User Reference Guide

WebGrants 4 Students

Place a Hold/Leave of Absence

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COURSE OVERVIEW

Description

Students who were awarded a Cal Grant who will not be attending school for a term, or intend to place a hold to preserve eligibility for a later term will need to place a hold in order to retain the status of 'Awarded' for the next semester.

1   LEAVE OF ABSENCE / PLACE A HOLD

Lesson Objectives:
This user guide will explain how a student will place their Cal Grant Award on Hold.
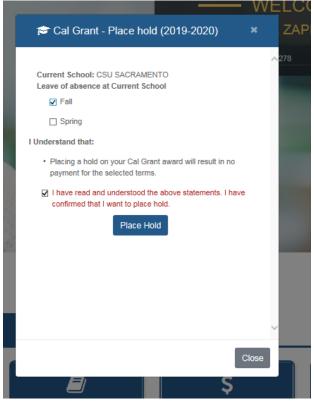
1.1   'Place Hold' Menu Access

(Figure 1 – WebGrants 4 Students)

Step	Description	Action
1.	When a student logs into their WebGrants 4 Students account they will have a 'Cal Grant' menu with four cards (Figure 1). In order for a student to place a hold they must first have an 'Awarded' status under the 'Award Status' card. If the status is not 'Awarded' under the 'Award Status' card, then the student will not be able to place a hold. So, the student will need to complete all their To-Do list items in order to obtain an 'Awarded' status.	Complete To-Do list if 'Award Status' is not 'Awarded'
2.	Once the student has the 'Awarded' status they will then click the 'Place Hold' button under the 'Remaining Eligibility' card.	Click 'Place Hold'

1.1.1 Key Points

- Log into WebGrants 4 Students and click the 'Place Hold' button under the 'Remaining Eligibility' menu.
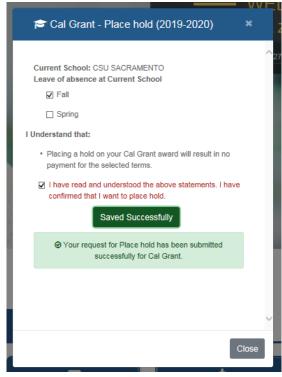
1.2 Term Selection

(Figure 2 – WebGrants 4 Students)

Step	Description	Action
1.	After selecting 'Place Hold' the student will be presented with the 'Leave of Absence' term selection option (Figure 2). The student must select the term for which they will be posting a 'Place Hold' for.	Select the term to place a hold for
2.	**Note:** If a student has not received payment, or a payment code for the prior semester then a hold will not be placed.	'NA'
3.	The student should read over the disclaimer explaining that by placing a hold, no payment will be disbursed for the selected term.	Read disclaimer
4.	The student must then click the 'read, understand, and wish to proceed' disclaimer box and then click 'Place Hold'.	Click disclaimer check box and click 'Place Hold'

1.2.1   Key Points
- Select the term you plan on placing a hold for.
- Click disclaimer checkbox and click 'Place Hold'.

1.3   Confirmation of Placing a Hold

(Figure 3 – WebGrants 4 Students)

Step	Description	Action
1.	After the student clicks 'Place Hold' they will be presented with a Green Message stating 'Your request for Place Hold has been submitted successfully for Cal Grant' (Figure 3).	Ensure the success message displays.

1.3.1 Key Points
- Make sure the hold was successfully placed