option:

   Main Menu >Student Admin Menu > GradStar > GradStar Maintenance

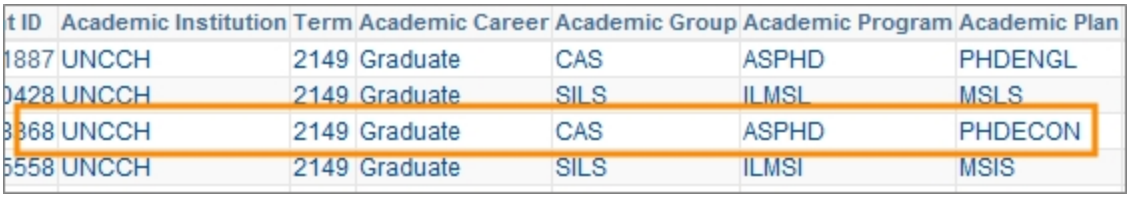
2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.



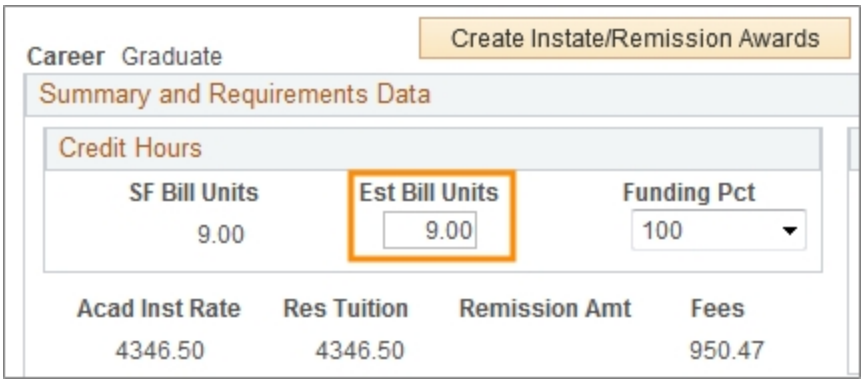
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.



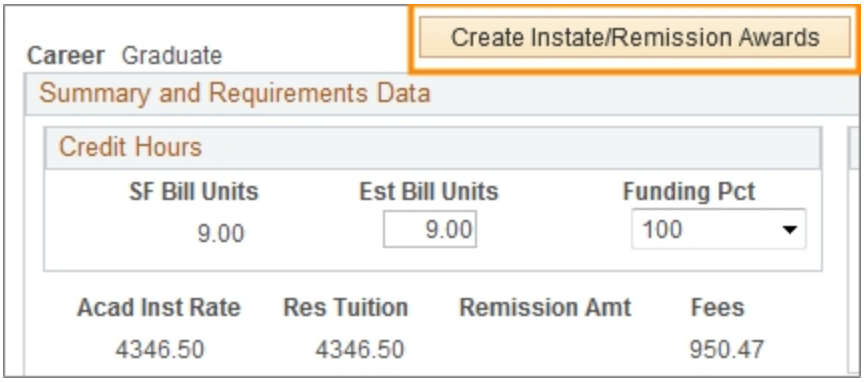
t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

5. Change the amount in the **Est Bill Units** box.

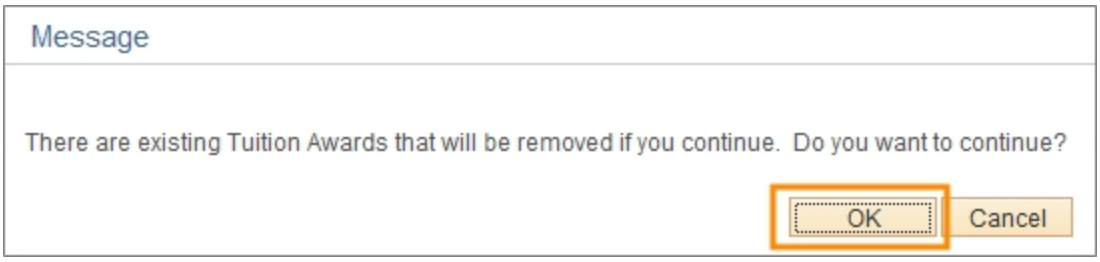


6. If there are existing awards, click the **Create Instate/Remission Awards** button.

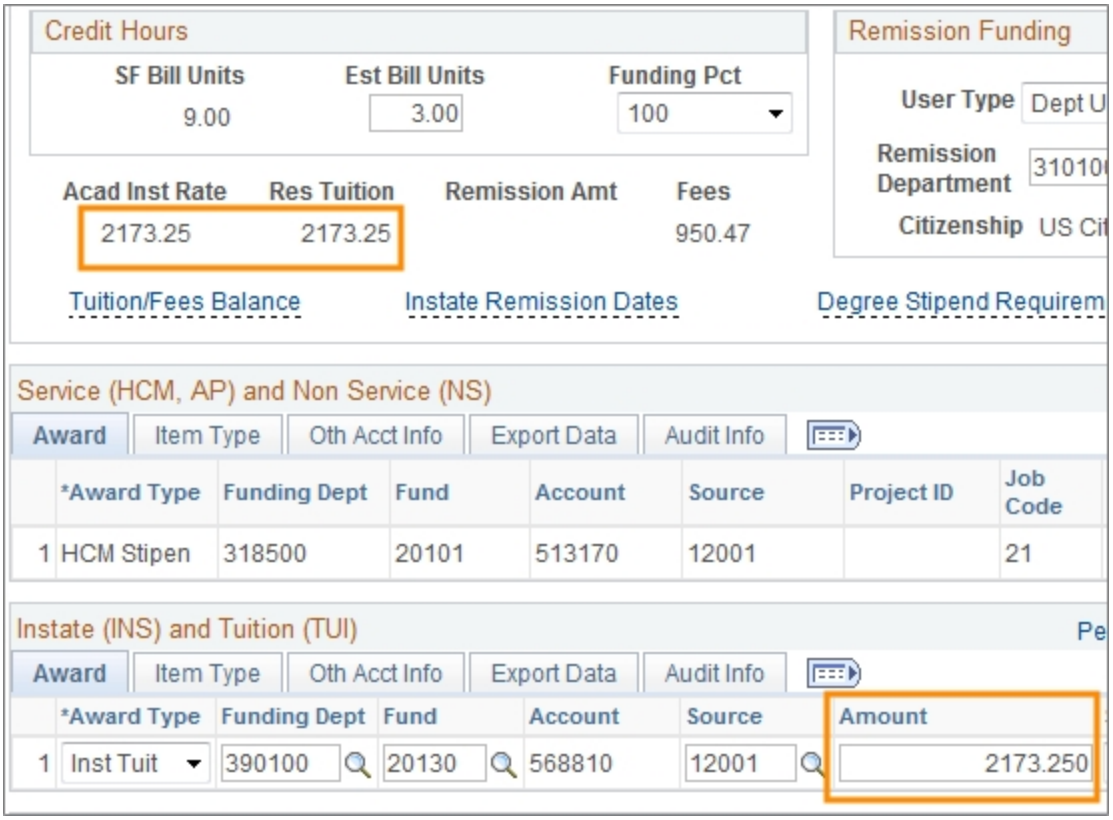
   Note: If the student does not have any tuition awards created yet, click the **Save** button and you are done. Any awards added thereafter will be based on the new estimated billing units.



7. If there are existing awards, you will receive the following message. Click **OK**.



8. Verify the newly calculated tuition rates and tuition awards.



9. Click the **Save** button.

Changing the Funding Percentage for a Student

Overview

Only programs with Terminal Master's (or Free-Standing) degrees can change the funding percentage for a student on the GradStar Maintenance page. When you do, the system will recalculate the amount of any existing tuition awards to reflect the change. The available funding percentage options are: 100%, 75%, 50% and 25%.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Changing the Funding Percentage for a Student

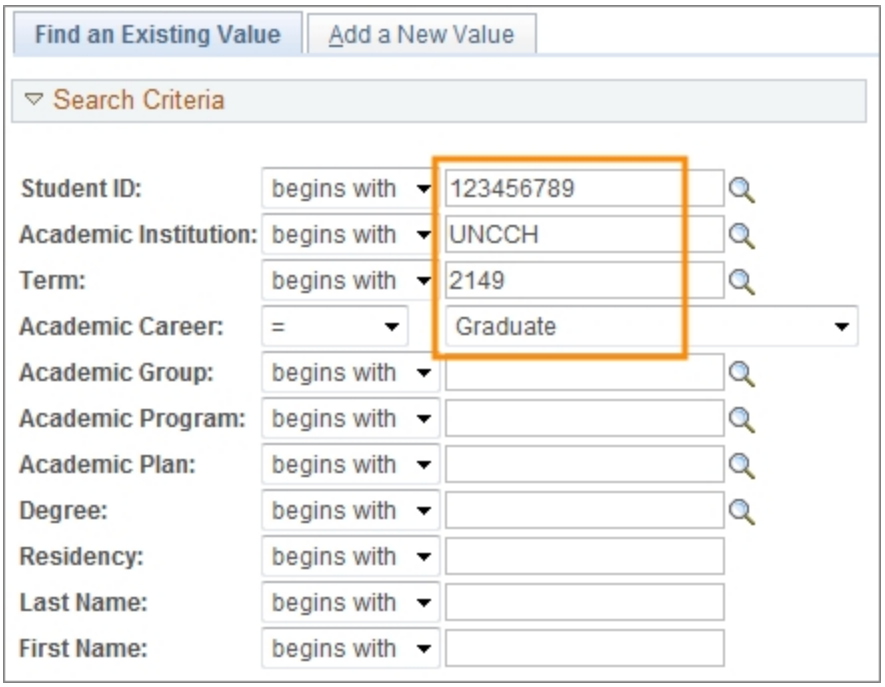
Follow these steps to change the Funding Percentage for a Student:

1. Choose this menu option:

   Main Menu >Student Admin Menu > GradStar > GradStar Maintenance

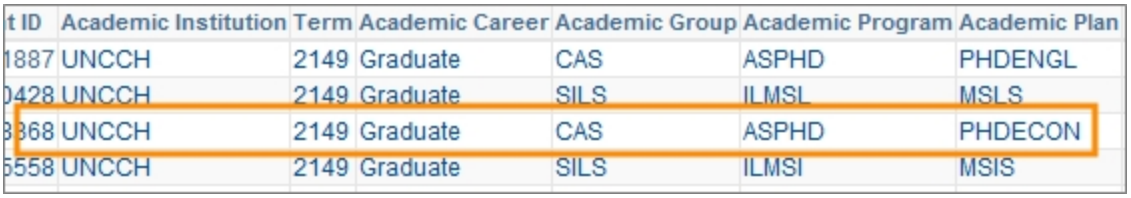
2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.



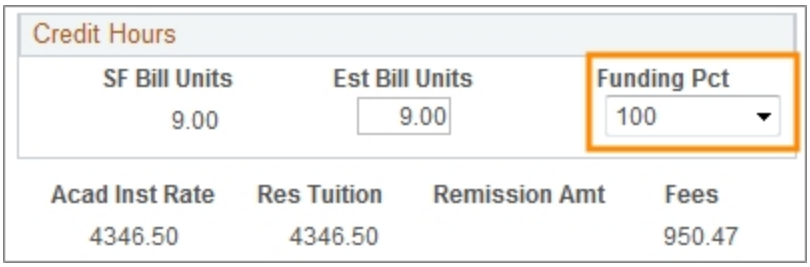
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.



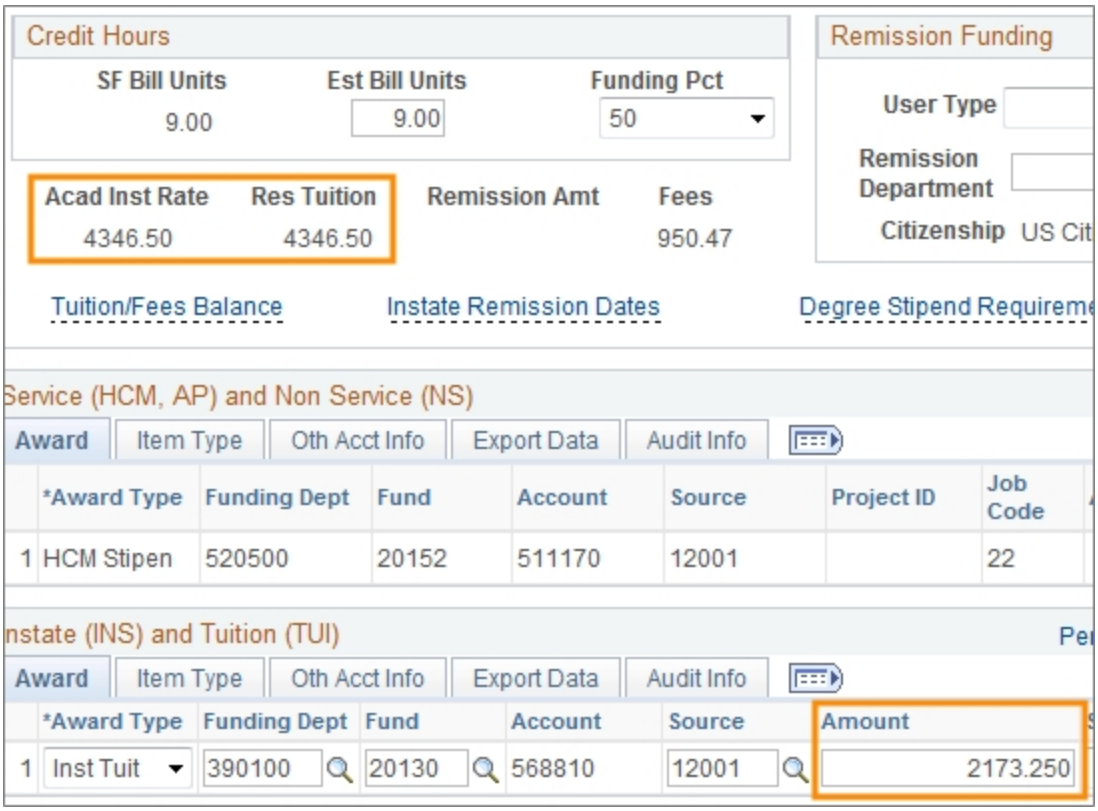
t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

5. Change the amount in the **Funding Pct** box.



6. Verify the newly calculated tuition awards.

   Note: In this example, the funding percentage is 50%, so the tuition award is half the resident tuition amount.



7. Click the **Save** button.

Deleting and Inactivating Awards

Overview

If changes must be made to an award that has already been entered, you can do one of the following:

- Delete non-service stipend, tuition and remission awards for students on the GradStar Maintenance page on the same day they are entered.
- If the award has been exported (check the Export Data tab), you have the option to make the award Inactive. You may add a new row with your new entries or changes.

Note: You cannot delete Service awards (HCM, AP) entries as they are "read only".

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Deleting an Award

Follow these steps to delete an award:

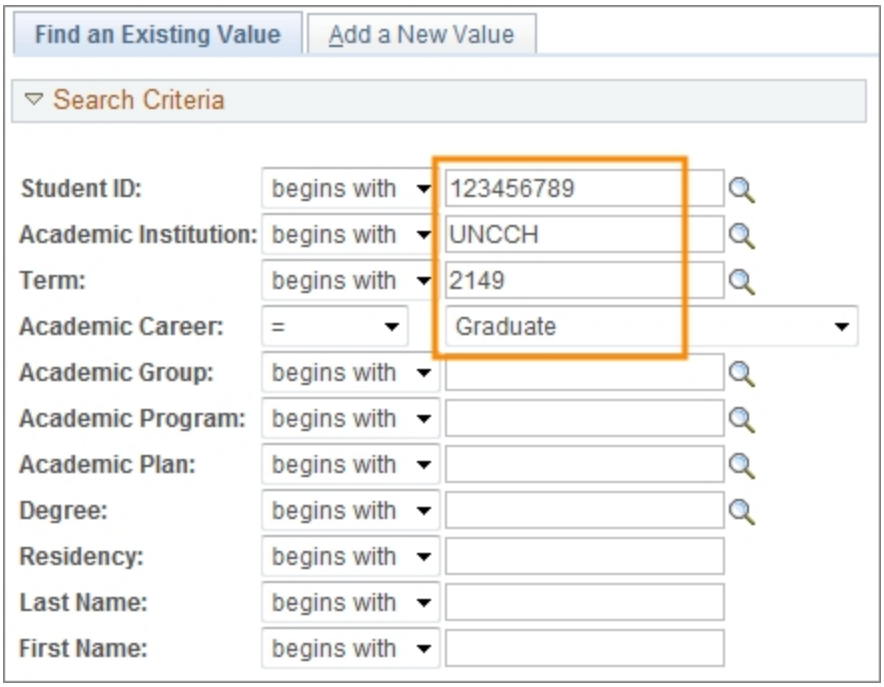
1. Choose this menu option:

   Main Menu >Student Admin Menu > GradStar > GradStar Maintenance

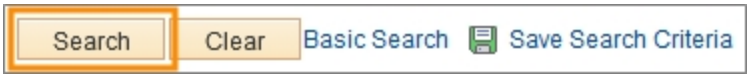
2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.

   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.

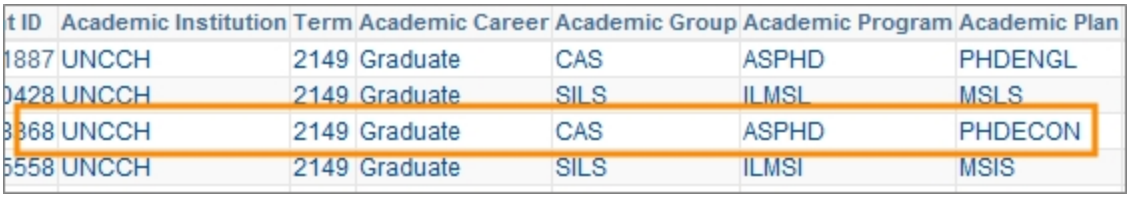


3. Click the **Search** button.



4. If you have multiple results, click the appropriate record.

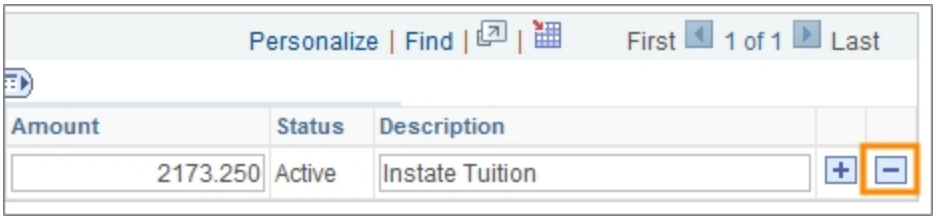
   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.



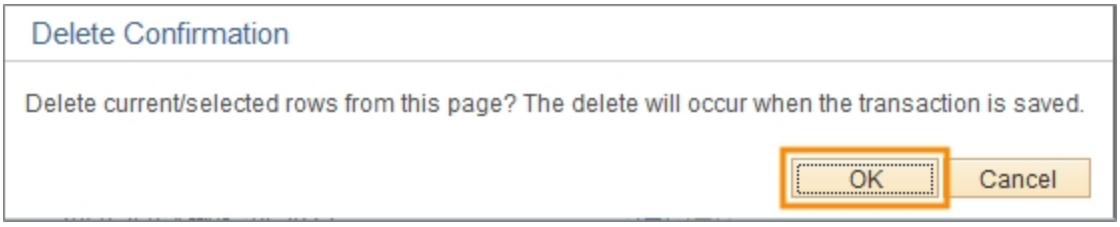
t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

5. Click the **Delete** (minus sign) button on the row with the award to be deleted.

   Note: If the delete button is grayed out, you can't delete the award. Try clicking the Save button to see if the delete button becomes available.



6. Click **OK** to confirm deleting the award.



7. Click the **Save** button.

Steps - Inactivating an Award

Follow these steps to inactivate an award.

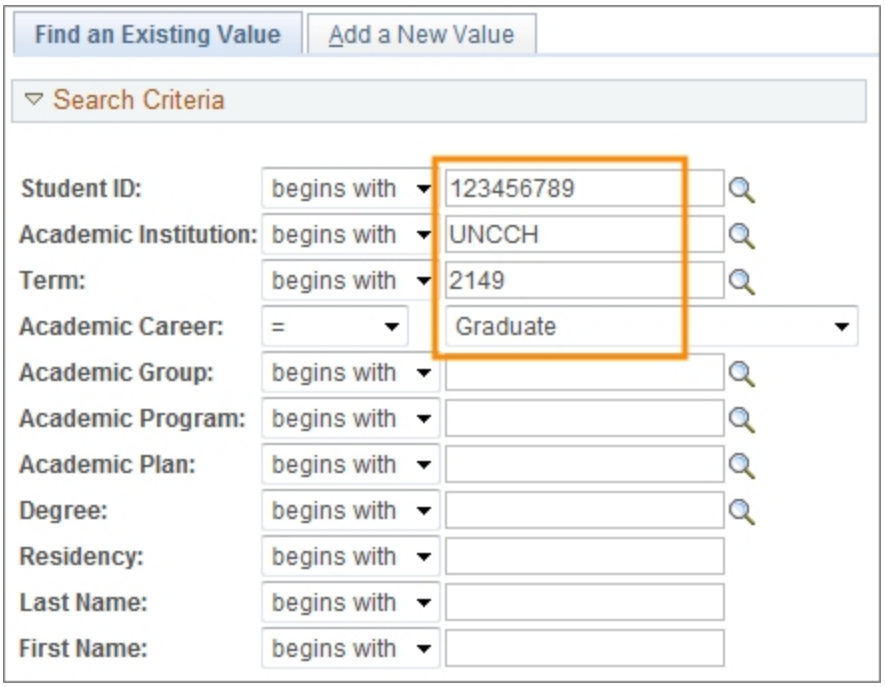
1. Choose this menu option:

   Main Menu >Student Admin Menu > GradStar > GradStar Maintenance

2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.

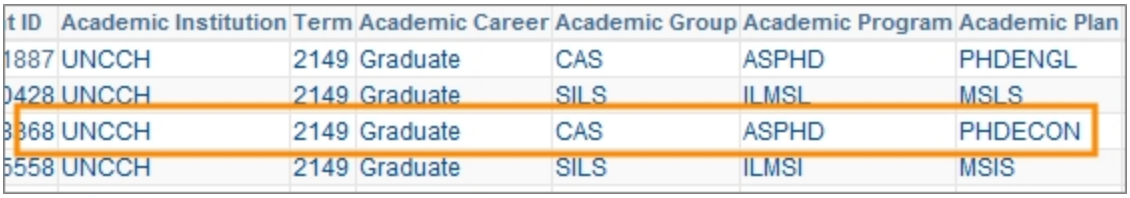
   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.



3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.

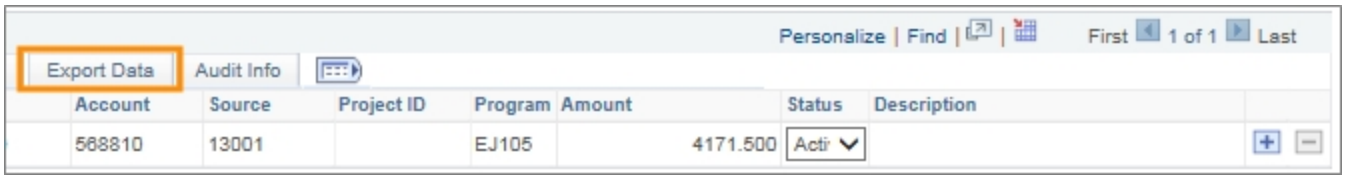
   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.



t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

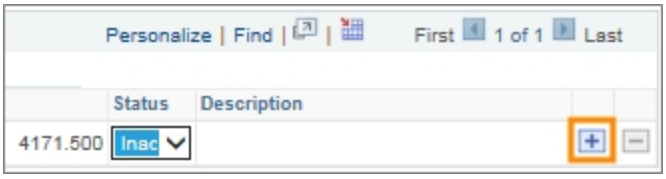
5. Select the appropriate Award Type (Non-Service, Instate, Remission, or Fees) you wish to revise.

6. If the (–) icon is not available, this means that the award has already been exported. You may verify this by clicking on the **Export Data** tab.



7. Change the status of the current row to Inactive.

8. Click the (+) to add a new row.



9. Enter the changes/corrections on the current entry.

10. Click the **Save** button.

Increasing an Award

Overview

If you need to increase the amount of an award from the same account that has already been sent to Financial Aid, you must inactivate the current award, add a new row, and record the combined total of the current award and the amount of the award increase.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Increasing an Award

Follow these steps to increase an award.

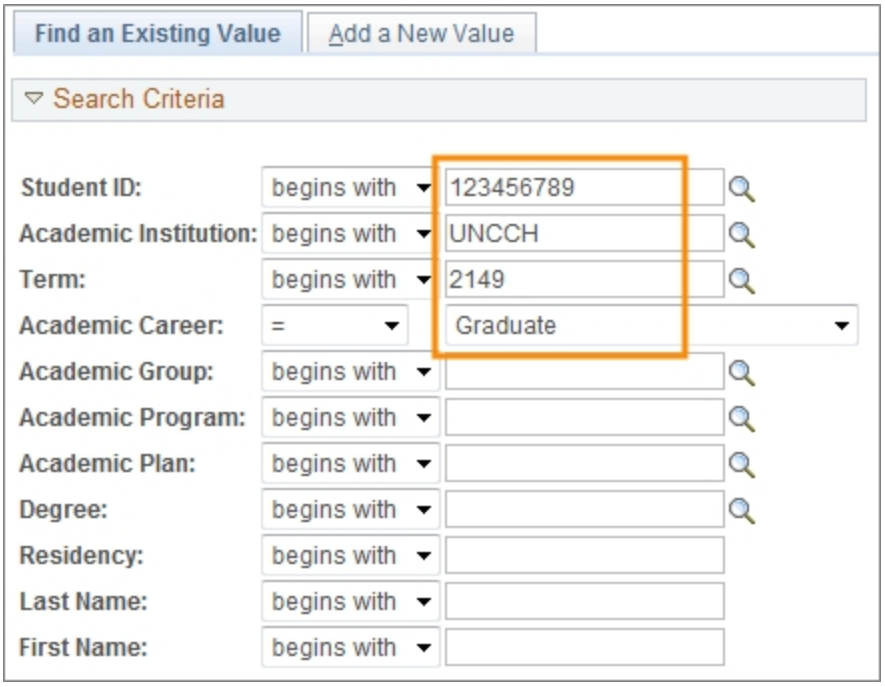
1. Choose this menu option:

   Main Menu >Student Admin Menu > GradStar > GradStar Maintenance

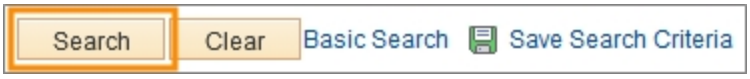
2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.

   Note: If you search by PID, the search results will include all academic terms that the student has been acive. Select the appropriate row for the term you are processing.

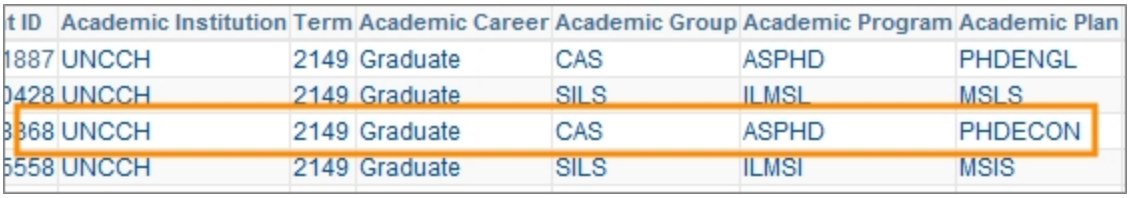


3. Click the **Search** button.



4. If you receive multiple results, click the appropriate record.

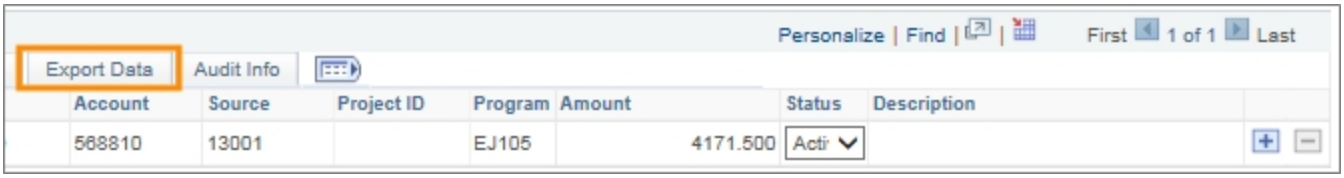
   Note: If you search by PID, the search results will include all academic terms that the student has been active. Select the appropriate row for the term you are processing.



t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

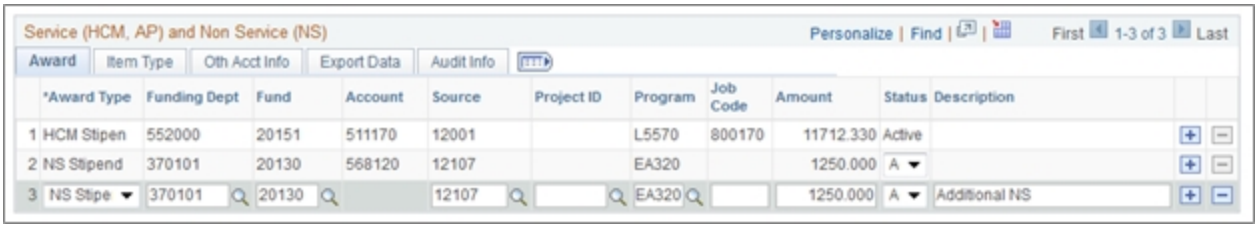
5. Select the appropriate Award Type (Non-Service, Instate, Remission, or Fees) you wish to revise.

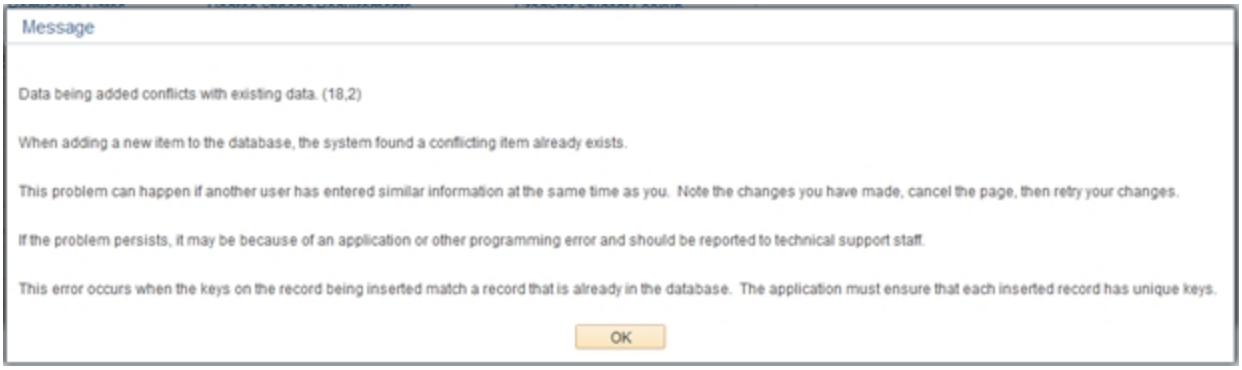
6. If the (–) icon is not available, this means that the award has already been exported. You may verify this by clicking on the **Export Data** tab.



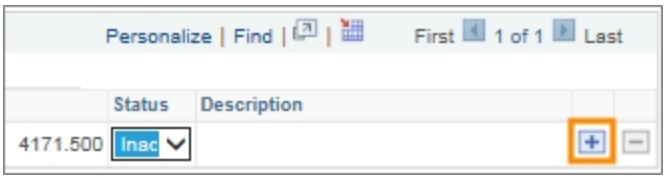
7. Change the status of the current row to Inactive.

Important: If you forget to inactivate the current award before adding a new row and save your changes, a warning message about conflicting data will display.

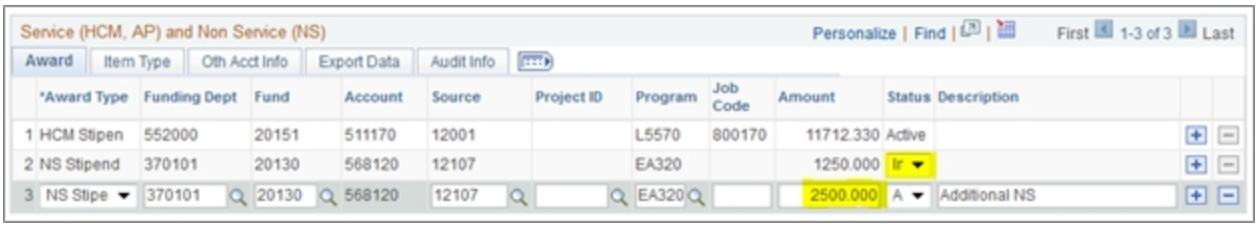




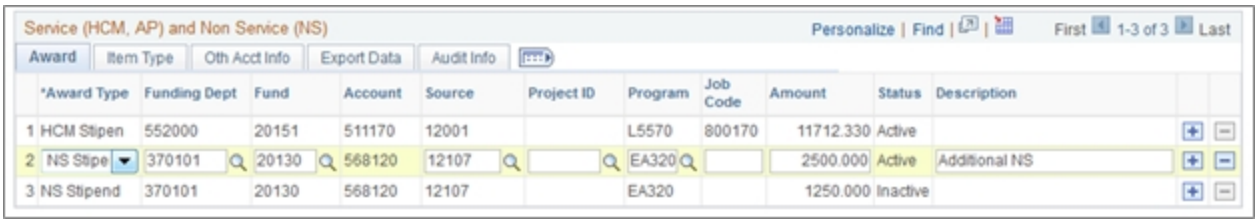
8. Click the (+) icon to add a new row.



9. Enter the account chartfield combination and enter the sum of the award (current award amount + additional award amount).



10. Click the **Save** button.



Splitting Awards Between Multiple Departments

Overview

You can split tuition awards between multiple departments and add tuition awards (if necessary) by using the TuitionAwd award type on the GradStar Maintenance page.

Menu Path

Main Menu > Student Admin Menu > GradStar > GradStar Maintenance

Steps - Splitting Awards Between Multiple Departments

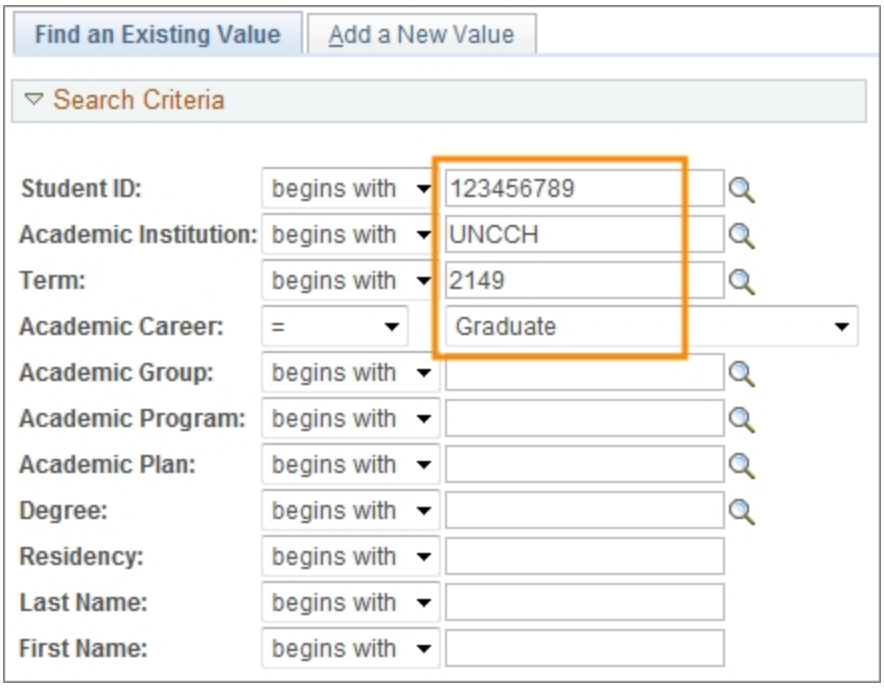
Follow these steps to split awards between multiple departments:

1. Choose this menu option:

   Main Menu >Student Admin Menu > GradStar > GradStar Maintenance

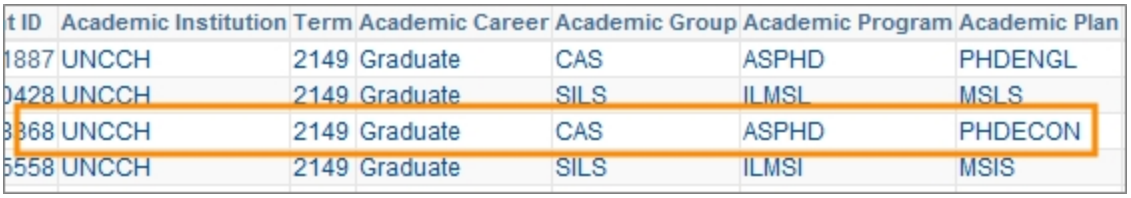
2. Enter Student ID (PID), Academic Institution, Term, and Academic Career.

   Note: Academic Institution, Term, and Academic Career are required.



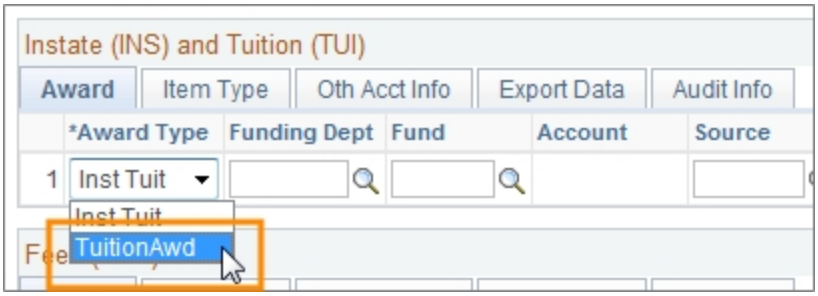
3. Click the **Search** button.

4. If you have multiple results, click the appropriate record.

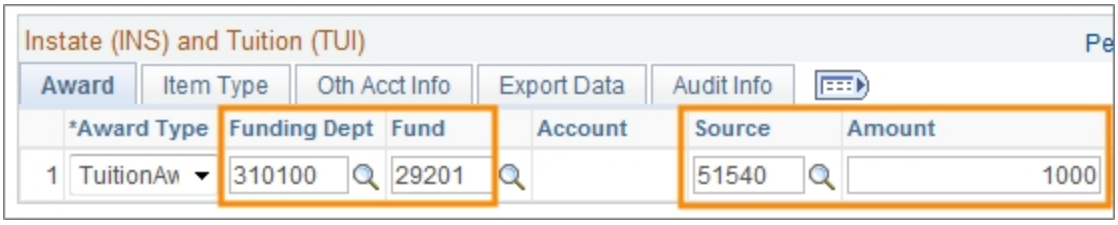


t ID	Academic Institution	Term	Academic Career	Academic Group	Academic Program	Academic Plan
1887	UNCCH	2149	Graduate	CAS	ASPHD	PHDENGL
0428	UNCCH	2149	Graduate	SILS	ILMSL	MSLS
3368	UNCCH	2149	Graduate	CAS	ASPHD	PHDECON
5558	UNCCH	2149	Graduate	SILS	ILMSI	MSIS

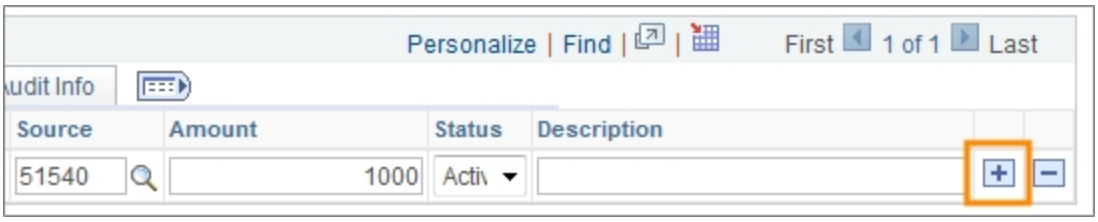
5. In the Instate (INS) and Tuition (TUI) awards section, Select **TuitionAwd** for the award type.



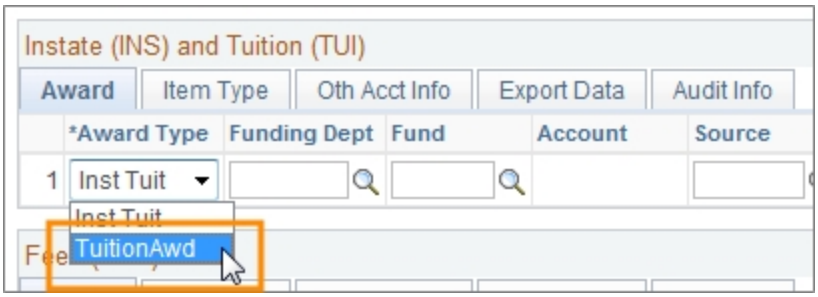
6. Enter the Funding Department, Fund, Source and the Amount of the award for the first department.



7. Click the **Add** (plus sign) button to add a new row.

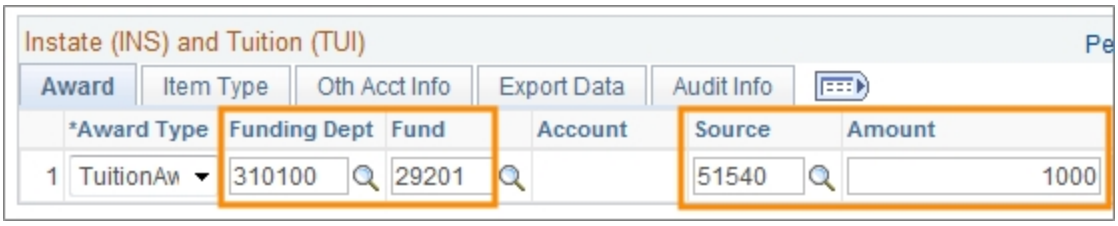


8. Select **TuitionAwd** for the award type.



9. Enter the Funding Department, Fund, Source and the Amount of the award for the second department.

   Note: The total of the two lines must be less than or equal to the student's resident tuition amount. If the total of the all the tuition awards is greater than the student's resident tuition amount then you will receive an error when you try to save the awards.



10. Click the **Save** button.

GradStar Reports

Reports are available in ConnectCarolina for awards entered in GradStar. To request access to run reports, submit a request to the Access Request Coordinator (ARC) for your department. Ask for access to Student Administration > ConnectCarolina GradStar > GradStar, in the role of PS Query. The ARC must submit the access request form through InfoPorte.

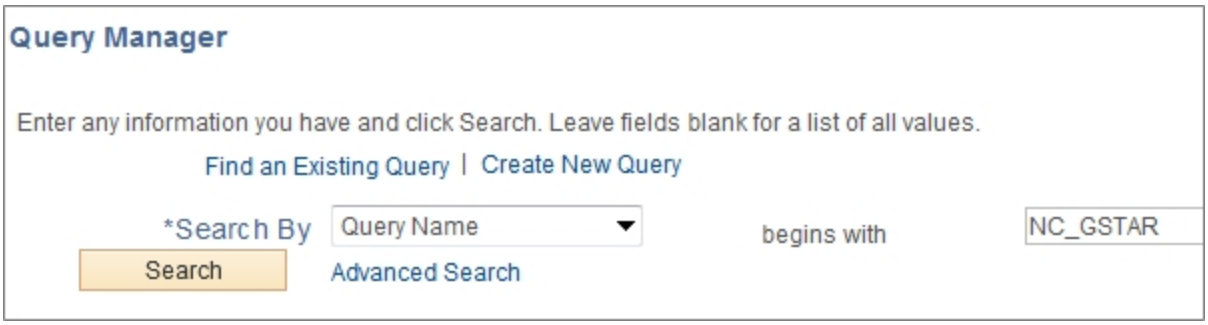
Menu Path

Main Menu > Student Admin Menu > Reporting Tools > Query > Query Viewer

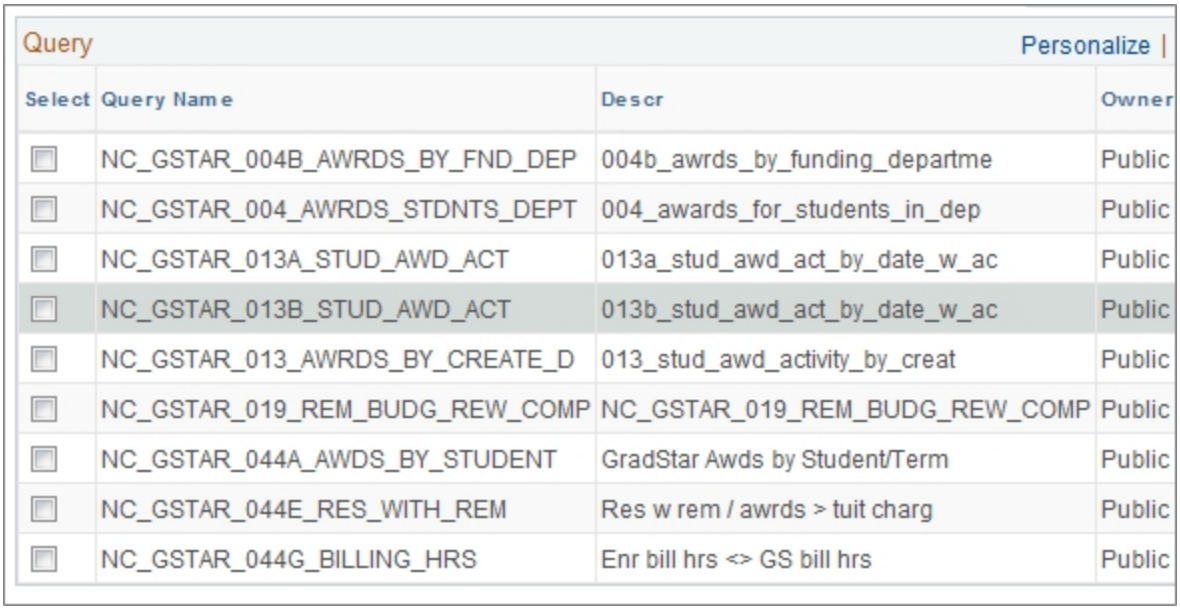
Using GradStar Reports

The names of all GradStar queries begin with NC_GSTAR and can be run in HTML or Excel format.

On the Query Manager page, in the "begins with" text box, enter NC_GSTAR and click the Search button.



Result: The list of available GradStar queries displays.



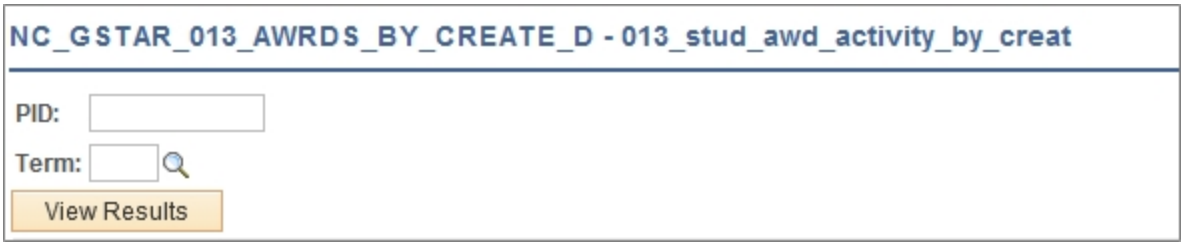
The following reports are used primarily by campus users:

- Awards by Funding Dept
- Summary of Awards by Departments
- Awards by Student's Academic Dept
- Summary of Awards by the Student's Department
- Awards by Student with Account Information
- Remission Budget Summary Assigned to OPERID

The other queries are primarily for central office use.

Many reports prompt you to enter data such as the student's PID and the academic term. Enter the academic term as a number, for example, 2152 for spring 2015.

Enter the required information in the prompt fields, then click View Results:



Note: Click the word "Favorite" in the far right column to add the query you are viewing to your Favorites list.

GradStar Reports and Data Selected

GradStar Report	Data Selected
Awards by Funding Dept (Prompt by DeptID and Term)	Summary of Awards by Departments (Funds paid for the term)
Awards by Student's Academic Dept (Prompt by DeptID and Term)	Summary of Awards by the Student's Department (may include other funds paid by other departments)
Awards by Student with Account Information	Summary of Awards for the Term by Individual Student with Complete Account Information
Budget PeriodGradStar Entries by CREATEOPERID	All records that was initiated by User specified on Prompt

GradStar Report	Data Selected
GradStar Awards by Term and Aid Year	Pulls all award types for all GradStar recipients by Term
GradStar Load Error by PID (GS to FA)	GradStar Load Error by PID
GSTAR Reconciliation Report	GSTAR Reconciliation Report
GSTAR Recon Report, FA errors	Pull records that are not in FA but have been awarded in GradStar
GSTAR Recon Report, GradStar errors	Pull records that are not in GradStar but have been disbursed in FA
Remission Budget Summary Assigned to OPERID	Remission Summary for the Aid Year for each term that are assigned to OPERID

Frequently Asked Questions

How do I obtain access to GradStar?

Ask your school or department's GradStar Access Request Coordinator (ARC) to submit an access request form for you. The GradStar Access Form can be found ConnectCarolina and Related Applications Access Request Tool *Student Administration*. You need to have access to ConnectCarolina before you can granted access to GradStar. For more information on access to ConnectCarolina see http://ccinfo.unc.edu/access/.

How do I receive training for GradStar?

When you are granted access to GradStar, you are added to the GradStar email listserv. Through these emails, you'll be notified about deadlines, dates, training opportunities, and award entry reminders.

How do I submit a help ticket for a GradStar issue I'm having?

1. Go to http://help.unc.edu/, click Help Request, and log in with your Onyen and password.
2. Click the **Help Request** link.
3. Click **Log In**
4. Click **New Request**
5. From the options in the list box, choose ConnectCarolina.
6. Under Type of Help Needed, in the first list box, choose ConnectCarolina Student Administration.
7. In the second list box, choose GradStar issues or questions.
8. Enter problem information, including related PIDs. Attach screen shots if helpful.
9. Click **Submit**.

Why doesn't my student display on the Maintenance page?

Make sure that:

- You marked them eligible for awards on the GradStar Eligibility page
- The student is term activated for the term you are processing awards for
- You entered the PID correctly
- You searched for the student by the correct name

If the student still doesn't display on the Maintenance page, submit a help ticket.

How do I pay tuition if the in-state/remission window is closed for the term?

Send an email to gradstar@unc.edu, and ask for the in-state/remission page to be opened for your department. In the email, explain why you are requesting this exception.

How do I pay tuition for a prior term?

If the semester ended more than 120 ago, you can not pay the tuition for that term. You can only provide a non-service award to the student during the current term; however, any amount provided in the current financial aid year will count towards the total amount of aid the student may receive from the University.

How do I determine funding sources for students?

Verify the correct chartfields from your account manager to be used for awards. Determine whether the student meets the eligibility requirements for instate/remission awards from The Graduate School and/or academic department. Determine the remission budget for your department.

What should I consider before I enter awards for a student?

Here are a few things to check prior to awarding a student:

- Has the student enrolled in classes?
- Has the student deferred their bill?
- Do you need to follow up on residency status?
- Has the student dropped or added classes after you entered the tuition award?

Can I change the chartfield string for an award?

Changing the chartfield string for an award is acceptable, but you should only do so in cases where there is an allowable exception, and the new chartfield string is an appropriate source.

- If the award has not been exported to Financial Aid, click the minus sign (–) to remove the row, then hit the plus sign (+) to add a new row with the correct chartfield values.
- If the award has been exported, then change the status for the incorrect row to "inactive", click the plus sign (+), and add a new active row with the correct chartfield string.

What account codes are used for GradStar Awards?

See *GradStar Account Codes, page 7.*

How can I avoid errors when entering awards?

Check your dates and deadlines carefully. Confirm that your account is in place for the correct term period and that sufficient funding is in place. Run reports to verify term funding to ensure your awards get processed correctly.

What if I need additional remission funds?

Prioritize the students who are to receive tuition remission awards. Ensure you have followed up on outstanding residency decisions, and used all of your current allocation. If you find you still need additional funds, contact The Graduate School. There is no guarantee additional funds will be provided.

What do I do if a student tells me they have a past due balance on their account?

Log into GradStar and check the awards you have entered. Run and review reports to look up the student's current awards or award activity.

Contact the Cashier's Office via email: funded@unc.edu. They can verify inquiries on student account information including past due balances.

What do I do if a student has a hold on their account and cannot register?

1. Check in Student Center to see the type of hold on the account.
2. If there is a financial hold, check to see if the student has a past due balance in Student Center.
3. Log in to GradStar and check the accuracy of awards you have entered.
4. Ensure you have paid the intended amount for the credit hours the student is enrolled for.
5. If you need to pay an additional amount of tuition and the in-state/remission page is closed, send an email to gradstar@unc.edu to ask for the page to be opened for your department. Otherwise, just pay the additional amount of tuition.

GradStar is displaying the wrong stipend amount or chartfield. What should I do?

Consult your HR or Finance contact to verify the stipend information. If a change was made after the date stipends are loaded to GradStar, the changes won't be displayed. Adjust the chartfield values if the chartfields are not correct.

Why is the stipend from the HR/Payroll system or Accounts Payable not showing up in GradStar?

GradStar picks up stipends from HR/Payroll and Accounts Payable during a set time frame at the beginning of each semester. Check to see if the HR/Payroll ePAR or Accounts Payable voucher has been initiated and approved.

Will GradStar pick up changes to HR/Payroll or Accounts Payable payments?

Because GradStar picks up stipends from HR/Payroll and Accounts Payable during a set time period at the beginning of each semester, changes outside this time period are not reflected in GradStar.

What is "Census Date" and how does it affect GradStar information?

Census Date is the last day for a student to add or drop a course for tuition and fee credit. If a student adds or drops a class after the Census Date, and you have paid tuition for this student, you need to check your GradStar award to ensure the credit hours you intended to pay for are correct. You can adjust the credit hours in the Est Billing Units section on the Maintenance page to match the student's billing units.

When are GradStar awards posted to student accounts?

- For the current semester, awards are posted on Mondays, Wednesdays, and Fridays
- For a previous semester and summers, awards are posted on Tuesdays and Thursdays

When are charges posted to the chartfields?

GradStar utilizes Customer Billing Management (CBM) for journal creation. This process allows any chartfield strings with errors to use a default chartfield string to process the journal. Once the journal is valid and posted, you will be able to see the charges in Bill Presentation and review the CFS Changed column for any transactions that utilized the default. The cell in the CFS Changed column will also contain the error.

How do I translate a term if it is not written out?

- First digit = Century
- Middle digits = Last 2 digits of the year.
- Last digit = Term (9=fall, 2=spring, 3 = summer I, 4=summer II)

For example:

Fall 2014 = 2149

Spring 2015 = 2152

What should I do after I enter awards in GradStar?

- Run reports in GradStar to verify awards are entered correctly. Distribute reports to accounting managers or others in your department to assist with verifying chartfields are correct. Make adjustments as needed.
- Ensure students billed credit hours and the credit hours paid in GradStar match. Make adjustments as needed.

- Follow up on students who have pending residency decisions. If you have paid tuition for nonresident student, and the student obtains residency later in the semester, you will need to adjust the GradStar award.
- Follow up on outstanding problems from prior terms. Keep in mind the 120 rule – awards for a particular term cannot be adjusted more than 120 days after the end of the term, per federal guidelines.