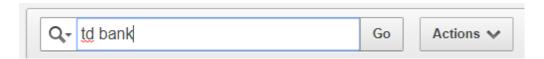
# How to search for Awards

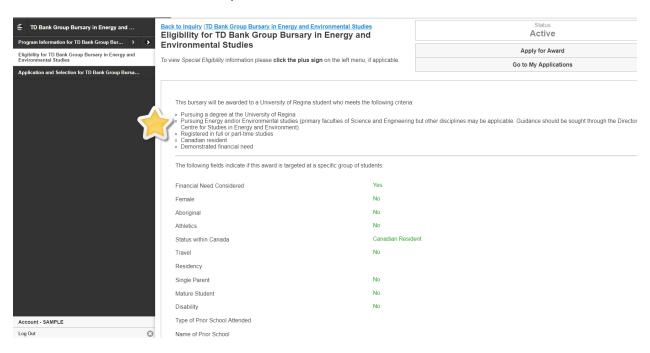
If you already know the name of the award you would like to view you can simply type the name of the award, or part of the award name, into the search bar at the top and click "Go".



To view the criteria of the award, click on the name of the award.



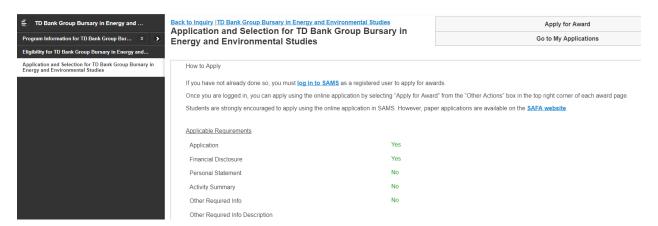
This first screen you see will likely be the most useful. It shows the specific eligibility and criteria for the award and the official award write-up.



You can see a tree menu on the left hand side. Most of this information, such as faculty or program of study for the award, will be outlined in the eligibility screen you are currently viewing.

safa@uregina.ca Ph: 306-585-4591

The application and selection branch provides details on how to apply for the award. In order to apply for awards, you need to be logged into SAMS as a registered user. There is a link provided in the *How to Apply* section.



To search for another award, click the "Back to Inquiry" button

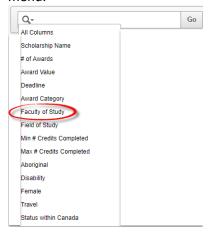
Back to Inquiry Bank Group Bursary in Energy and Environmental Studies
Application and Selection for TD Bank Group Bursary in
Energy and Environmental Studies

## **Filtering Awards Lists**

There are a few different ways that you can filter the lists of awards to make it easier for you to review. The two filters that are the quickest and easiest way to narrow down your search are on the *Faculty of Study* (once for your faculty, and then remove it and filter again for "all") and sort the *Min # credits completed*. If you have completed less than what is listed, you will not be eligible for the award.

#### **Option 1: Magnifying Glass**

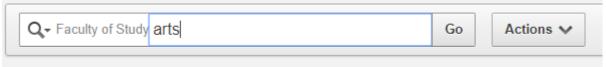
Click on the magnifying glass icon and select the criteria you would like to filter on from the drop down menu.



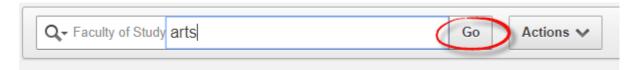
Student Awards and Financial Aid <a href="mailto:safa@uregina.ca">safa@uregina.ca</a>

Ph: 306-585-4591

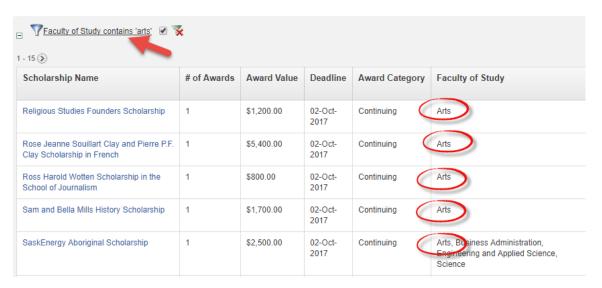
Type what you are searching for in Search Bar.



Click "Go".



This will narrow the list down to include all of the awards that include Arts in the Faculty of Study column. This is the recommended filter for the Faculty of Study column, as it looks for Engineering anywhere in the list, and will therefore pull in awards that are open to multiple faculties.



## **Option 2: Column Header**

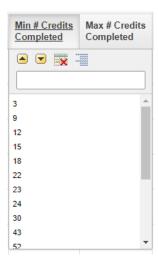
Another option is to click on the titles across the top header and select the criteria you would like to filter or sort on.



A drop down menu should appear that contains all the criteria values in that column.

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Student Awards and Financial Aid



Select the criteria you are searching for. For example, if you want to find awards that are for students who have completed 23 credit hours, click on the 23.

Note: This filtering method limits you to those awards that exactly match that criteria. You may want to sort this column instead, using the yellow arrows and look for awards requiring less credit hours then you have completed. Check the bottom of the list as well for awards that do not require completion of a specific number of credit hours.



You can use this drop down filter on any of the header rows. For example, you might also choose to filter on Award Category.

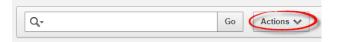


- If you're a student entering the University of Regina for the first time, you will select either "Entrance" or "Entrance and Continuing", as you are considered an Entrance student.
- If you are a student who has completed at least one semester at the University of Regina, you
  will select either "Continuing" or "Entrance and Continuing", as you are considered a Continuing
  student.
- If you are completing your degree and want to see what Convocation awards are available, you will select "Convocation".

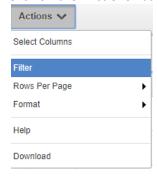
#### **Option 3: Actions Button**

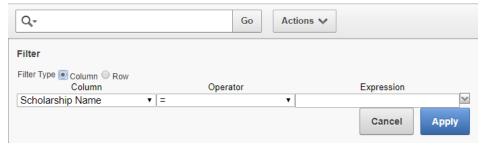
The "Actions" button to the right of the search bar is also useful for narrowing down your search.

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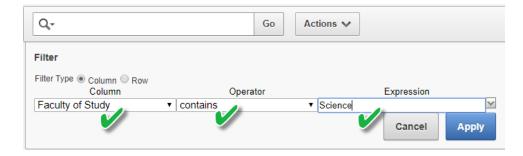


Click on the "Actions" button and select "Filter".





For example, if you are a Science student wanting to view all awards and scholarships specifically for Science students you can use the "Actions" button to do so. After choosing "Filter" from the "Actions" button, change the "Column" drop down to Faculty of Study, change the "Operator" to contains (rather than equals =) and type science into the "Expression" field. This will ensure that all awards that are open to Science students will be found. Click "Apply".



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