

Williston State College
ACG Process using Student Groups
Through Academic Year 2008-2009

First - Run Process at Financial Aid>ACG/Smart Grants>Evaluate ACG/SMART Eligibility (To pick up new recipients and to re-evaluate current recipients whose status is pending review or not verified.)

- Leave both boxes unchecked – evaluates all records not set to eligible or ineligible
- Run ACG1- Initial Check
Run ACG2 – Initial Check
- Print search pages for each status at Financial Aid>ACG/SMART Grants>ACG/SMART Eligibility
- Review all status other than “eligible” to place those that fail graduation date equation into ACG4 student group
- List for eligible status goes to Admission and Records

Second - Run Process at Financial Aid>ACG/Smart Grants>Evaluate ACG/SMART Eligibility

- Check “Reprocess Eligible Records” – to re-evaluate any changes occurring in student status (e.g. program change from AA to Cert.); this step may not be necessary when evaluating the first time for a new academic year
- Run ACG1 – Second Check
Run ACG2 – Second Check

Third - Run Process at Financial Aid>ACG/Smart Grants>Evaluate ACG/SMART Eligibility

- Check “Include Ineligible Records” – will re-evaluate any changes to current ineligibles occurring in student status (e.g. program change from Cert. to AA); this step will also re-evaluate the “pending reviews” while checking student groups. Eligibility status should be updated based on student group.
- Run ACG1 – Second Check
Run ACG2 – Second Check
- Print pages for all statuses at Financial Aid>ACG/SMART Grants>ACG/SMART Eligibility

Give all Eligible (including initial run list), Eligible-Pending Review, and Ineligible-Pending Review lists to Admission and Records for review to code in the respective student groups.

Spring Semester Process – For the purpose of re-evaluating the fall recipients and determining new recipients, run the above evaluation process for the spring term during the first week of that term following all of the above steps. The spring term must have begun and the previous term grades must be posted. If new spring recipients need to be determined before the end of the fall term run the initial check for spring term only leaving both boxes unchecked and stop there. Re-evaluation (checking either box in the run control) of fall recipients can only occur after the spring semester has begun.

When awards have been determined update the student eligibility page at Financial Aid>ACG/SMART Grants>ACG/SMART Grant Eligibility:

- Verify student level
- Update eligibility reason
- Update HS Program if applicable

-Add awards to award package

-Originate to build COD record

-Run outbound

-Periodically throughout the year repeat process on this page, at least, each midterm after the initial awarding.