# DELAWARE HIGHER EDUCATION OFFICE
## SCHOLARSHIP DATABASE
## INSTRUCTIONS FOR SCHOLARSHIP DATABASE

### Enrollment Verification by College Users

The Higher Education Office requires enrollment verification for all students awarded scholarships, grants, and incentive loans prior to processing payments. The online verification system allows colleges/universities to view a roster of awarded students who have indicated they are attending their institution for the academic year.

Student rosters are available on a rolling basis, an automated e-mail will provide notification of outstanding enrollment verifications. While verifications can occur anytime during the academic year, the office requests verification to occur as early in the semester as possible to ensure timely processing of award payments.

To help reduce incorrect payments and processing of refunds, rosters are populated by term. Prior year rosters are also visible by selecting the appropriate academic year.

Student rosters are accessible by following the log on instructions below:

- Visit www.de.gov/scholarships and select "College User Account Access" in the Higher Ed drop down menu
    - *Bookmark this page to have access to important notifications regarding the Scholarship Database, payment processing, and office news.*
- Select the link under "College User Account Instructions"
    - *If you do not already have an account, complete the "New College User Registration Form" and return to the Higher Education Office as instructed*
- Your Username is the email address you used when registering for your account – *email the Higher Ed office if your email has changed*
- If you do not remember your Password, select the "Forgot Password" feature.
    - Under User Type, select "College User" – skipping this step will cause an error
    - Enter your Username
        - You do not need to enter the last 4 digits of your SSN
    - Select "Send Email"
    - A temporary password will be emailed to you
    - Return to the Log On screen
    - *Do not copy and paste the password – this may result in a log on error*
- If you encounter an error when logging on, email the Higher Ed office with a description of the issue, please include your college and username.

**ROSTERS**

Rosters are accessed by selecting the "Roster" button in the user account. Both Unverified Rosters and Verified Rosters are visible by academic year, term, and scholarship/award type.

*Unverified Rosters* provide the following information by student:

> Name
> Last 4 digits of student SSN
> Award Amount
> Term Amount
> Major
> Enrollment Status - updated by College User
> PA Status - Always Pending Enrollment Verification in this window
> Eligibility - this is "Yes" based on information on record
> Verify Enrollment Button - for College User to verify enrollment information
> EFC- updated by College User if you have an updated verified EFC

*Verified Rosters* provide the following information by student:

> Name
> Last 4 digits of student SSN
> Award Amount
> Term Amount
> Major
> Enrollment Status (updated by College User)
> PA Status (payment processing status, i.e. Payment Processing, Paid in Full)
> Eligibility (this is "Yes" based on information on record)

**Enrollment Verification Key:**

| Student Enrollment Statuses | Eligibility Statuses | |
|---|---|---|
| Not_Enrolled | CE | Coop Program |
| Part_Time | NR | Not a Delaware Resident |
| Full_Time | WD | Withdrawn |
| Half_Time | ND | Non-degree program |
| | CO | Not paying traditional tuition rate |
| | O | Other |
| | MR | Meets Requirements |
| | OA | Over awarded |

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