Viewing Financial Aid Award Pages

This guide will cover:

- Understanding the basic financial aid award pages
- Viewing awards for the aid year, for the term and by category

Financial Aid Awards in Catalyst are made to a student using Financial Aid Item Types for an Award Period in an Aid Year.

Step One
View Term Award Summary

Navigate to the following breadcrumb:
Step Two
View Term Award Summary – Award Summary tab

- Award Summary tab displays all awards for the student for the Aid Year
- Pell Grants, Direct Loans, PLUS and Grad PLUS are typically awarded for the Fall and Spring Terms.
- Other Funds are awarded by term – refer to the (FA) in the Description Column for Fall awards and (SP) for Spring awards
- Grants and Scholarship are awarded as Offered and Accepted
- Loans and Work Study are only Offered. The student will need to accept the award for disbursement to be considered – noting that other factors also play a role in disbursement, the student accepting the award is just one condition for potential disbursement of funds.
Step Three
View Term Award Summary – Award Summary tab – Award Detail

Step Four
View Term Award Summary – Award Detail hyperlink
**Step Five**

View Term Award Summary – Award Term Summary tab

- Note that the Spring awards (SP) are showing “0” Offered on the Fall term page and Fall term awards (FA) will show as “0” on the Spring Term page.
Step Six
View Award Category Summary Page

Navigate to the following breadcrumb:
**Step Seven**  
View Award Category Summary Page – Award Category Totals

![Award Category Summary](image-url)

Clicking on the Award Detail hyperlink will display the details of the category selected.

Award Categories are assigned to the Financial Aid Item Types on the Financial Aid Set-up Tables.
Step Eight
View Award Category Summary Page – Award Category Detail

Clicking on the Award Detail Hyperlink displays the funds that are associated with the Category.

Detail for Grant:

Detail for Loan:
**Step Nine**

View Assign Awards to a Student Page

Navigate to the following breadcrumb:

![Breadcrumb Image]

Assign Awards to a Student page will display the student’s awards as well as:

- The packaging/repackaging plan that was most recently used
- Need Summary tab for budget information
- Term Summary tab displaying general academic information

**Step Ten**

Viewing Assign Awards to a Student – Award Entry Page

![Screen Image]

Highlighted on the above screen is the Packaging Plan ID and Repackaging Plan ID that were most recently used to package this student. This information is also available on the Packaging Status Summary Page.
**Step Eleven**

*Financial Aid Awarded Hyperlink on View Financial Aid Status Page*

Navigate to the following breadcrumb:

![Breadcrumb Image](image)

Financial Aid Status Page – Click on the Financial Aid Awarded hyperlink towards the bottom of the page.

![Hyperlink Image](image)
Step Twelve
Financial Aid Awarded Hyperlink on Packaging Status Summary Page

Navigate to the following breadcrumb:

[Image of a screenshot of the Packaging Status Summary page]

Packaging Status Summary Page – Click on the Financial Aid Awarded hyperlink towards the bottom of the page.
You have now completed the steps for viewing award pages in Catalyst.

### Financial Aid Award

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Description</th>
<th>Offer Amount</th>
<th>Accept Amount</th>
<th>Authorized Amount</th>
<th>Disbursed Amount</th>
<th>Disb Plan</th>
<th>Split Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>814000011201</td>
<td>Federal Pell Grant</td>
<td>5,775.00</td>
<td>5,775.00</td>
<td>0.00</td>
<td>0.00</td>
<td>OA</td>
<td>XX</td>
</tr>
<tr>
<td>814000013001</td>
<td>Federal SEOG (FA)</td>
<td>600.00</td>
<td>600.00</td>
<td>0.00</td>
<td>0.00</td>
<td>OA</td>
<td>FO</td>
</tr>
<tr>
<td>814000013002</td>
<td>Federal SEOG (SP)</td>
<td>600.00</td>
<td>600.00</td>
<td>0.00</td>
<td>0.00</td>
<td>OA</td>
<td>SO</td>
</tr>
<tr>
<td>840100010001</td>
<td>Cincinnati Pride Grant (FA)</td>
<td>117.00</td>
<td>117.00</td>
<td>0.00</td>
<td>0.00</td>
<td>OA</td>
<td>FO</td>
</tr>
<tr>
<td>840100010002</td>
<td>Cincinnati Pride Grant (SP)</td>
<td>118.00</td>
<td>118.00</td>
<td>0.00</td>
<td>0.00</td>
<td>OA</td>
<td>SO</td>
</tr>
<tr>
<td>814000021201</td>
<td>Federal Direct Subsidized Loan</td>
<td>3,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>DA</td>
<td>FS</td>
</tr>
<tr>
<td>814000022201</td>
<td>Fed Direct Unsubsidized Loan</td>
<td>2,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>FS</td>
</tr>
<tr>
<td>814000024001</td>
<td>Fed Direct Parent PLUS Loan</td>
<td>10,916.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>DA</td>
<td>FS</td>
</tr>
</tbody>
</table>