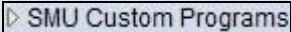



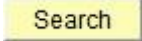
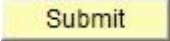



Awards Adjustment Page

1. Corrections to Scholarship Awards on the Scholarship Adjustment page will generate history. The corrections can be made:
 1. By any user
 2. At any time

Changes to the original amount entered and removal of original awards are made in the same field. However, different entries are made.

Note: Alternate Navigation is to click the **Adjust** button on the Scholarship Award Entry page.

2. Click the **SMU Custom Programs** link.

3. Click the **SMU Administer Financial Aid** link.

4. Click the **Awards** link.

5. Click the **Scholarship Adjustment** link.

6. Enter the **Student ID** into the **EmplID** field.
7. Click the **Search** button.

8. Click the **Select** checkbox of the item requiring the correction.
9. To change the award, enter the **Total New Amount** into the **New Amt** field. To remove the award, enter **0** into the **New Amt** field.
Note: Do **NOT** enter any adjustment difference.
10. Enter the desired amount into the **New Amt** field.
11. Click the **Submit** button.

12. **Adjusted Flag:**
A check indicates a correction has been made.
13. Click the **Department Info** tab to verify.

14. The **Entered by** and who **Approved** status will display.
15. **End of Procedure.**

