

Bridge Scholarship Processing Procedure

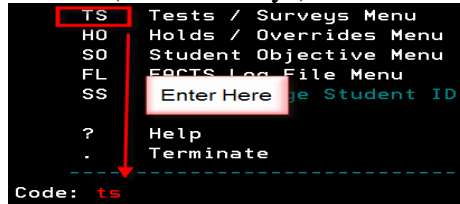
1. Review Bridge Scholarship Application

2. Verify the following:

- Accudemia hours (*12 hours per week for previous 2 weeks*)
- TABE scores *
- Resident I status **
- Current enrollment in Adult Ed Program**
- Career and Technical course enrollment ***
- Check Transcript to make sure student has completed all attempted classes****

* Checking TABE scores in Mariner:

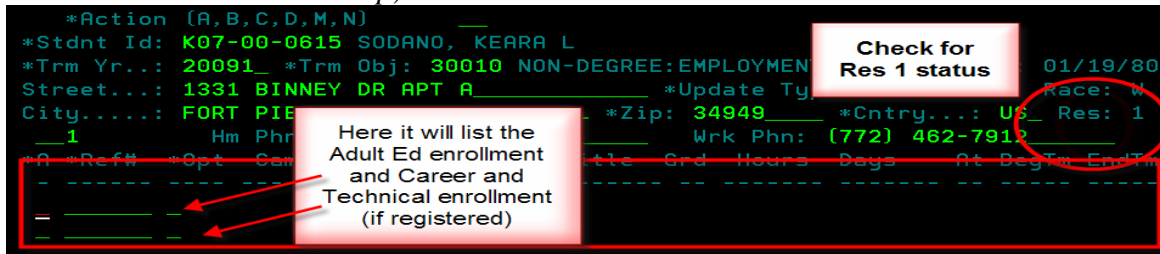
- AD (Admissions)
 - Add Student ID
- TS (Tests/Surveys)



- TT (TABE Test)
- B for Browse – *you can use F7 (forward) and F8 (backward) to see all test dates/scores*

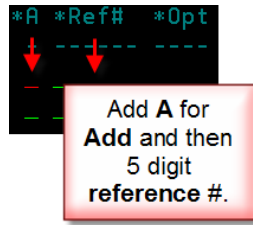
** Checking Residency Status and semester enrollment

- RG – Student ID – Semester
- RG
- Check top right hand corner for Residency I Status (RES 1)
- Check for Adult Ed enrollment
- Check for Career & Technical enrollment (*if not enrolled see next step*)



*** To register a student in a class

- RG – Student ID – Semester
- RG
- *type in required fields:*



****To check Transcripts

- SR- Student ID **SR Student Records Menu**
- TR **TR Transcripts Menu**
- DT **DT Display Student Transcripts**

3. Once Residency, TABE scores, and enrollment is complete add student information to the appropriate fields in the Career and Technical Database. *

* Add students to Database:

1. Go to N-Drive, Transitions Folder
2. Open Transitions Database
3. Open Table for Career and Technical
4. Add required fields
5. Send email to Designated Contact with the following:

Please request payment for

<i>Student Name</i>	<i>ID Number</i>	<i>Course Code</i>	<i>(Reference #)</i>	<i>Cost</i>
<i>Semester</i>	<i>(Site)</i>			

STEPS FOR REQUESTING FUNDS (Designated Contact only)

4. Request Bridge Scholarship from Donna Sizemore.
5. When approval email is received, check Mariner for payment status
6. Check approved in Career and Technical Table in Transitions Database.