

## Centralizing the Scholarship Administration Process

07.21.17

Mark Walter

Please find a list below of additional resources from the “Centralizing the Scholarship Administration Process” webcast. If you wish to print only certain resources, you may click their respective links to jump directly to them in the packet.

### Pre-Webcast Resources

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2. [Data Points for Master Scholarship Database](#)– Page 3
3. [Questions to Ask of Other Institutions](#) – Page 4
4. [Table of Contents—Policies & Procedures Manual](#) – Page 5
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6. [Scholarship Content Review Sample](#) – Pages 8-9
7. [User Guide for NinerScholars Administrator Portal](#) – Pages 10-21
8. [Student Guide for NinerScholars Application Portal](#) – Pages 22-35
9. [UNCC Scholarships homepage](#): [scholarships.uncc.edu](http://scholarships.uncc.edu) – Page 36
10. [Sample marketing: NinerScholars infocard sample](#) – Pages 37-38
11. [Sample marketing: NinerScholars tabletop banner sample](#) – Page 39
12. [Sample marketing: NinerScholars tabletop flyer sample](#) – Pages 40-41

### Post-Webcast Resources

13. [Job descriptions from University Scholarship Office at UNCC](#) – Pages 42-47



## **Scholarship Re-engineering Committee Member Titles**

Associate Provost  
Enrollment Management Department

Director  
Stewardship Office

Senior Director  
Development Office

Executive Director  
Grants & Contracts Administration

Director  
Treasury Services Department

Director  
Undergraduate Admissions Office

Business Manager to Associate Dean  
College of Engineering

Senior Associate Dean  
The Graduate School

Director of Development  
College of Health & Human Services

Associate Director  
Levine Scholars Program

Associate Director  
Financial Aid Office

*External Project Consultant*

**University of North Carolina at Charlotte**

University Scholarship Office

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## Master Scholarship Database Fields

Scholarship ID#	Scholarship Administrator
USO Scholarship Name	Scholarship Reviewers
Donor	Contact from College/Dept.
Scholarship Purpose and History	Contact Phone Number
Awarding College/Office	Internal Contact from College/Dept.
Awarding Department	Internal Contact Phone Number
Typical Award Amount	Brief Description of award process
Donor Specified Award Amount	Do you hold an award ceremony?
Renewable Conditions	Do you hold a donor or recognition event?
Application Deadline Date	Endowed or Annual Fund
College Major	Financial Aid Fund Code
College Major (Coded)	Business Organization Name
Concentration	Business Organization #
Concentration (Coded)	University Fund Number
Undergraduate or Graduate	Foundation Fund Number
Class	Banner Scholarship Fund
Need-based Requirement	Scholarship Offer and Acceptance Form
College GPA	Department Requirements
Academic Achievement	Academic Recommendation
Enrollment Status-1 (Full Time, part-time)	Leadership Recommendation
Enrollment Status-2 (course requirements)	Community Recommendation
Academic Standing	Faculty Recommendation
Citizenship Type	UNC Charlotte Faculty Recommendation
College Major GPA	GPD or Faculty Recommendation
Geographic Criteria	Graduate Program Director Recommendation
Non-Traditional Student	Dissertation Chair Recommendation
Underrepresented Population	Current Transcript
High School Criteria	Common Essay - Leadership
Transfer student	Common Essay - Diversity
SAT, ACT, GRE Score	Common Essay - Community
Student/Parent Employment	Common Essay – Potential
Unweighted High School GPA	Supplemental Material - Question
Additional Criteria	Supplemental Material-Essay
Donor Preferences	



## **Exploratory Questions for Schools with Centralized Scholarship Offices**

1. Is your Central Scholarship Office (CSO) a stand-alone office or part of your larger Financial Aid Office?
2. Where does your CSO report?
3. What is the mission of the CSO?
4. What is your university development model (centralized or decentralized)? For example, are your development officers housed within the colleges/departments or within a central development office?
5. How many staff work in the office? Would you be willing to share your organizational chart and position descriptions?
6. How many scholarships does your office provide oversight for? (Graduate vs. Undergraduate)
7. Do you have a central online application for all scholarships? If so, what does that application process entail?
8. Did you purchase software to host the application and manage the other scholarship functions? If so, what software do you use? Does the software integrate with Banner or your SIS?
9. How does the relationship between your office and the academic departments work?
10. What current infrastructure or resources do you have in place? For example, do you have an oversight/advisory committee? Policies & Procedures? Communications initiatives?
11. What role does your office play in fund analysis/projections?
12. What are the biggest challenges to a centralized scholarship process? What are the greatest benefits?
13. Do you have issues with unspent scholarship funds within a centralized model?
14. If your school converted to a centralized model, what lessons have you learned from the conversion? If your school did not convert, what would be the ideal structure for a central scholarship office?

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## 2017-18 Scholarship Application Schedule

USO conducts Content Review Exercise (CRE) with all college/departmental administrators to confirm eligible scholarships, criteria and application materials for 2017-18 application cycle. Meetings held with select departments as necessary	June 1 – Aug 31, 2017
USO distributes NSP user feedback survey to all college/departmental administrators	July 1, 2017
USO submits summer change requests to AdmissionPros	July 4, 2017
USO emails all colleges/departments to remind them of Aug. 7 deadline to submit feedback/requested changes for 2017-18 Content Review Exercise	July 31, 2017
Deadline for all colleges/departments to submit feedback/requested changes to USO for 2017-18 Content Review Exercise	Aug. 7, 2017
All summer change requests completed by AdmissionPros	Sept. 1, 2017
USO requests Communications Dept. post <i>NSP Apply Now Messages</i> on campus digital messaging boards/televisions post on October 2, 2017	Sept. 1, 2017
USO emails all Administrators announcing NSP open date of Sept. 21, 2017. 2018-19 NinerScholars Student Application Portal User Guide included in email	Sept. 15, 2017
All updates to scholarship information, application deadlines, materials, etc. complete in Desktop for 2017-18 application cycle	Sept. 15, 2017
USO emails all departments promoting opportunity for USO representative to conduct in-class presentation about NinerScholars Portal and scholarship resources. Preference to presentations Oct. 2-5	Oct. 3, 2017
NinerScholars Portal opens for 2017-18 application cycle for awards to be made in AY 2018-19	Sept. 21, 2017
<b>UNC Charlotte Scholarship Week!</b>	<b>Oct. 2 – 5, 2017</b>
USO posts NinerScholars yard signs across campus	Oct. 2, 2017
<b>Nomination Deadline:</b> Levine Scholars Program Guidance Counsellor Nomination of student	<b>Oct. 8, 2017</b>
<b>Application Deadline:</b> 2018-19 Bank of America ATP Women in Business & Technology Scholarship	<b>Oct. 12, 2017</b>
<b>Application Deadline:</b> 2018-19 Crown Scholars, Martin Scholars (New Freshmen), Albert Scholars Program and University Honors Program (UHP) application	<b>Dec. 1, 2017</b>
USO re-opens MSRE Scholarship and updates spring 2018 application deadline from 12/19/2017 to 6/30/2018 for fall 2018 application deadline	Jan. 3, 2018
Annual Scholarship Administrator Meeting & Resource Session. Updated NinerScholars Portal Administrator Guide and Reviewer Guide distributed	Jan. 9, 2018

USO emails Office of Education Abroad to confirm user access to Reviewer & Administrator Portals for current year	Feb. 1, 2018
<b>Application Deadline:</b> 2018-19 Robert G. Fowler Scholarship applications	<b>Feb. 3, 2018</b>
<b>Application Deadline:</b> 2018-19 Office of Education Abroad Scholarship applications	<b>Feb. 15, 2018</b>
<b>Application Deadline:</b> University Honors Program (UHP) Round #2 Applications	<b>Feb. 15, 2018</b>
USO emails all Administrators to confirm user access to Reviewer & Administrator Portals for current year	Feb. 15, 2018
USO reviews application status and contacts those college/departamental administrators with less than 3 applications submitted for an individual scholarship completed to suggest/support outreach	Mar. 1, 2018
<b>Application Deadline:</b> 2018-19 Scholarships	<b>Mar. 15, 2018</b>
USO requests Communications Dept. remove <i>NSP Apply Now Messages</i> on campus digital messaging boards/televisions on May 1, 2018	April 1, 2018
USO emails all administrators of scholarships with application deadline of March 15, 2018 and earlier that the deadline to key awards into the NinerScholars Portal is May 1, 2018. This includes moving any applications not offered a scholarship to <i>Do Not Award</i> status	April 1, 2018
<b>Scholarship Offer Deadline:</b> All scholarship offers for 2018-19 awards must be extended to students through the NinerScholars Portal	<b>May 1, 2018</b>
<b>Application Deadline:</b> 2018-19 Lucille P. and Edward C. Giles Dissertation-Year Fellowship	<b>May 1, 2018</b>
USO emails proposed list of 2018-19 recipients of the Lettie Pate Whitehead Scholarship to the University Foundation	<b>May 1, 2018</b>
<b>Application Deadline:</b> 2018-19 Osher Re-entry Scholarship, Belk Scholars Program Scholarship, and all Childress Klein Center for Real Estate Scholarship applications	<b>June 30, 2018</b>



## Scholarship Content Review Sample

### EVERGREEN Scholarship

Scholarship Administration			
Status	Published		
Application Deadline	March 15, 2018		
College/Division	Academic Affairs		
Department/Office	University Scholarship Office		
Contact Name	Lee Ann Parker	Contact Phone	(704) 687-0827
Internal Contact Name	Lee Ann Parker	Internal Contact Extension	78886, 70827
NinerScholars Administrators	Lee Ann Parker   Taylor Valley   Myers Floyd		
NinerScholars Reviewers	Lee Ann Parker   Taylor Valley   Myers Floyd		
University Fund Number	600513	University Fund Balance	\$7,492
Foundation Fund Number	440513	Foundation Fund Balance	\$18,347
Typical Award Amount	\$2,500	Donor Specified Award	Not Stated
Renewable Conditions	Not Renewable		
Department Terms & Conditions	Student must attend the annual University Scholarship Banquet		

Scholarship Eligibility Criteria			
Financial Need	Demonstrated financial need as determined by the Office of Financial Aid		
Eligible Major(s)	All Majors		
Eligible Major(s) Coded	ALL		
Eligible Concentration(s)			
Eligible Concentration(s) Coded			
Eligible Class	Freshman		
Enrollment Status	Full-Time		
Minimum High School GPA (Unweighted)	3.50/4.00		
Minimum College GPA			
Minimum Test Score (ACT <u>OR</u> SAT)	ACT: 28/32	SAT: 1400/1600	GRE: 0/340
U.S. Citizenship	U.S. citizen or U.S. permanent resident		
Geographic Criteria			
Additional Criteria			
Preferences	<ul style="list-style-type: none"> <li>• Preference to students from North Carolina</li> </ul>		



## Supplemental Application Materials

### Resume

Applicants must upload a current resume into the NinerScholars Portal which will be accessible to all members of the Review Committee

### Essay: Personal Scholarship Statement

Please use the text box below to submit a narrative response of no more than 500 words describing why this scholarship is important to your educational goals, how you will use the funding if awarded, and why you are the most deserving candidate.

## Recommendations

### Academic Recommendation | Requires 1

An Academic Reference is a current or former teacher or professor who was your instructor for at least one academic course. Do not choose a teacher/professor simply because you did well in their class. Choose an instructor who can speak about your academic achievements, your level of motivation and work ethic in their class, and your potential for continued success in higher education. Family members, friends, current/former employers or co-workers, and leaders of a faith-based or community organization should not be used as Academic References.



## USER GUIDE FOR **ADMINISTRATOR PORTAL**

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Scholarship Administrators are strongly encouraged to read this User Guide before accessing the Administrator Portal. This is a live system that will generate student awards and notifications.

Google Chrome is the preferred web browser when accessing the NinerScholars Administrator Portal.

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# LOGIN AND CERTIFICATION

**Scholarship Awards Portal**

Please enter your UNC Charlotte NinerNet username and password to log into the Scholarship Awards Portal.

If you are unable to access the portal using your NinerNet credentials, please contact the University Scholarship Office by calling 704-687-5871 or by emailing [Scholarships@uncc.edu](mailto:Scholarships@uncc.edu)

Username  
Username

Password  
Password

Login

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## Access the NinerScholars Administrator Portal

- Navigate to [Scholarships.uncc.edu](http://Scholarships.uncc.edu)
- Click Portals in the main menu at the top of the screen
- Click the NinerScholars Administrator Portal icon
- Enter your NinerNET username and password on the login page and click the Login button

**Acknowledgment of Student Confidentiality and Responsibility**

[Not Mike? Sign out here.](#)

The Family Educational Rights and Privacy Act (FERPA) requires privacy and confidentiality for students and their personal records. While participating in the review of scholarship applications at the University of North Carolina at Charlotte (UNC Charlotte), you will have access to student education records and other student information which is protected by FERPA. Your access to this information is for the sole purpose of reviewing the student applications and providing feedback that will be considered when selecting student scholarship recipients.

You understand that discussions relative to the contents of any application you may access is restricted to the scholarship fund administrator of the college, department, or office for which you are reviewing, or other defined committee members. This restriction pertains to the period during and after the review process. At no time during or after the review process should you contact or attempt to contact the student applicant concerning any aspect of the contents they submitted.

Furthermore, you will not disclose any application or review materials associated with the process, or discuss award decisions with any individual other than the scholarship fund administrator of the college, department, or office for which you are reviewing, or other defined committee members. In addition, you understand the confidential nature of the information contained in each application document and agree to delete, destroy or return any paper or electronic copies to the appropriate scholarship administrator.

In accordance with your understanding of the confidential nature of this process, you agree to the conditions as stated here and will refer all inquiries concerning individual applicants, student application files or the review process to the appropriate scholarship administrator.

Questions about this agreement or other issues related to the administration of scholarships at the University of North Carolina at Charlotte may be referred to the University Scholarship Office at 704-687-5871.


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## Click "I Agree"

Read the Acknowledgment of Student Confidentiality and Responsibility.

Click the *I Agree* button to accept the terms of the statement and begin your award administration.

## HOW TO VIEW COMPLETED APPLICATIONS



**Scholarship Summary**

Click on the name of a scholarship in the table below to view the individual student applications eligible for the scholarship. Comments and recommendations provided by your Reviewers are found within each student's application.

Scholarship Name	Total Applications Received	Review Complete	Review Incomplete	Available to Award	Offers	\$ Offered	Accepted	\$ Accepted	Declined	Waiting	Remaining Balance
<a href="#">Z. Waters Book Scholarship</a>	41	0	41	\$1,402.00	0	\$0.00	0	\$0.00	0	0	\$1,402.00
<a href="#">AAA Insurance Scholarship in Insurance Sales</a>	63	0	63	\$1,395.00	0	\$0.00	0	\$0.00	0	0	\$1,395.00
<a href="#">AAA Insurance Scholarship in Underwriting, Claims or Actuarial</a>	59	0	59	\$1,000.00	0	\$0.00	0	\$0.00	0	0	\$1,000.00
<a href="#">Abigail Elizabeth Gudeman Scholarship</a>	41	0	41	\$3,787.70	0	\$0.00	0	\$0.00	0	0	\$3,787.70
<a href="#">Accounting Department Scholarship</a>	47	0	47	\$5,250.10	0	\$0.00	0	\$0.00	0	0	\$5,250.10
<a href="#">Agency Start Scholarship</a>	7	0	7	\$11,500.00	0	\$0.00	0	\$0.00	0	0	\$11,500.00
<a href="#">Agnes Bender Weisiger Fellowship in Nursing</a>	37	0	37	\$8,766.98	0	\$0.00	0	\$0.00	0	0	\$8,766.98
<a href="#">Business Student Scholarship</a>	601	1	600	\$7,632.49	0	\$0.00	0	\$0.00	0	0	\$7,632.49
<a href="#">C. M. and M. D. Suther Scholarship</a>	74	0	74	\$750.00	0	\$0.00	0	\$0.00	0	0	\$750.00
<b>Total</b>	<b>14807</b>	<b>120</b>	<b>14687</b>		<b>51</b>	<b>\$3089</b>	<b>26</b>	<b>\$26,750.00</b>	<b>0</b>	<b>25</b>	

Show 50 entries

Previous 1 2 3 4 5 6 7 Next

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## Scholarship Summary Screen

- Displays summary information for each scholarship fund for which you have Administrator rights.
- If you believe you should have access to additional scholarships that do not appear in this table, contact the University Scholarship Office by emailing [scholarships@unccl.edu](mailto:scholarships@unccl.edu) or calling 704-687-5871.

## Monitor the status of scholarships you offer

- After you offer a scholarship

## View student applications

- Click the scholarship name to view a summary of all applications received on the Application Details screen

## \* User Notes

- To export data from the Scholarship Summary table to MS Excel, use the cursor to highlight the data, right click and select *Copy*, open a new MS Excel worksheet, click the *Select All* button to highlight the entire worksheet, click *Paste*. The data copied into MS Excel may require some formatting.

## Discretionary Funds

The Amount Available to Award will always display \$0 in this table and in the Fund Data table on the Application Details screen for any discretionary fund. Administrators must be granted authority from their business officer, Dean, or appropriate department chair to determine how much funding has been allocated for scholarships each academic year.

# APPLICATION DETAILS VIEW

## Description of details

**1 Scholarship Criteria** - Details the specific criteria a student must meet to be eligible for this scholarship. Criteria varies by scholarship, so review this section each time you begin reviewing applications for a new scholarship.

**2 Fund Data** - Fund information fed from Banner. Hover over the individual lines for detail.

**3 Data Filter** – Filters applications in the Application Table by specific criteria.

**4 Application Table** – Lists core applicant-specific information. Click the column heading to sort by individual data types.

## To review a student application

Click on a student's name in the Application Details table (4).

## \* User Notes

- To export data from the Scholarship Summary table to MS Excel, use the cursor to highlight the data, right click and select *Copy*, open a new MS Excel worksheet, click the *Select All* button to highlight the entire worksheet, click *Paste*. The data copied into MS Excel may require some formatting.
- To move multiple applications at once to Application Sent to Review or Do Not Offer status, click the radio buttons to the left of each student's name, click the *Send to Review* or *Do Not Offer* button applicable to this batch. These applications are now viewable by clicking on the *Applications Sent to Review* or *Scholarships Not Offered* button at the top of the screen.

**Application Details**

The application table below includes the name of each student who applied to this scholarship, and objective information from their application. The bulleted list below the scholarship name is the criteria a student must meet to be offered this scholarship. Each student in the application table has been pre-screened and meets the objective criteria (e.g., GPA, ACT/SAT scores, Major, Class, etc.).

However, Administrators must consider all required materials (e.g., student essays, letters of recommendation, etc.) in the student's application to verify if the subjective criteria has been met, and rank the quality of the application based on any specific college/departamental guidance.

Reviewer comments and recommendations for an individual student can be viewed by clicking on the student's name in the table below.

**EVERGREEN University Scholarship**

- All majors
- Freshman
- HS GPA = 3.00-4.00
- Full Time
- Demonstrated financial need as determined by the Office of Financial Aid
- U.S. citizen or U.S. permanent resident

**Fund Data as of 3/22/2017**

Foundation Fund # : 440513	University Fund # : 600513
Foundation Fund Balance	\$17,750.52
University Fund Balance	\$0.00
Spending Distribution	\$0.00
Total Balance Available to Award for 2017-2018 Fund Balance	\$17,750.52
Scholarship Funding Offered	\$0.00
Remaining Balance Available to Award for 2017-2018	\$17,750.52

**Filter By:** HS GPA >= Grad Appl GPA >= Undergraduate GPA >= SAT >= ACT >= Major/Program Code: Class: Apply Filter

Select all records

	Last Name	First Name	Demon ID	Current Class	Enrollment Status	Graduating	HS GPA	SAT	ACT	UG GPA	First Major	Second Major	Grad GPA	Graduate Programs	Financial Need	Reviewer Rec. Offer	Ho No
<input type="checkbox"/>	Aaron	Lauren	801025532	Incoming Freshman			3.12		23		ARTP				No FAFSA Submitted		
<input type="checkbox"/>	Anderson	Sadie	800990211	Incoming Freshman			3.53		23		GPGR				\$17,369.00		
<input type="checkbox"/>	Anders	Virginia	801017457	Incoming Freshman			3.48		23		PSYC				\$23,650.00		
<input type="checkbox"/>	Armstrong	Jacques	801009078	Incoming Freshman			3.58	1960	20		MABU				\$3,956.00		
<input type="checkbox"/>	Arnold	Kathryn	800933096	Incoming Freshman			3.45	1130			POLS				\$23,363.00		
<input type="checkbox"/>	Ardisson	Jasmine	800909061	Incoming Freshman			3.91	1280	25		PACC				\$414.80		

Show 10 entries Previous 1 2 3 4 5 ... 29 Next

Send To Review

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## Determining Financial Need

Review the data in the *Financial Need* column of the Application Details page.

\$0	FAFSA determined student does not demonstrate need
> \$0	FAFSA determined student demonstrates need
No FAFSA Submitted	Financial status cannot be determined. Student is not eligible for need-based scholarships.

The lower the number displayed, the less need the student has for financial assistance as determined by the FAFSA. The higher the number displayed, the greater the student need.

# STUDENT APPLICATION VIEW

**Return to Application Details**

## Student Application

**Recommendations** - Each reference was asked to provide a score of 1-5 (5 being the highest possible score) based on their interactions and experience with this student. You will see scores in the Recommendations section below, that are relative to this scholarship's criteria, in the areas of potential, service, school spirit/positive image, character, leadership, or diversity.

**Student Information & Educational Information** - Student information in these sections was imported from the admissions application for new and transfer applicants, and from the student information system (Banner) for current students. All fields may not be populated if they are not relevant to the scholarship criteria and the student should not be penalized for missing information from these sections.

- Click the green **Award Form** button to view and complete the Award Form.
- Click on the blue **Review** button to send this application to the Review Portal. Comments relative to this application that are submitted through the Review Portal will appear below for your consideration.

**Send this Application for Review** **Make Award Decision**

**Student Information**

First Name: Sade Middle Name: Chabrie Last Name: Anderson Student ID#: 800990211

**Educational Information**

Cumulative Unweighted HS GPA through Junior Year: 3.53 Cumulative Weighted HS GPA through Junior Year: 4.20

Total SAT Score: 6/1600 Composite ACT Score: 23/36 Current Class: Incoming Freshman Year of HS Graduation: 2017 Enrollment: Full-Time

**Resume**

Resume was uploaded on 02/14/2017 12:54:31 PM [View Resume](#)

**Unofficial Transcript**

**Required Materials**

**Essay: Personal Scholarship Statement**

Please use the text box below to submit a narrative response of no more than 500 words describing why this scholarship is important to your educational goals, how you will use the funding if awarded, and why you are the most deserving candidate.

Receiving this scholarship is important to me and my educational goals because it would reduce the stress of worrying about money and allow me to focus and put all my time and energy into my studies. I plan on attending the University of North Carolina at Charlotte and graduating with a bachelor's degree in computer engineering in 2021. I know that engineering is a challenging major, but I plan on giving it my all every step of the way in order for me to do this, engineering and the other classes needed to receive my degree should be my only stressors throughout my four years of college. Although I do plan on getting involved in groups and organizations for a well-rounded college experience, my studies will continue to come first like they always have. Putting my studies first throughout my twelve years of school has greatly paid off which is why I hope I can continue to do the same in college.

With receiving this scholarship I will be able to ensure that I have and can get all of the necessary materials I will need while attending college which would lift a great burden. With that being said, if awarded the scholarship money I will use it for helping in paying my tuition, room and board, books, computer, commuting fees, and other school-related funds.

I am the most deserving candidate because I am a very hard working student. I take advantage of opportunities that come to me and use them to their full capabilities. For example, instead of graduating high

**Recommendations**

**Academic Reference 1**

First Name: Kathy Last Name: Cook Title: Submitted Date: 01/20/2017 10:48:49 AM

How long have you known this student?  
I have known Sade since August 2013.

In what capacity do you know this student?  
She was originally in my advisory as a freshman. Last year she took AP calculus AB with me in spring semester 2016.

Recommendation was uploaded on 01/20/2017 10:45:53 AM [View Recommendation](#)

Potential: 5 Motivation: 5 Character: 5

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## 1 Student & Educational Information

General data about the student's academic status. Continuing student information is fed directly from Banner. New & Transfer applicant information is fed from the student's admission application.

## 2 Required Materials

Individual scholarships required different material to provide committee members with information to confirm and measure all scholarship criteria. All scholarships required at least a resume be uploaded.

## 3 Recommendations

Reference name and their relationship to the applicant. Click the *View Recommendation* link to open the Letter of Recommendation. References were also asked to rate the student in core areas relative to the scholarship criteria. The highest possible score is 5.

## Send application to review or offer award

- To send only the application you're viewing to the Review Portal, click the blue *Review* button. To Offer or Do Not Offer a scholarship for only this applicant, click the green *Award Form* button.
- To move multiple applications to Review or Do Not Offer status at once, click the green *Return to Application Details* button at the top of the application. Click the radio button to the left of each student's name (or click the *Select all Records* button). Click the *Send to Review* or *Do Not Offer* button applicable to this batch. These applications are now viewable by clicking on *Applications Sent to Review* or *Scholarships Not Offered* button at the top of the page.



# APPLICATION REVIEW PORTAL

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## Using a review committee

- If your college/department is using a review committee, contact the University Scholarship Office to request access to the Review Portal.
- Applications **will not be visible** in the Review Portal until an Administrator moves them to the Review Portal using one of the following methods.

## Sending applications to review

1 On the *Application Details* screen, click the radio button next to each student's name whose application you want sent for review, or use the Select all Records button. Click the green *Send to Review* button at the bottom of the table.

2 Click the blue *Review* button in a Student Application to send only that application to review.

- Applications sent to review through either process above are visible in the Review Portal, and on the *Applications Sent to Review* page in the Administrator Portal.

## \* User Notes

- The Review Form (3) is the same for all scholarships. If you require your committee to provide specific information or use a rating scale in the *Comments* field, you must communicate that to them.
- A Review Portal User Guide is available by contacting the University Scholarship Office.
- The Review Portal and Administrator Portal display the same student information and application materials, except financial need.



# OFFER / DO NOT OFFER A SCHOLARSHIP

## Offering a scholarship

1 In the *Student Application* you want to offer an award, click the green *Award Form* button.

2 A Scholarship Award Form will open in a new window. Follow the instructions at the top of the form. Complete all required information, and then click the green *Save* button at the bottom of the form.

3 On the *Scholarships Offered* screen, click the radio button in front of each student's name who you'd like to offer a scholarship. Click the blue **Submit Offers** button. Clicking this button generates a scholarship offer email to the selected student(s). (See *Attachment 1*)

## Marking applications Do Not Offer

4 To notify students you've chosen not to extend an offer, you must mark all applications on the *Scholarship Details* and *Applications Sent to Review* screens, *Do Not Offer*. In the table on each of these screens, click the radio button next to each student's name (or click *Select All Records* at the top of the table). Click the red *Do Not Offer* button to move selected applications to the *Scholarships Not Offered* screen. The status in the student's view will update from *Application Under Review*, to *Scholarship Not Offered*.

## \* User Notes

- Please take the time to mark all applications not chosen for a scholarship as **Do Not Offer**. This is the only way a student will learn the outcome prior to the Portal closing in July.

1

2

3

4

# CHANGING / CANCELLING A SCHOLARSHIP OFFER

**Fund Data as of 4/7/2017**  
 Foundation Fund #: 440513  
 University Fund #: 600513

Total Balance Available to Award for 2017-2018	\$17,750.62
Scholarship Funding Offered	\$1.00
Remaining Balance Available to Award for 2017-2018	\$17,749.62

**Student Offers**

Offer Amount	Last Name	First Name	Student ID	Current Class	HIS GPA	SAT	ACT	UC GPA	First Major	Second Major	Grad GPA	Graduate Programs	Financial Need	Award Decision	Award Amount	Student Decision
	Doolin	Joseph		Incoming Freshman	3.9	1473	28		UCOL				No FAFSA Submitted	Offer	\$1.00	

Show 15 entries

UNC CHARLOTTE

Not Mark? Sign out here.

**Return to Application Details**

## Student Application

**Recommendations** - Each reference was asked to provide a score of 1-5 (5 being the highest possible score) based on their interactions and experience with this student. You will see scores in the Recommendations section below, that are relative to this scholarship's criteria, in the areas of potential, service, school spirit/positive image, character, leadership, or diversity.

**Student Information & Educational Information** - Student information in these sections was imported from the admissions application for new and transfer applicants, and from the student information system (Banner) for current students. All fields may not be populated if they are not relevant to the scholarship criteria and the student should not be penalized for missing information from these sections.

- Click the green **Award Form** button to view and complete the Award Form.
- Click on the blue **Review** button to send this application to the Review Portal. Comments relative to this application that are submitted through the Review Portal will appear below for your consideration.

Send this Application for Review

**Review**

Make Award Decision

**Award Form**

**Student Information**

First Name: Lauren Middle Name: Nicole Last Name: Aaron Student ID#: 801025532

**Educational Information**

**Scholarship Award Form**

EVERGREEN University Scholarship  
 Fund #: 600513  
 Financial Aid Code: EVERG

\* Offer scholarship ☒ Do not offer scholarship ☐

**Academic Year 2017-2018**

Total Award 2017-2018: \$0.00

Fall 2017 payment: 0 Spring 2018 payment: 0 Summer I 2018 payment: 0 Summer II 2018 payment: 0

**Academic Year 2016-2017**

Total Award 2016-2017: \$0.00

Fall 2016 payment: 0 Spring 2017 payment: 0 Summer I 2017 payment: 0 Summer II 2017 payment: 0

Is this scholarship renewable? ☐ Yes ☒ No Number of years to renew: 0

A renewable scholarship will be paid automatically for the number of years indicated without the students having to reapply.

Minimum # of hours student must be registered to be eligible for this award: 1

Comments

**Save**

## Changing the amount of a scholarship offer

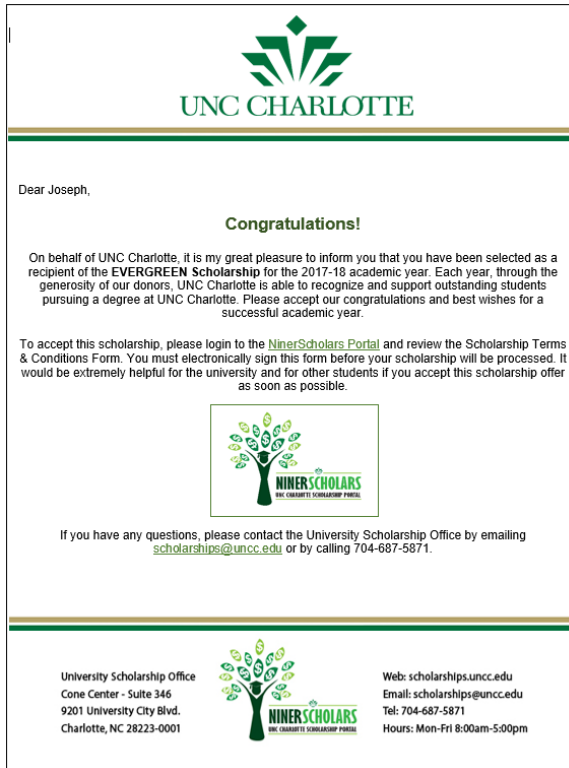
- On the *Scholarships Offered* screen, in the table at the bottom of the page, click on the student's name whose award you need to change/cancel. On the *Student Application* screen, click the green Award Form button.
- When the Award Form opens, simply key the intended award amount into the correct term fields and click the **Save** button. If you are increasing the award amount, do not enter the difference. Enter the total amount you want the student to receive. **The system will calculate the adjustment for you. Do not enter negative numbers into the Award Form.**


## Cancelling a scholarship previously offered

- To withdraw/cancel an award offer completely, click the student's name on the *Scholarships Offered* screen. On the *Student Application* screen, click the green Award Form button. Click the **Do Not Offer** radio button at the top of the Award Form. The Award Form fields will change to \$0.
- Enter a brief note in the *Comments* field indicating this is a correction to a previous award offer. Click the **Save** button.

# COMMUNICATION & NOTIFICATIONS

1




  
**UNC CHARLOTTE**

Dear Joseph,

**Congratulations!**


On behalf of UNC Charlotte, it is my great pleasure to inform you that you have been selected as a recipient of the EVERGREEN Scholarship for the 2017-18 academic year. Each year, through the generosity of our donors, UNC Charlotte is able to recognize and support outstanding students pursuing a degree at UNC Charlotte. Please accept our congratulations and best wishes for a successful academic year.

To accept this scholarship, please login to the [NinerScholars Portal](#) and review the Scholarship Terms & Conditions Form. You must electronically sign this form before your scholarship will be processed. It would be extremely helpful for the university and for other students if you accept this scholarship offer as soon as possible.



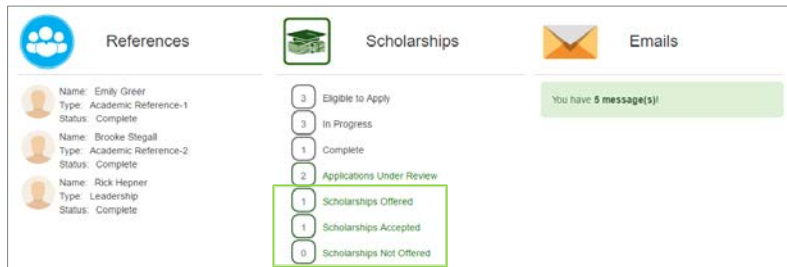
If you have any questions, please contact the University Scholarship Office by emailing [scholarships@unc.edu](mailto:scholarships@unc.edu) or by calling 704-687-5871.

University Scholarship Office  
Cone Center - Suite 346  
9201 University City Blvd.  
Charlotte, NC 28223-0001



Web: [scholarships.unc.edu](http://scholarships.unc.edu)  
Email: [scholarships@unc.edu](mailto:scholarships@unc.edu)  
Tel: 704-687-5871  
Hours: Mon-Fri 8:00am-5:00pm

2



References Scholarships Emails

Name: Emily Greer  
Type: Academic Reference-1  
Status: Complete

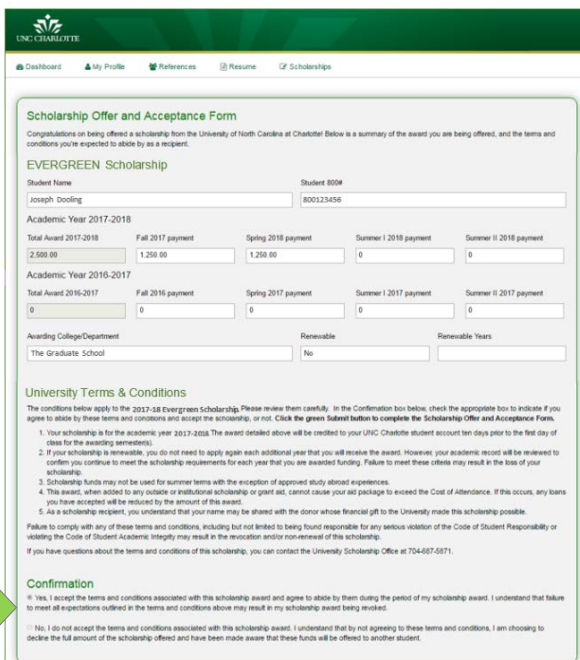
Name: Brooke Stegall  
Type: Academic Reference-2  
Status: Complete

Name: Rick Hepner  
Type: Leadership  
Status: Complete

3 Eligible to Apply  
3 In Progress  
1 Complete  
2 Applications Under Review  
1 Scholarships Offered  
1 Scholarships Accepted  
0 Scholarships Not Offered

You have 5 message(s)

3



UNC CHARLOTTE

Dashboard My Profile References Resume Scholarships

**Scholarship Offer and Acceptance Form**

Congratulations on being offered a scholarship from the University of North Carolina at Charlotte! Below is a summary of the award you are being offered, and the terms and conditions you're expected to abide by as a recipient.

**EVERGREEN Scholarship**

Student Name: Joseph Doofing Student ID#: 800123456

Academic Year 2017-2018

Total Award 2017-2018	Fall 2017 payment	Spring 2018 payment	Summer 1 2018 payment	Summer 2 2018 payment
2,500.00	1,250.00	1,250.00	0	0

Academic Year 2016-2017

Total Award 2016-2017	Fall 2016 payment	Spring 2017 payment	Summer 1 2017 payment	Summer 2 2017 payment
0	0	0	0	0

Awarding College/Department: The Graduate School Renewable: No Renewable Years: 0

**University Terms & Conditions**

The conditions below apply to the 2017-18 Evergreen Scholarship. Please review them carefully. In the Confirmation box below, check the appropriate box to indicate if you agree to abide by these terms and conditions and accept the scholarship, or not. Click the green Submit button to complete the Scholarship Offer and Acceptance Form.

- Your scholarship is for the academic year 2017-2018. The award detailed above will be credited to your UNC Charlotte student account ten days prior to the first day of class for the awarding semester(s).
- If your scholarship is renewable, you do not need to apply again each additional year that you will receive the award. However, your academic record will be reviewed to confirm you continue to meet the scholarship requirements for each year that you are awarded funding. Failure to meet these criteria may result in the loss of your scholarship.
- Scholarship funds may not be used for summer terms with the exception of approved study abroad experiences.
- This award, when added to any outside or institutional scholarship or grant aid, cannot cause your aid package to exceed the Cost of Attendance. If this occurs, any loans you have accepted will be reduced by the amount of the award.
- As a scholarship recipient, you understand that your name may be shared with the donor whose financial gift to the University made this scholarship possible.

Failure to comply with any of these terms and conditions, including but not limited to being found responsible for any serious violation of the Code of Student Responsibility or violating the Code of Student Academic Integrity may result in the revocation and/or non-renewal of the scholarship.

If you have questions about the terms and conditions of this scholarship, you can contact the University Scholarship Office at 704-687-5871.

**Confirmation**

☒ Yes, I accept the terms and conditions associated with this scholarship award and agree to abide by them during the period of my scholarship award. I understand that failure to meet all expectations outlined in the terms and conditions above may result in my scholarship award being revoked.

☐ No, I do not accept the terms and conditions associated with this scholarship award. I understand that by not agreeing to these terms and conditions, I am choosing to decline the full amount of the scholarship offered and have been made aware that these funds will be offered to another student.

## ATTACHMENT #1

1 Sample email sent to students offered a scholarship.

2 Student Application Portal scholarship offer notifications appear on the student's Dashboard.


3 Sample Scholarship Offer & Acceptance Form. Details the amount and term(s) the scholarship will be credited to the student account, UNC Charlotte conditions the student must comply with to retain the scholarship, and confirmation of acceptance.

3

### \* User Notes

- Colleges/Departments may add their own scholarship specific conditions to this form. These conditions will appear directly below the University Terms & Conditions section. Contact the University Scholarship Office to request specific terms be added.


1



Dear Mark Walter,

Joseph Dooling is eligible for a scholarship at UNC Charlotte and is requesting that you submit a recommendation on their behalf. Recommendations submitted through this process are confidential and will not be shared with the student at any time.


Please click on the UNC Charlotte icon below to access the NinerScholars Recommendation Portal. Here, you will find specific guidance to help you prepare and submit your recommendation.



Thank you in advance for your contribution to this important process and for your support of this student. If you have any questions, please contact the UNC Charlotte University Scholarship Office by email to [scholarships@uncc.edu](mailto:scholarships@uncc.edu) or by phone at 704-687-5871.

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University Scholarship Office  
Cone Center - Suite 346  
9201 University City Blvd.  
Charlotte, NC 28223-0001



Web: [scholarships.uncc.edu](http://scholarships.uncc.edu)  
Email: [scholarships@uncc.edu](mailto:scholarships@uncc.edu)  
Tel: 704-687-5871  
Hours: Mon-Fri 8:00am-5:00pm

## ATTACHMENT #2

1 Sample email sent to reference requesting a student letter of recommendation.


2 Sample Academic Reference Form include guidance for referee.

3

## \* User Notes

- The references responses to the questions in Parts 1 & 3, and the uploaded Letter of Recommendation are associated with the individual student's application and appear in the Application Review and Administrator Portals.

2



### Academic Reference Form

**Student:** Joseph Dooling  
**Reference:** Mr. Mark Walter

Thank you for agreeing to serve as an Academic 2 Reference for Joseph Dooling. Please complete all three parts of the Reference Form below and click the green Submit Recommendation button at the bottom of the form to finalize your information.

**IMPORTANT:** UNC Charlotte offers many scholarships with multiple application deadlines. Therefore, we cannot provide one deadline by which all recommendation forms must be received. Your recommendation may support multiple applications for this student. Under this process, it is critical that you complete and submit this form as soon as possible. Recommendation forms not received by an application deadline will not be considered.

#### PART 1: General Information

How long have you known this student?

In what capacity do you know this student?

#### PART 2: Academic Letter of Recommendation

Please use the upload feature below to submit an Academic Recommendation Letter of no more than two single-spaced pages. The recommendation should be based on your direct interaction with the student as his/her former or current instructor for an academic course. Please address the following core areas in addition to your own comments:

- Describe any specific academic achievements this student accomplished while in your course.
- Evaluate the student's intellectual capabilities. What is distinctive about this student's individual strengths? How well does the student organize his/her thoughts and communicate them? What evidence is there of his/her judgment, reliability, organizational ability and analytical skills? When possible, include concrete examples - papers, exams, class presentations, or performance on a project.
- Present the individual's general qualities. Be objective and realistic in describing such things as strengths, "in-the-classroom" performance, planning and follow-through abilities, flexibility, professional qualities, interpersonal skills or other skill areas. Include one or two detailed examples if possible.
- Discuss the student's character. Similar to the intellectual evaluation, highlight this student's individual traits and provide concrete illustrations. Including vivid detail will make the recommendation much more effective.
- What is this student's potential for success? Is the student one of the most driven? Forward-thinking? Motivated? Intellectually curious? Does he/she consistently exceed expectations?
- Conclude with a brief summation, giving the main thrust of your recommendation for the student.

No file chosen

#### PART 3: Student Attributes

Please consider your interactions and experiences with this student and rate their ability in each of the following areas. Five is the highest possible score. If you are not able to comment on one or more of the categories, please choose I have no information for this question.

**Potential**  
Student possesses a strong academic foundation, is highly motivated, and is committed to succeed in one or more fields of study.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I have no information for this question

**Motivation**  
Student regularly challenges him/herself to think, perform, and grow to a level beyond expectations.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I have no information for this question

**Character**  
Student demonstrates the mental, ethical and social traits respected both academically and socially by his/her peers.

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ I have no information for this question



## References

- Each reference type below is required for one or more of the scholarships for which you're applying.
- Confirm each reference is willing to submit a recommendation on your behalf before providing their contact information below. After you enter all required contact information, click the Send Notification button, and your reference will receive an email from the University Scholarship Office instructing them how to prepare and upload their letter of recommendation to your profile.
- Communicate with your references regularly to ensure they have the information they need to submit a recommendation on your behalf, and to ask that they submit the recommendation to the NinerScholars Portal as early as possible.
- Use the Remove Reference button to remove a reference who has not already submitted a recommendation. If you remove a reference, an email will be sent to that individual notifying them that their recommendation is no longer required due to a change in your profile.
- There is no formal deadline for recommendation forms to be submitted. However, if the application deadline passes and a required recommendation has not been received, your application may not be considered. A scholarship application status will move to Complete when you notify the required references and respond to all other required materials. A Complete status does not confirm that a recommendation has been submitted on your behalf. Use this screen, or your Dashboard, to ensure each recommendation has been submitted by 11:59 pm on the application due date. Recommendations submitted after the application due date will not be reviewed.

## Academic Reference

An **Academic Reference** is a current or former teacher, or professor, who was your instructor for at least one academic course. Do not choose a teacher/professor simply because you did well in their class. Choose an instructor who can speak about your academic achievements, your level of motivation and work ethic in their class, and your potential for continued success in higher education. Family members, friends, current/former employers or co-workers, and leaders of a faith-based or community organization should not be used as Academic References.

## Academic Reference-1

First Name	Last Name	Title	Email	Phone
Michelle	Stephan	Professor	mstepha1@unc.edu	407-401-0361
Status	Submitted Date			
Received	02/15/2017 03:26:40 PM			

## Academic Reference-2

The request was sent on 03/06/2017 12:13:35 PM

First Name	Last Name	Title	Email	Phone
Susan	Whitemore Pratt	Professor	whitemore.susan@gaston.edu	704-522-6230
Status	Last Notified Date			
Incomplete	03/06/2017 12:13:35 PM			

[Resend Notification](#)
[Remove Reference](#)

## Community Involvement Reference

A **Community Involvement Reference** is an individual who has witnessed you providing a service to your campus or your community. Your reference will be asked to comment about specific service projects you completed, and which organizations or causes you volunteered for. Your reference will also be asked to describe your overall character and commitment to civic engagement based on one-to-one interactions with you or by observing you while in service. Examples of strong Community Involvement References include leaders of a faith-based or community organization, counselors or academic advisors, or current/former employers or co-workers if appropriate. Family members and friends should not be used as Community Involvement References.

First Name	Last Name	Title	Email	Phone
Angela	Datz	Ms.	amdatz@gaston.k12.nc.us	330-428-4313
Status	Submitted Date			
Received	03/10/2017 09:05:17 AM			

## Leadership Reference

A **Leadership Reference** is an individual who has witnessed you in a leadership role with an academic club/organization, faith-based or community organization, part or full-time job, or other setting. Choose an individual who can provide specific information about times when you have demonstrated leadership qualities or qualities you have displayed that indicate potential to be a leader. Your reference may also speak about organizations you are part of which develop leadership skills or allow you to serve in a leadership role. Examples of strong Leadership References include leaders of a faith-based or community organization, counselors or academic advisors, club advisors, or current/former employers or co-workers if appropriate. Family members and friends should not be used as Leadership References.

First Name	Last Name	Title	Email	Phone
Beth	Husted	Ms.	beth.husted@gmail.com	336-416-0564
Status	Submitted Date			
Received	03/11/2017 08:25:02 AM			

## UNC Charlotte Faculty Member Reference

A **UNC Charlotte Faculty Member Reference** is a current or former faculty member at UNC Charlotte who was your instructor for at least one academic course. (Graduate students may use their Graduate Program Director (GPD) for this reference type). Do not choose a teacher/professor simply because you did well in their class. Choose an instructor who can speak about your academic achievements, your level of motivation and work ethic in their class, and your potential for continued success in higher education. Faculty members from other institutions should not be submitted for this reference type. Family members, friends, current/former employers or co-workers, and leaders of a faith-based or community organization also should not be used as a UNC Charlotte Faculty Member Reference.

First Name	Last Name	Title	Email	Phone
Hilary	Dack	Professor	hdack@unc.edu	704-687-8888
Status	Submitted Date			
Received	02/06/2017 04:06:25 PM			

## ATTACHMENT #3

1 Student view of References tab in Application Portal. A student will only see the reference types required by scholarships he/she is matched with and clicks to apply for.

3

## \* User Notes

- Once a student submits the required contact information for their reference, a confirmation message displays to the student and the email displayed in Attachment #3 is sent to the reference. Students may resend a notification or remove a reference at any time before the recommendation is received. If a reference is removed, that referee will receive an email notifying them their recommendation is no longer being requested due to a change in the student's profile. If a student resends notification to a reference, a reminder email will be sent to the reference that their recommendation is still outstanding.



## **Student Application Portal**

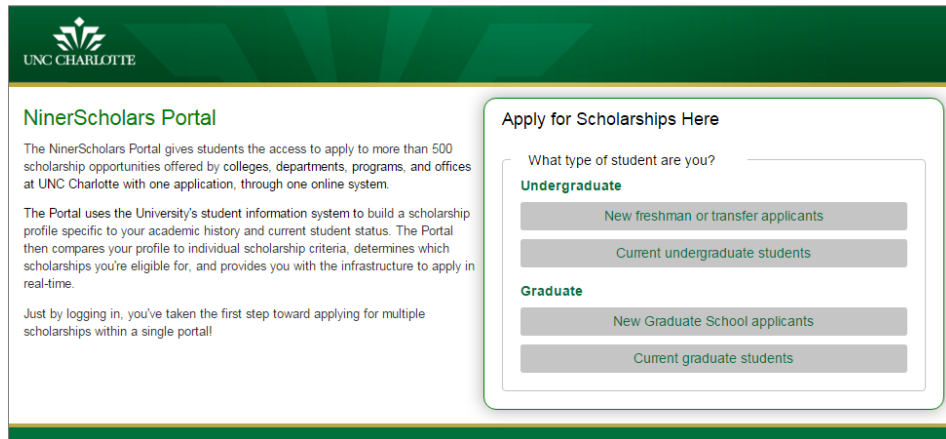
### **USER GUIDE**



University of North Carolina at Charlotte  
University Scholarship Office  
February 2016

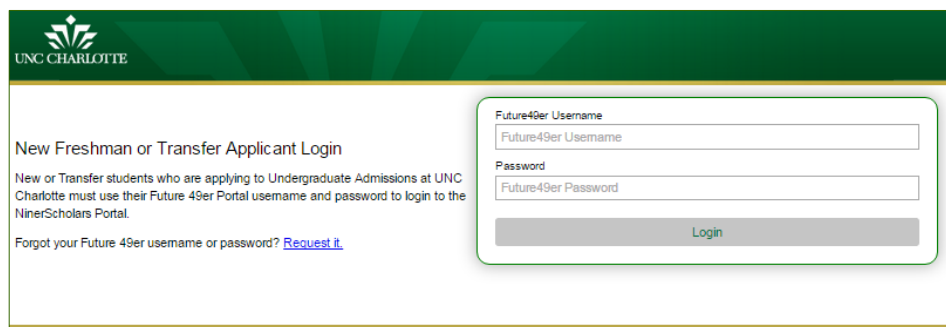
## Login and Certification

*NinerScholars*, the university's central scholarship portal, is a new resource for UNC Charlotte students to search and apply for all merit and need-based institutional scholarship opportunities, through one online system with a single application. Students will enter the *NinerScholars* Portal by self-identifying as a new freshman or transfer applicant, current undergraduate student, or Graduate School student or applicant.



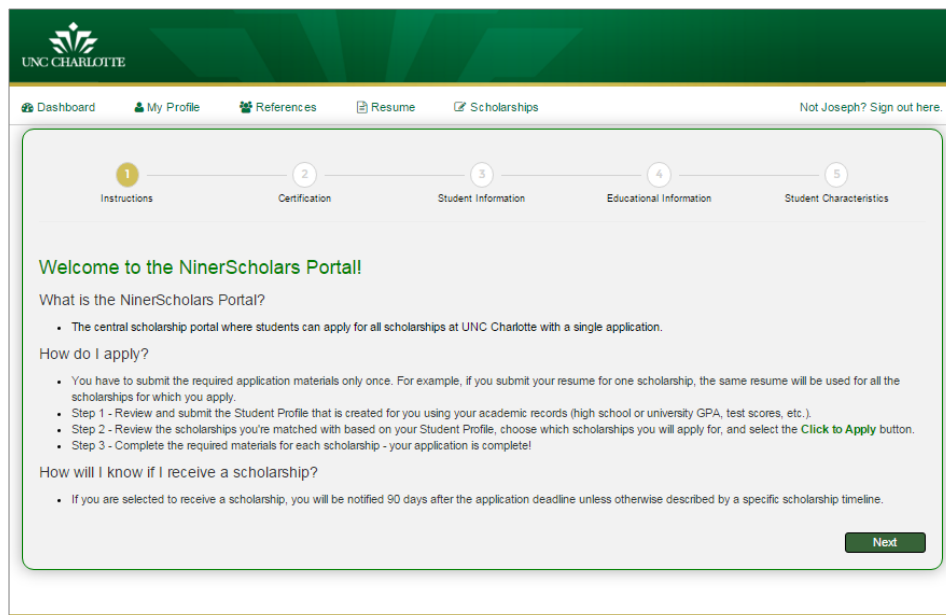
The screenshot shows the NinerScholars Portal landing page. On the left, there is a section titled "NinerScholars Portal" with a description of the portal's purpose and how it works. On the right, there is a section titled "Apply for Scholarships Here" with a form to select the user's student type. The form has two main categories: "Undergraduate" and "Graduate". Under "Undergraduate", there are two options: "New freshman or transfer applicants" and "Current undergraduate students". Under "Graduate", there are two options: "New Graduate School applicants" and "Current graduate students".

New undergraduate or graduate students who have completed an Admissions application will have access to the Portal using their *Future Forty-Niner* credentials. Existing UNC Charlotte students will use their *Niner-Net* credentials.



The screenshot shows the "New Freshman or Transfer Applicant Login" page. It includes a login form with fields for "Future49er Username" and "Future49er Password". Below the form is a "Login" button. To the left of the form, there is a link to "Request it" for users who forgot their credentials.

After logging in, the student will see an Overview and Instruction screen. This screen includes general information about how the Portal functions and how they will be notified if they are awarded a scholarship.



The screenshot shows the "Welcome to the NinerScholars Portal" screen. At the top, there is a navigation bar with links to "Dashboard", "My Profile", "References", "Resume", and "Scholarships". Below the navigation bar, there is a progress bar with five steps: 1. Instructions, 2. Certification, 3. Student Information, 4. Educational Information, and 5. Student Characteristics. The main content area contains a welcome message and instructions on how to apply for scholarships. It includes a "Next" button at the bottom right.

When a student logs into *NinerScholars* for the first time, they will be required to read and agree to a certification statement before they can begin developing their application. *The certification screen only appears on the initial login.*

UNC CHARLOTTE

Dashboard My Profile References Resume Scholarships Not Joseph? Sign out here.

1 Instructions 2 Certification 3 Student Information 4 Educational Information 5 Student Characteristics

### Certification

Please review and agree to the following statement before beginning your scholarship application on the next screen.

I affirm that the information I will provide through this application portal and any additional material I may submit related to the scholarship application process is complete, accurate, and true to the best of my knowledge. Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), I hereby authorize The University of North Carolina at Charlotte ("UNC Charlotte" or the "University") to share the scholarship application information I will provide, as well as other official and unofficial UNC Charlotte information regarding my academic progress and status, to scholarship reviewers or donors for the purpose of providing them with information concerning my eligibility. I also understand that furnishing false information may result in revocation of my scholarship or may result in disciplinary action pursuant to UNC Charlotte Code of Student Responsibility.

I also acknowledge and consent to being photographed by the University or anyone authorized by the University for purposes related directly to a scholarship award. I grant permission to the University or its agent to use or reproduce any such print or electronic images without my review or compensation, for the University's educational or promotional purposes.

I understand that recommendation materials that will be submitted to this portal on my behalf will be kept confidential and are for review solely by University faculty, staff or other designees responsible for reviewing application materials. I waive my right to view these recommendation materials during or following the scholarship application process.

I am 17 years of age or older, and I am competent to make a legal contract in my own name. By signing this certification, by way of the checkbox, I am agreeing that I have read the certification in full, that I understand the content, and that my questions have been answered to my satisfaction.

I understand that I have the right to revoke my authorization to share scholarship application information at any time by delivering a written notice to the University Scholarship Office which is located at Cone Center 346. Submitting a revocation will not retroactively impact the release of information completed prior to submission of the revocation. Furthermore, I understand that should I choose to revoke my authorization to share scholarship application information, it will in no way impact my scholarship award.

☒ By checking the box, I certify that I am the individual listed and I formally submit this application in compliance with the aforementioned criteria.

Previous Next

The student will not see the "Next" button appear until they click on the affirming checkbox at the bottom of the certification.



## Scholarship Profile

Clicking the *Next* button on the Certification screen advances the student to the first screen in their Scholarship Profile. A student's Scholarship Profile is comprised of the *Student Information*, *Educational Information*, and *Student Characteristics* screens. The fields on this screen are pre-populated with information fed directly from the student's UNC Charlotte Admissions Application (freshman and transfer applicants) or Banner tables (current undergraduate and graduate students). The information is specific to the student based on the Future 49er or NinerNet credentials they used when logging into the Portal.

- *A student's Scholarship Profile is used to determine the student's eligibility to apply for specific scholarships. It is critical that the student reviews the pre-populated information carefully and follows the guidance provided to make any necessary changes.*

UNC CHARLOTTE

Dashboard My Profile References Resume Scholarships Not Joseph? Sign out here.

Instructions Certification Student Information Educational Information Student Characteristics

### Student Profile

The information below was transferred from your student profile in the Future 49er Portal and will be used to determine your scholarship eligibility. If your contact information, high school, major or test score is incorrect, contact the Undergraduate Admissions Office by sending an email to [admissions@unc.edu](mailto:admissions@unc.edu) or calling 704-687-5507. Do not proceed with your scholarship application until the information on these profile screens (other than GPA) is correct or the results of your scholarship search may be inaccurate.

First Name: Joseph Middle Name: Last Name: Dooling Student ID#:

Permanent Address: 9201 University City Blvd City: Charlotte State: NC Zip Code: 28223

Date of Birth: 12/04/1974 Sex: Male Permanent County of Residence: Mecklenburg

Phone #: (704)687-8886 Email Address: m.walter@unc.edu

**Ethnicity**

☐ American Indian or Alaskan Native ☒ Asian ☒ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

☒ Hispanic or Latino ☐ NOT Hispanic or Latino

**U.S. Citizenship Status**

☒ U.S. Citizen ☐ U.S. Permanent Resident ☐ Pending U.S. Permanent Resident ☐ Visa Holder (I have, or intend to obtain, a temporary U.S. Visa)

☐ Political Asylee or Refugee ☐ Undocumented (I am in the U.S. with an expired status)

☐ Undocumented Alien (I am in the U.S., but have no lawful documents)

Previous Next

The Student Information and Educational Information screens are **read-only** and cannot be edited within the NinerScholars Portal.

If a student identifies information that is incorrect, it can only be corrected by following the instructions at the top of the screen.

## Scholarship Profile (2)

The second screen on the Scholarship Profile is *Educational Information*. The fields on this screen are also pre-populated with information fed directly from the student's UNC Charlotte Admissions Application (freshman and transfer applicants) or Banner tables (current undergraduate and graduate students).

- *The High School Name, Class and Year of High School Graduation fields are for informational purposes only and are not used to match students with scholarships. If this information is missing or incorrect, a student may wish to correct it in Banner, but it will not impact which scholarship matching.*
- *Depending on which class a student is in, the information on this screen may vary. For example, the Cumulative College GPA field will always be blank or read '0' for new applicants.*

UNC CHARLOTTE

Dashboard My Profile References Resume Scholarships Not Joseph? Sign out here.

Instructions Certification Student Information Educational Information Student Characteristics

### Student Profile

The information below was transferred from your student profile in the Future 49er Portal and will be used to determine your scholarship eligibility. If your contact information, high school, major or test score is incorrect, contact the Undergraduate Admissions Office by sending an email to [admissions@unc Charlotte.edu](mailto:admissions@unc Charlotte.edu) or calling 704-687-5507. Do not proceed with your scholarship application until the information on these profile screens (other than GPA) is correct or the results of your scholarship search may be inaccurate.

High School Name	Major			
Addison Jr-sr Hs	University College			
Cumulative Unweighted HS GPA through Junior Year	Cumulative Weighted HS GPA through Junior Year	Cumulative College GPA		
3.9	4.5	0		
Total SAT Score	Critical Reading	Mathematics	Writing	ACT Score
2110/2400	700	710	700	28/36
Class	Year of HS Graduation	Graduate Program	Enrollment	Total earned credit hours
Freshman	2016		Full-Time	0

Previous Next

The *Student Information* and *Educational Information* screens are **read-only** and cannot be edited within the NinerScholars Portal.

If a student identifies information that is incorrect, it can only be corrected by following the instructions at the top of the screen.

## Scholarship Profile (3)

The third Scholarship Profile screen is *Student Characteristics*. This screen is interactive and directs the student to self-report their status as a student at UNC Charlotte.

- A student can see a definition of each term by scrolling over the text.
- If a student indicates they anticipate applying for student financial aid and will submit the FASFA, they will be matched with scholarships that have a financial need criteria. This need will be verified during the application review process when FASFA data is available.
- Once a student clicks the Next button on this screen their Scholarship Profile is submitted and they cannot make changes to the information; **but**
- **A submitted Scholarship Profile may update automatically** if there are changes to a student's record in Banner. For example, if the University receives updated SAT or ACT test scores for a new applicant that are higher than the original test scores on the student's admission's application, the new test scores will become part of their Scholarship Profile.
- When a record change in Banner occurs, the student's profile will be updated the next time they log in to the NinerScholars Portal. This update may impact which scholarships a student was originally matched with. If this occurs, the student will receive an email notifying them that due to a change in their Scholarship Profile, they should log in to NinerScholars to see if new scholarships are available.

Term	Definition
<b>Non-traditional student</b>	Anyone who satisfies one or more of the following: Delays enrollment; Attends part-time for at least part of the academic year; Works full-time while enrolled; Is considered financially independent for purposes of determining financial aid eligibility; Has dependents other than a spouse; Is a single parent; or does not have a high school diploma (GED or other certificate)
<b>Transfer student</b>	Completed classes at another college or university and are now applying to/have been accepted to attend UNC Charlotte to complete degree requirements.
<b>Veteran</b>	Previously served with the U.S. military
<b>First-generation college student</b>	Neither parent/guardian has earned an Associates or Bachelor's Degree prior to the student applying to UNC Charlotte.
<b>Work in a paid position on campus this semester</b>	Temporary student employee at UNC Charlotte or participant in the Federal Work-Study Program.
<b>Work in a full-time or part-time position this summer</b>	Will work in a paid position on or off-campus this summer where a regular paycheck is earned.

## Customized Scholarship Results

Once a student submits their completed Scholarship Profile, they will advance to a table of scholarships that they have been matched with based on information in Banner or their undergraduate/graduate admissions application. The *Scholarship Results* screen will show the results of a real-time process which compares the student's personal, academic, and scholastic attributes, with a database of criteria required for each institutional scholarship at UNC Charlotte. The scholarship grid displays the name of each scholarship the student is eligible to apply for, provides a brief history and purpose of the scholarships, and includes instruction for the student to submit any additional application materials required.

- Each scholarship that a student is eligible to apply for appears on the Scholarship Results screen with a **Click to Apply** button in the far left column.
- Once the **Click to Apply** button is clicked, the application status will move to **In Progress**. In this status, the *Required Materials* in the far right column of the screen become active links for the student to begin working on. Items in the *Required Materials* column initially appear with a red circle to indicate they must be completed. A green checkmark appears next to each required item once it is submitted.
- When all *Required Materials* have a green checkmark, the application status will move to **Complete**.
- All students must upload a resume and provide contact information for two (required, three optional) references. The same resume and recommendation forms submitted by a student will be included in the review materials for each scholarship, and do not need to be submitted more than once.
- Individual scholarships may require the student to submit one/more essays, upload documentation, or respond to yes/no questions to address specific review requirements. These items are referred to as *Required Materials* and can be completed by the student on the Scholarship Results screen. *Required Materials* will be reviewed in addition to the student's resume, recommendation forms, and scholarship profile.

[Dashboard](#)
[My Profile](#)
[References](#)
[Resume](#)
[Scholarships](#)
Not Joseph? Sign out here.

Select the Click to Apply button for each scholarship to which you'd like to apply.

During the **In Progress** stage, click on the items in the *Required Materials* column and follow the instructions provided.

All items in the *Required Materials* column have been **Completed** - your application has been submitted.

**My Scholarships**

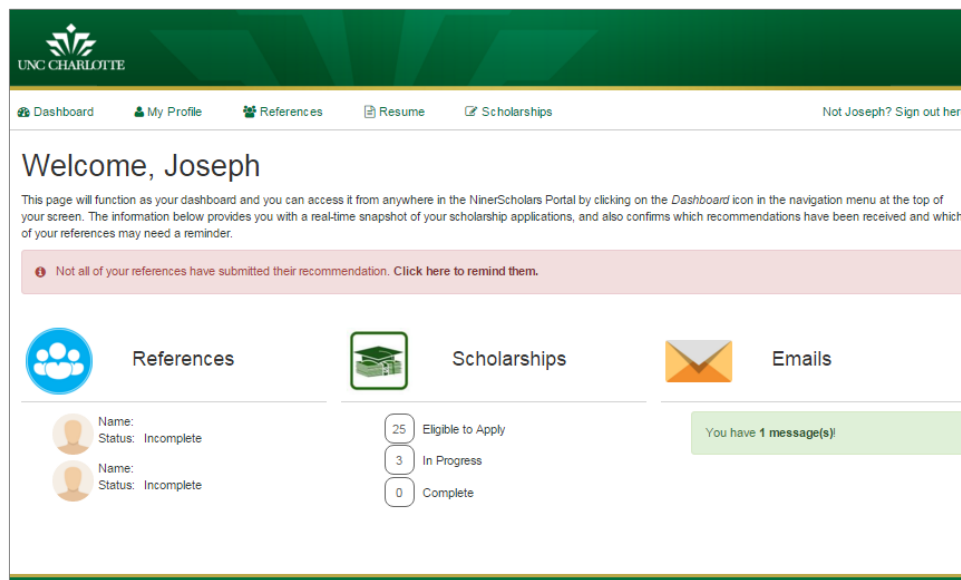
- 25 Eligible to Apply
- 2 In Progress
- 1 Complete

Status	Scholarship Name	Criteria	Required Materials
Complete	Altrusa Bonnie Cone Scholarship	<b>**Must complete application by March 1</b> <ul style="list-style-type: none"> <li>Undergraduate</li> <li>Demonstrated financial need as determined by the Office of Financial Aid</li> <li>Demonstrated excellent academic achievement</li> <li>U.S. Citizen</li> <li>Non-traditional student</li> <li>Demonstrated potential for success and commitment to pursue undergraduate studies</li> </ul>	<ul style="list-style-type: none"> <li> Goals and Achievements Statement</li> <li> References Notified (2)</li> <li> Resume</li> <li> Essay: Altrusa Cone Scholarship</li> </ul>
In Progress	Anna and Karl Ginter Foundation Scholarship for International Travel	<b>**Must complete application by February 15</b> <ul style="list-style-type: none"> <li>Undergraduate or Graduate</li> <li>Full Time</li> <li>Preference will be given to qualified students participating in UNC Charlotte's Spring Semester in Poland. Consideration will also be given to students studying in other Eastern European countries and surrounding countries in Western Europe.</li> </ul>	<ul style="list-style-type: none"> <li> Ginter Foundation Scholarship Question</li> <li> References Notified (2)</li> <li> Resume</li> <li> Essay: Ginter Foundation Scholarship</li> </ul>
Click to Apply	Artemis J. Paschal Scholarship	<b>**Must complete application by March 1</b> <ul style="list-style-type: none"> <li>Undergraduate</li> <li>Preference to a student of Greek descent.</li> </ul>	<ul style="list-style-type: none"> <li> Paschal Scholarship Question</li> <li> References Notified (2)</li> <li> Resume</li> </ul>
Click to Apply	Carl J. McEwen Scholarship	<b>**Must complete application by March 1</b> <ul style="list-style-type: none"> <li>Undergraduate</li> <li>Demonstrated financial need as determined by the Office of Financial Aid</li> <li>Non-traditional student</li> </ul>	<ul style="list-style-type: none"> <li> Essay: C.J. McEwen Scholarship</li> <li> References Notified (2)</li> <li> Resume</li> </ul>
Click to Apply	Carol A. Douglas Endowed Scholarship for Re-Entry Students	<b>**Must complete application by March 1</b> <ul style="list-style-type: none"> <li>Undergraduate</li> <li>Non-traditional student</li> <li>Demonstrated potential for success and commitment to pursue graduate studies</li> <li>Must have experienced personal circumstances that delayed pursuit of degree.</li> </ul>	<ul style="list-style-type: none"> <li> Goals and Achievements Statement</li> <li> References Notified (2)</li> <li> Resume</li> <li> Douglas Re-Entry Scholarship Question</li> </ul>

## Student Scholarship Dashboard

Once a student submits their completed Scholarship Profile, they will advance to the *Student Scholarship Dashboard*. From the Dashboard, a student can see a real-time snapshot of their scholarship application activity in the NinerScholars Portal, and access each component of their application. Students can also send or receive scholarship-related emails within the NinerScholars Portal using their UNC Charlotte mailbox.

- *A summary of the customized scholarship results page provides students with a summary of how many scholarships they have been matched with, and how many are in progress, complete, or have been awarded.*
- *Students have the ability to see which references have submitted a recommendation on their behalf, and which are still outstanding. A message at the top of the screen will alert students if they have outstanding applications which need to be submitted before they can apply for any scholarships.*
- *Clicking on the icons in the upper navigation bar, students can access the Scholarship, References, and Resume screens.*



## Narrative Response Methodology

Scholarship Attribute	Associated Criteria Statement	Required Application Statement
Potential	Demonstrated potential for success and commitment in field of study and/or a career in chosen field of study.	<b>Goals, Achievements &amp; Scholarship Impact</b> - Describe the academic goals you have set for yourself and explain why these goals demonstrate your dedication to a specific area of study. Also, explain what this scholarship would enable you to accomplish if you are the recipient, and why you are the best candidate to receive this award.
Service	Demonstrated involvement, volunteering or service to/with campus or community organizations.	<b>Community Involvement &amp; Character Development</b> - Describe how you have been involved with or supported campus and community organizations, and how your involvement builds strong moral character and generates school spirit that reflects positively on UNC Charlotte.
School Spirit & Positive Image	Demonstrated school spirit, enthusiasm, and positive image.	
Character	Demonstrated personal motivation and intellectual ambition.	
Leadership	Demonstrated leadership in campus, community, or other areas.	<b>Leadership &amp; Motivation</b> - Describe how specific success in leadership roles you have held, combined with your personal and academic motivation, have resulted in success in your field of study.
Diversity	Evidence of a commitment to learning, an open mind, and an acceptance of diverse cultures, genders and sexual orientations.	<b>Diversity</b> - Describe how you have demonstrated you have a strong commitment to learning, an open mind, and an acceptance of diverse cultures, genders and sexual orientations. Illustration of these criteria can be demonstrated through academic or extra-curricular activities, or through independent thought and personal expression.

### Service and Community Involvement

Students who excel in this area are involved with school or community organizations that positively impact the people, culture or environment around them through service. They recognize that by making a regular commitment to serve, or by developing sustainable partnerships that continue to meet a need when they are no longer involved is a valuable resource. Active students also understand that service and community involvement build strong moral character and generates school spirit which reflects positively on the individual, their community, and their university.

### Academic Commitment and Achievements

Students who have a strong academic foundation, have both past accomplishments and have rigorous goals for the future. These accomplishments and goals may be in one academic or professional discipline, or many. Students who excel academically have most often conducted research through their studies and have a thirst for knowledge that will develop them intellectually. Recipients of merit scholarships most often understand and appreciate the opportunities a scholarship provides for them, and can articulate why they are deserving and what they will accomplish if selected as a scholarship recipient.

### Personal character and Leadership

Students with strong personal character and leadership qualities demonstrate personal motivation outside of their academic achievements. Students may have held formal leadership roles with a school or community organization, received awards or recognition for taking action that led themselves or those around them to achieve a goal, or be recognized by their peers, teachers/professors, employers, or others as an individual who approaches challenging situations thoughtfully. Students who are strong leaders often reflect on past successes and challenges, and have the capacity for continued growth.

## Custom Scholarship Requirements

Some college/departmental scholarships require unique information (*i.e.: information not found in the Student Scholarship Profile to determine the most qualified applicant, comply with a donor's intent, or participate in a process. i.e.: in-person musical audition*). The University Scholarship Portal will associate these special requirements with the individual scholarship. Once a student has been deemed eligible to apply for a scholarship based on all other criteria, the student will be prompted to complete one or more of three prompt types found in the *Required Application Material* column of the scholarship results grid.

<b>Yes/No Prompt</b>	When the student clicks on the prompt text, a question box will appear on the student screen with a scholarship-specific question. The student will be able to click a <i>Yes</i> or <i>No</i> radio button. Once a radio button is populated, the question box fades and the student returns to the scholarship application grid.
<b>Narrative Prompt</b>	When the student clicks on the narrative prompt text, a text box will appear on the student screen with the scholarship-specific question. The student will key in their response to the question, or copy/paste from word processing software. Once complete, the student will click on a "Save" button at the bottom of the text box. The question box fades and the student returns to the scholarship application grid.
<b>Upload Prompt</b>	When the student clicks on the upload prompt text, a file upload box will appear on the student screen asking for the scholarship-specific material that must be uploaded. Once the file is uploaded, the box fades and the student returns to the scholarship application grid.

- *As each task is completed, the student will see a visual confirmation next to the prompt text. (i.e.: The text in Required Application Material column will turn green, a checkmark will appear next to the task, etc.)*



**This scholarship application is due in ten days or less!**

If you choose to apply for this scholarship, it is your responsibility to ensure all application materials are completed and recommendation letters have been successfully uploaded to your NinerScholars Profile by 11:59 pm on the day the application is due. Incomplete applications will not be reviewed.

## Banner Student Attributes

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### General Information

First Name  
Middle Name  
Last Name  
Student ID/800 #  
Street Address  
City, State and Zip Code  
Date of Birth  
Age  
Sex  
County of residence  
Home and Mobile Telephone #  
UNC Charlotte eMail address  
Ethnicity  
U.S. Citizenship Status

### Educational Information

Name of Graduating High School  
Cumulative Unweighted High School GPA through Junior Year  
Cumulative Weighted High School GPA through Junior Year  
Total SAT Score  
SAT Critical Reading  
SAT Mathematics  
SAT Writing  
ACT Score  
College Major  
College Concentration  
College Major GPA  
College Cumulative GPA  
Undergraduate Student Class (HS Sr., College Fr., Soph., Jr., Sr.)  
Graduate Program (Masters, Doctoral)  
Enrollment (Full or Part-time)  
Total Earned Credit Hours (Undergraduate or Graduate)  
Student Characteristic (Transfer)  
Previous Institution (Transfer Students Only)  
Academic Status (In good standing with the University)

### Financial Information


*Expected Family Contribution*  
*Institution GPA  $\geq$  3.25 (Academic Achievement)*  
*Listing of Completed Courses (To address scholarships requiring specific courses completed/in process)*

*\*Please note that italicized attributes will be pulled from Banner but will not appear in the student's About Me view. All attributes, including those italicized here will be available for scholarship administrators to view in the Student's Profile when logged into the system.*



## Recommendation Communications

### Email to Reference: Recommendation Request




---

Dear <<5>> <<6>>,

<<11>> <<12>> is eligible for a scholarship at UNC Charlotte and is requesting that you submit a recommendation on their behalf.


Please click on the UNC Charlotte icon below to access the NinerScholars Recommendation Portal. Here, you will find specific guidance to help you prepare and submit your recommendation.

**SCHOLARSHIP  
RECOMMENDATION**

Thank you in advance for your contribution to this important process and for your support of this student. If you have any questions, please contact the UNC Charlotte University Scholarship Office by email to [Scholarships@uncc.edu](mailto:Scholarships@uncc.edu) or by phone at 704-687-5871.


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University Scholarship Office  
Cone Center - Suite 346  
9201 University City Blvd.  
Charlotte, NC 28223-0001



Web: [scholarships.uncc.edu](http://scholarships.uncc.edu)  
Email: [scholarships@uncc.edu](mailto:scholarships@uncc.edu)  
Tel: 704-687-5871  
Hours: Mon-Fri 8:00am-5:00pm

### Email to Reference: Recommendation Received



---

Dear <<5>> <<6>>,


Thank you for submitting a scholarship recommendation on behalf of <<11>> <<12>>. Your recommendation has been successfully added to this student's scholarship application in the NinerScholars Portal and will be considered during the application review process.

Please note that recommendations submitted through this process are confidential and will not be shared with the student at any time.


Thank you for your participation in this important process. If you have any questions, please contact the UNC Charlotte University Scholarship Office by email to [Scholarships@uncc.edu](mailto:Scholarships@uncc.edu) or by phone at 704-687-5871

---

University Scholarship Office  
Cone Center - Suite 346  
9201 University City Blvd.  
Charlotte, NC 28223-0001



Web: [scholarships.uncc.edu](http://scholarships.uncc.edu)  
Email: [scholarships@uncc.edu](mailto:scholarships@uncc.edu)  
Tel: 704-687-5871  
Hours: Mon-Fri 8:00am-5:00pm



UNC CHARLOTTE  
University Scholarship Office

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Dear <<11>> <<12>>,

**Congratulations!** This email serves as confirmation that <<5>> <<6>> has submitted a recommendation to the NinerScholars Portal on your behalf. If you provided references in the NinerScholars Portal who have not submitted a recommendation, it is your responsibility to contact each of them to ask that they submit their recommendation as soon as possible.

- *To remind your references that their recommendation has not been submitted:* Log into NinerScholars, select the *References* icon on your dashboard, and click the *Resend Notification* button next to the reference you wish to remind. An email will be sent to that reference.
- *To change who you request a recommendation from:* Log into NinerScholars, select the *References* icon on your dashboard, and click the *Remove Reference* button next to the reference you wish to change. Enter the required contact information for your new reference.


**Please remember...**

- If the two required recommendations are not submitted to the NinerScholars Portal by 11:59 pm on the due date for a scholarship you are applying for, your application for that scholarship will be flagged as incomplete and may not be reviewed by the awarding department.
- Recommendations **will not** be accepted by email, land mail, or if submitted in-person to the University Scholarship Office or the department awarding the scholarship.

If you have any questions, please contact the UNC Charlotte University Scholarship Office by email to [Scholarships@uncc.edu](mailto:Scholarships@uncc.edu) or by phone at [704-687-5871](tel:704-687-5871).

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University Scholarship Office  
Cone Center - Suite 346  
9201 University City Blvd.  
Charlotte, NC 28223-0001



**NINER SCHOLARS**  
UNC CHARLOTTE SCHOLARSHIP PORTAL

Web: [scholarships.uncc.edu](http://scholarships.uncc.edu)  
Email: [scholarships@uncc.edu](mailto:scholarships@uncc.edu)  
Tel: 704-687-5871  
Hours: Mon-Fri 8:00am-5:00pm

## Email to Student: Outstanding Recommendation Reminder



**UNC CHARLOTTE**  
University Scholarship Office

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Dear <<11>> <<12>>,

This is a reminder that the reference listed below **has not** submitted a recommendation to the NinerScholars Portal. Remember, two recommendations are required and it is your responsibility to contact each reference and ask them to submit their recommendation to the Portal as soon as possible.

<<5>> <<6>>

- *To remind your references that their recommendation has not been submitted:* Log into NinerScholars, select the *References* icon on your dashboard, and click the *Resend Notification* button next to the reference you wish to remind. An email will be sent to that reference.
- *To change who you request a recommendation from:* Log into NinerScholars, select the *References* icon on your dashboard, and click the *Remove Reference* button next to the reference you wish to change. Enter the required contact information for your new reference.


**Please remember...**

- If the two required recommendations are not submitted to the NinerScholars Portal by 11:59 pm on the due date for a scholarship you are applying for, your application for that scholarship will be flagged as incomplete and may not be reviewed by the awarding department.
- Recommendations **will not** be accepted by email, land mail, or if submitted in-person to the University Scholarship Office or the department awarding the scholarship.

If you have any questions, please contact the UNC Charlotte University Scholarship Office by email to [Scholarships@unc.edu](mailto:Scholarships@unc.edu) or by phone at 704-687-5871.

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University Scholarship Office  
Cone Center - Suite 346  
9201 University City Blvd.  
Charlotte, NC 28223-0001



**NINER SCHOLARS**  
UNC CHARLOTTE SCHOLARSHIP PORTAL

Web: [scholarships.unc.edu](http://scholarships.unc.edu)  
Email: [scholarships@unc.edu](mailto:scholarships@unc.edu)  
Tel: 704-687-5871  
Hours: Mon-Fri 8:00am-5:00pm

## Email to Reference: Request for Recommendation Cancelled



**UNC CHARLOTTE**  
University Scholarship Office


---

Dear <<5>> <<6>>,

You recently received an email notifying you that <<11>> <<12>> requested that you submit a recommendation on their behalf for a scholarship through UNC Charlotte. Due to a recent change this student made to their scholarship application, you are no longer being asked to submit a recommendation on their behalf. If you have any questions, please contact the UNC Charlotte University Scholarship Office by email to [Scholarships@unc.edu](mailto:Scholarships@unc.edu) or by phone at 704-687-5871.

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University Scholarship Office  
Cone Center - Suite 346  
9201 University City Blvd.  
Charlotte, NC 28223-0001




**NINER SCHOLARS**  
UNC CHARLOTTE SCHOLARSHIP PORTAL

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Email: [scholarships@unc.edu](mailto:scholarships@unc.edu)  
Tel: 704-687-5871  
Hours: Mon-Fri 8:00am-5:00pm



## University Scholarship Office Website

### Scholarships.uncc.edu




University Scholarship Office  
*Division of Academic Affairs*

Contact Us  
Academic Advising

Keyword / Search

HOMEAPPLYSCHOLARSHIP LISTINGBLOGABOUT USDONOR INFOFAQSRESOURCESPORTALS




**NINERSCHOLARS**  
UNC CHARLOTTE SCHOLARSHIP PORTAL

GET STARTED

APPLY FOR HUNDREDS OF SCHOLARSHIPS WITH ONE APPLICATION


### HERE'S HOW IT WORKS

UNC Charlotte awards more than 1,000 scholarships each year to incoming freshman, transfer, undergraduate, and graduate students with outstanding academic accomplishments and demonstrated financial need.




#### BUILD YOUR PROFILE

Building your scholarship profile is fast and easy. Most of your information is automatically transferred into your profile based on your login and student type.



#### GET MATCHED

Once your profile is built, you'll immediately be matched with scholarships for which you may be eligible. Then, you decide which you want to apply for.



#### APPLY





The NinerScholars portal makes it easy to apply for all scholarships that you qualify for in one place, with one application, through one online system.

HOMEAPPLYSCHOLARSHIP LISTINGBLOGABOUT USDONOR INFOFAQSRESOURCESPORTALS

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Keyword / Search

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# NINER SCHOLARS

UNC CHARLOTTE SCHOLARSHIP PORTAL

HUNDREDS OF SCHOLARSHIPS. ONE APPLICATION.  
**APPLY AT [SCHOLARSHIPS.UNCC.EDU](https://scholarships.uncc.edu)**

UNC Charlotte offers more than 500 scholarships each year to students with outstanding academic accomplishments, or students who need financial assistance. Find your scholarships in the NinerScholars Portal at [scholarships.uncc.edu](https://scholarships.uncc.edu).



### **Build Your Profile | We make it easy**

Building your scholarship profile is fast and easy. Most of your information is automatically transferred into your profile based on your log-in credentials.



### **Get Matched | Customized to your profile**

Once your profile is built, you'll immediately be matched with scholarships you're eligible for. Then you decide which you want to apply for.



### **Apply for Scholarships | More than 500 available**

The UNC Charlotte NinerScholars portal makes it easy to apply for all scholarships that you qualify for – in one place, with one application, through one online system.



### **Ask for Help**

Visit the University Scholarship Office in 346 Cone Center  
704.687.5871 | [scholarships@uncc.edu](mailto:scholarships@uncc.edu) | [scholarships.uncc.edu](https://scholarships.uncc.edu)

**HUNDREDS OF SCHOLARSHIPS. ONE APPLICATION.**  
**APPLY AT [SCHOLARSHIPS.UNCC.EDU](https://scholarships.uncc.edu)**



# **NINERS**SCHOLARS

## **UNC CHARLOTTE SCHOLARSHIP PORTAL**

UNC CHARLOTTE AWARDS SCHOLARSHIPS EACH YEAR  
TO STUDENTS WITH OUTSTANDING ACADEMIC ACCOMPLISHMENTS  
AND STUDENTS WHO NEED FINANCIAL ASSISTANCE.



**APPLY FOR ADMISSION**  
No need to wait for acceptance



**BUILD YOUR PROFILE**  
Update your profile each year



**GET MATCHED**  
Customized to your profile



**APPLY FOR SCHOLARSHIPS**  
More than 500 awarded each year



**ASK FOR HELP**  
Contact the University Scholarship Office  
at (704) 687-5871

**GET MATCHED TO SCHOLARSHIPS IN THE  
NINERSCHOLARS PORTAL AT [SCHOLARSHIPS.UNCC.EDU](https://scholarships.uncc.edu).**

# Scholarships

UNC Charlotte awards more than 500 scholarships each year to students with outstanding academic accomplishments and students who need financial assistance.

**Follow these steps to get matched with scholarships in the NinerScholars Portal at [scholarships.uncc.edu](https://scholarships.uncc.edu):**



## **Build Your Profile** | Update your profile each year

Building your scholarship profile is fast and easy. Most of your information is automatically transferred into your profile based on your log-in credentials.



## **Get Matched** | Customized to your profile

Once your profile is built, you'll immediately be matched with scholarships you're eligible for. Then you decide which you want to apply for.



## **Apply for Scholarships** | More than 500 awarded each year

The UNC Charlotte NinerScholars portal makes it easy to apply for all scholarships that you may qualify for – in one place, with one application, through one online system.



## **Ask for Help** | We're here for you

If you have questions, contact the University Scholarship Office at 704.687.5871 | [scholarships@uncc.edu](mailto:scholarships@uncc.edu) | [scholarships.uncc.edu](https://scholarships.uncc.edu)



**NINER SCHOLARS**  
UNC CHARLOTTE SCHOLARSHIP PORTAL

[scholarships.uncc.edu](https://scholarships.uncc.edu)



# Scholarship FAQs

## How do I find and apply for scholarships?

The UNC Charlotte NinerScholars portal makes it easy to apply for all scholarships that you may qualify for – in one place, with one application, through one online system. Visit [scholarships.uncc.edu](https://scholarships.uncc.edu) to begin your application.

## What type of scholarships are available?

### Need-Based Scholarships (Incoming and Current Students)

- Students who demonstrate financial need as determined by the Office of Financial Aid can apply for need-based scholarships if they plan to file a Free Application for Federal Student Aid (FAFSA).

### Merit-Based Scholarships (Incoming and Current Students)

- Students who have demonstrated scholastic merit as determined by cumulative GPA, ACT, SAT, or GRE scores.

### Premier Merit-Based Scholars Programs (Incoming Freshman Students)

- UNC Charlotte offers four premier merit-based scholars programs: Levine Scholars, Crown Scholars, Belk Scholars, and Albert Engineering Leadership Scholars.

## Where can I find other scholarship opportunities?

External scholarship opportunities are available through various companies who establish scholarship programs and share the information with our office. You can find a complete list of over 90 external scholarships under “Resources” on the University Scholarship Office website at [scholarships.uncc.edu/resources](https://scholarships.uncc.edu/resources).



[scholarships.uncc.edu](https://scholarships.uncc.edu)



<b>Title</b>	<b>Admin Support Associate</b>
Division	Academic Affairs
Department	Enrollment Management (Adm)
Work unit	University Scholarship Office
Supervisor	Director, University Scholarship Office

### **Primary purpose (mission) of unit or department**

The mission of the University Scholarship Office is to increase student accessibility to scholarship funding by providing oversight, strategic planning, management, marketing and support in awarding of all university scholarships. Through collaboration with university and community partners, this office will ensure the utilization and stewardship of all scholarship funds.

### **Primary purpose of position**

This position will serve as the initial point of contact for the University Scholarship Office with students, parents, faculty and staff who have questions related to scholarships at the University. This position will manage the day to day office operations and be responsible for administrative functions which include updating the university's online scholarship system, developing programmatic and fiscal reports, and supporting training or special events implemented by the office. The successful candidate will have strong time management, customer service and organizational skills.

### **Summary of position responsibilities**

Employees in this banded class are characterized by their performance of a variety of administrative, secretarial, and office support duties. Positions require knowledge of the office or work unit policies and procedures in order to communicate information involving programs, functions, and services. Duties performed may include preparation of documents and reports, the use of office technology, compiling records, organizing and maintaining files, posting information, greeting/referring/assisting visitors/clients/staff/others, mail distribution, and photocopying. The completion of work often involves a public contact role to obtain, clarify, or provide information regarding activities of the work unit or program. Positions may serve as the primary staff assistant to a department or program manager.

### **Duties and Responsibilities**

- Responds to questions/issues that deviate from standard operating procedures by determining and consulting appropriate resources such as policies, manuals or other staff. Responds to requests for program and procedural information.
- Contacts service recipients, vendors, or clients to provide or obtain information. Schedules and coordinates appointments, meetings and events.
- Understands programs and services to apply this knowledge in problem- solving and responding to most questions and inquiries.
- Uses program knowledge to interface with other offices and organizations.

- Maintain a working knowledge of the services and resources available through the University Scholarship Office, and have the ability to determine how those resources can address the scholarship-related needs of individual students and the university.
- Understand and have the ability to communicate the role of the University Scholarship Office including its mission, services, clients and how effectiveness is measured.
- Develop and maintain a working knowledge of university policies and procedures relative to need-based and merit scholarship administration, enrollment management, financial aid packaging, and cost of attendance budgets.
- Use applicable resources, program knowledge and personal intellect to resolve problems independently, when possible, and engage a supervisor when necessary.
- Maintain and create files, in electronic or hardcopy format, for financial and programmatic information maintained by the University Scholarship Office in the current filing system.
- Conduct regular reviews of the university scholarship database to ensure the accuracy of information.
- Key new or revised scholarship information into the NinerScholars Portal, the central scholarship system for the university.

### **Preferred Qualifications**

Completion of an associate's degree with preference for candidates with a baccalaureate degree. Prior experience working in an academic environment preferred but not required.

### **Minimum Education/Experience Requirements**

Journey: Graduation from high school, or completion of its equivalency, and two years of office/clerical work experience; or an equivalent combination of training/experience.

### **Work Schedule**

Position designation	SHRA
Working title	Administrative Support Associate
Employment type	Permanent / Full-time
Work schedule	Monday-Friday, 8a–5p
Hours per week	40
Months per year	12



<b>Title</b>	<b>University Scholarship Office Director</b>
Division	Academic Affairs
Department	Enrollment Management (Adm)
Work unit	University Scholarship Office
Supervisor	Associate Provost for Enrollment Management

### **Primary purpose (mission) of unit or department**

The mission of the University Scholarship Office is to increase student accessibility to scholarship funding by providing oversight, strategic planning, management, marketing and support in awarding of all university scholarships. Through collaboration with university and community partners, this office will ensure the utilization and stewardship of all scholarship funds.

### **Primary purpose of position**

The University Scholarship Office Director is responsible for the leadership and management of the University Scholarship Office.

### **Summary of position responsibilities**

- Set the strategic vision (developing annual goals/objectives) for the University Scholarship Office and for the university in relation to administering scholarship funds in the most efficient manner possible to give students the most advantageous scholarship packages available.
- Develop and manage a campus advisory board of key stakeholders.
- Collaborate with key stakeholders to set policy in a proactive, timely manner and lead the implementation of policy.
- Develop the strategic awarding philosophy for the university and for each college in collaboration with deans and key stakeholders.
- Lead internal and external communications for all university scholarships (excluding Levine) in a proactive manner and collaborate with the EM Communications Manager to disseminate information quickly.
- Serve as liaison between Enrollment Management units, academic departments, Advancement, and Treasury Services in all scholarship-related initiatives.
- Contract third-party software and lead implementation, training, and maintenance continually.
- Provide continual training to fund administrators and serve as primary campus contact to departments in projecting, tracking and awarding scholarships.
- Ensure that all scholarships are tracked properly and awarded accurately annually except for those with valid reasons for un-awarding (insufficient funds).
- Advocate for additional and equivalent stewardship for donors.
- Serve as the primary champion of the utilization of scholarships, which includes ensuring that awards are made using a strategic awarding philosophy and seeking funding for insufficiently funded scholarships in collaboration with Advancement.
- Continually evaluate policies, programs and services of the department to ensure compliance, quality, efficiency and effectiveness of operations.

- Manage all personnel functions for employees in the department related to recruitment, training, and assignment of responsibilities, supervision and evaluation.
- Manage office budget.
- Represent the University in scholarship matters to the local community including students, prospective students, parents, high school personnel, other governmental and social organizations, and news media.
- Evaluate technical needs and enhancements used in scholarship administration and incorporate improvements and modifications when appropriate.
- Manage all reporting responsibilities for university scholarship programs.

### **Duties and Responsibilities**

- Serve as liaison between Enrollment Management units, academic departments, Advancement, and Treasury Services in all scholarship-related initiatives. **(25%)**
- Lead internal and external communications for all university scholarships (excluding Levine) in a proactive manner and collaborate with the EM Communications Manager to disseminate information quickly. **(20%)**
- Evaluate technical needs and enhancements used in scholarship administration and incorporate improvements and modifications when appropriate. **(15%)**
- Manage all personnel functions for employees in the department related to recruitment, training, and assignment of responsibilities, supervision and evaluation. **(20%)**
- Manage all reporting responsibilities for university scholarship programs. **(10%)**

### **Additional Position Information (10%)**

- The Director will have the discretion to allocate scholarship awards, make independent decisions on eligibility, and financially obligate the University to those decisions.
- The University Scholarship Office Director reports to the Associate Provost for Enrollment Management and is responsible for the leadership and management of the University Scholarship Office. Monthly sessions are held with the Associate Provost for Enrollment Management.
- Number of employees the position directly supervises: 2
- Number of student workers the position directly supervises: 2
- Position will manage all personnel functions for employees in the department related to recruitment, training, assignment of responsibilities, supervision and evaluation.

### **Minimum and Preferred Qualifications, Education/Experience**

Master's degree and a minimum of five years of progressive experience in scholarship administration in a four-year college or university setting, preferably at a mid-size to large public university. Significant experience at the Director or Associate Director level with strong leadership, budget management, and technical experience is required.

### **Position Information**

Position designation	EHRA Non-Faculty
Working title	Director, University Scholarship Office
Employment type	Permanent / Full-time
Work schedule	Monday-Friday, 8a–5p
Hours per week	40
Months per year	12



<b>Title</b>	<b>University Program Specialist</b>
Division	Academic Affairs
Department	Enrollment Management (Adm)
Work unit	University Scholarship Office
Supervisor	Director, University Scholarship Office

### **Primary purpose (mission) of unit or department**

The mission of the University Scholarship Office is to increase student accessibility to scholarship funding by providing oversight, strategic planning, management, marketing and support in awarding of all university scholarships. Through collaboration with university and community partners, this office will ensure the utilization and stewardship of all scholarship funds.

### **Primary purpose of position**

Serve as the process and procedural expert for university scholarships. Coordinate day-to-day functions of the University Scholarship Office including communication, policy and procedure maintenance, training of scholarship administrators, customer service, event coordination, and maintenance of business accounts and records.

### **Summary of position responsibilities**

Employees in this banded class provide consultation and program/project administration in a specialized or targeted program area of assignment, supporting the university in achieving stated program goals and objectives. Employees may serve as lead consultant, program manager and/or project manager. Work involves developing and maintaining productive collaborative work relationships and assessing and responding to client needs. Employees interpret and apply program policies and practices. Employees provide consultation, counseling, perform program/project administration, conduct information research and analysis, and market the assigned program. Work may include associated administrative and/or business functions. In these roles, employees may supervise staff. Program areas of assignment may include one or more of the following: fund development, program/facilities coordination and administration, program development, delivery and marketing, pre- or post-grant administration, and small business development.

Individuals appointed to this position will independently provide consultation and program/project administration in a program/project of moderate scope and complexity, with more flexible parameters. They plan, analyze and organize daily activities, data management, consultation and/or counseling, marketing, and/or business administrative duties. They may supervise lower level staff.

### **Duties and Responsibilities**

- Interpret and apply policies and procedures established by both the University and the University Scholarship Office to address non-routine issues raised by students, parents, faculty or staff.

- Maintain a working knowledge of policies, procedures and technology utilized within the Office of Financial Aid and other campus offices as appropriate, which directly affect scholarship administration.
- Ability to administer and/or manage a program with established guidelines and standards in its entirety or to administer several components of a multi-faceted program.
- Ability to ensure program/project accountability; define scope, goals, tasks, deliverables, timelines, tools, and resources.
- Ability to develop and monitor program/project databases, schedules and reports.
- Provide training and ongoing support to college and departmental staff to ensure accountability and compliance with donor agreements/donor intent, university policies, and state/federal law. Recommend procedural changes as necessary.
- Work with the USO Director to define annual goals, tasks and deliverables regarding the impact of institutional scholarships on current and prospective UNC Charlotte students, amount of funding and number of scholarships awarded/unawarded, shortfalls in individual departmental performance, and gross fund management.
- Review scholarship terms and conditions regularly, and consults with departmental scholarship administrators to resolve problems or compliance issues to adhere to donor agreements.
- Establish working relationships with UNC System schools, or those outside the UNC System, to identify best practices relative to scholarship administration.
- Plan and lead meetings, forums and other interaction with students, faculty and staff university personnel who perform scholarship administration tasks to identify best practices and opportunities for program development.
- Maintain and enhance professional relationships to increase credibility for building support and reaching consensus when explaining and interpreting program policies and procedures within assigned area(s).
- Ability to promote and market assigned area(s) and persuade clients of the needs and beneficial outcomes of the program. Ability to plan and implement marketing strategies and functions. Ability to apply creativity to development of strategies and functions.
- Provide annual and ongoing training as necessary for all college and departmental scholarship administrators.
- Provide training, oversight, and general direction to the USO Graduate Assistant and other student worker(s) who support internal and external marketing initiatives.

### **Minimum Education/Experience Requirements**

Graduation from a four-year college or university and at least three years of program associate experience; or an equivalent combination of training and experience.

### **Minimum and Preferred Qualifications**

Bachelor's degree; or equivalent combination of training and experience. Experience with scholarship administration in a four-year college or university setting, preferably a mid-size to large public or private university.

### **Position Information**

Position designation	SHRA
Working title	University Program Specialist
Employment type	Permanent / Full-time
Work schedule	Monday-Friday, 8a-5pm
Hours per week	40
Months per year	12