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**.