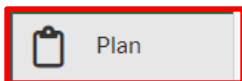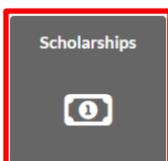# SCHOLARSHIPS | Viewing Scholarship Information

1. ScholarshipUniverse

- Log into ScholarshipUniverse.
- Click on the "Plan" tab, with the clipboard icon, on the left side of the landing page.

- Click on the "Scholarships" tile with the $1 bill icon.

1.1 SCHOLARSHIPS PAGE

- At the top of the page, you will see the following tabs:

  - **Draft:** the scholarships that are still being drafted before scholarship rollover, meaning the scholarship "rough drafts" for the next award year or term, which should only be touched by a scholarship counselor.
  - **Active:** the scholarships that are still open and can be applied for by students.
  - **Review:** the scholarships that have a closed application and have not yet been awarded. These scholarships' candidates and their applications need to have their reviews completed before they can be awarded.
  - **Award:** the scholarships that have completed the review process and are currently being awarded to students.
  - **Completed:** the scholarships that have finished the awarding process.
  - **Archived:** the scholarships that are no longer in use, usually scholarships from previous years.

1.1.1 FILTER SCHOLARSHIP

- Click the green box labeled "Filter" in the top right-hand corner.

- Enter **either** the name **or** fund code of the scholarship you wish to view the information for in the "Filter Scholarships" pop-up window.
  - **If you do not know the full name of the scholarship, you can enter a keyword and search the results for the scholarship.**
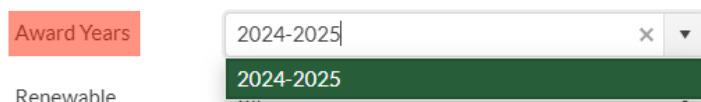 - Type the name in the "Scholarship" text box:

  - Type the fund code in the "Fund Code" text box or select it from the dropdown menu:
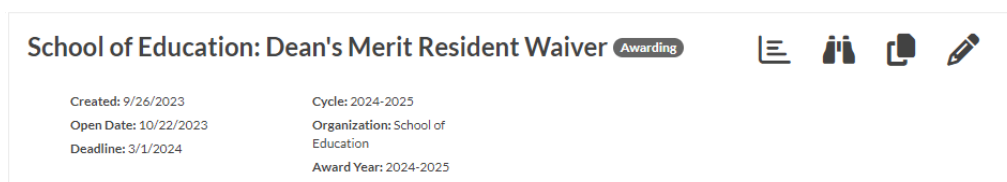
- o Ensure the award year you wish to see for the scholarship is typed in or selected in the "Award Years" text box/drop-down menu.

- o Once the fund code or scholarship name is entered and the award year is selected, click the green box labeled "Apply" in the bottom right-hand corner of the pop-up window to filter the scholarships.

- Locate the scholarship you'd like to view the information for in the results, which will appear as follows:

1.1.2   SCHOLARSHIP ICONS

- Once you have located the scholarship, depending on what status tab you are on, you will see the following icons:
  - o Active:

  - o Award:

- Starting from the left, the icons are as follows:
  - o **Promote Scholarship:** clicking on the chain link icon provides the scholarship application's QR code and link for promotional purposes. You can download or copy the QR code and link.
  - o **Scholarship Statistics:** clicking on the graph icon displays information like the number of views, applications submitted, matches, etc., for the scholarship.
  - o **View Scholarship:** if you click on the binoculars, it takes you to a different page. See "1.1.3 VIEW SCHOLARSHIP" for details.
  - o **Copy Scholarship:** copies the scholarship for rollover and scholarship maintenance purposes.
    - ▪ **Do not click the clipboard icon if you are not a scholarship counselor.**
  - o **Edit Scholarship:** if you click the pencil, you will be directed to the page that displays all the scholarship's information like matching criteria, candidates, scholarship description, etc. See "1.1.4 EDIT SCHOLARSHIP" for details.

1.1.3   VIEW SCHOLARSHIP

- Click on the binoculars to be directed to the "View Scholarship" webpage.

1.1.3.1 GENERAL SCHOLARSHIP INFORMATION

- At the top of the page, you will see the name of the scholarship and the following information:

🏛 **School of Education: Dean's Merit Resident Waiver**

Open Date: 10/22/2023

Deadline: 03/01/2024

Renewal Type: None

Fund Code: 89117

Fund Code Alternate(s):
None

Amount: Varies

Organization: School of Education

Status: Reviewing

The Dean's Merit Resident Waiver is awarded to students enrolled in the School of Education.
Students must also have a minimum 3.5 cumulative GPA and be a Utah Resident.

- o **Open Date:** the date that the scholarship application is available for students to apply.
- o **Deadline:** the date that the scholarship application closes.
- o **Renewal Type:** shows the number of years the scholarship can be renewed.
  - ▪ For instance, if the scholarship is an 8-semester award, what will be shown is "Renewable 4 Times," meaning that it's renewable for 4 years (8 semesters).
  - ▪ Most scholarships are not renewable and are considered annual awards, so all that will be shown is "None."
- o **Fund Code:** the code assigned to the scholarship that's used in both Banner and ScholarshipUniverse.
- o **Fund Code Alternate(s):** we do not use alternate fund codes, so you may ignore this information. All that will be listed for every scholarship is "None."
- o **Amount:** the amount listed in this column is typically shown as "Varies."
  - ▪ We generally do not put in the actual amount of the award, as the amounts vary from year to year and student to student.
- o **Organization:** the school/college or UVU organization the scholarship is offered through.
- o **Status:** shows whether the scholarship is in a draft, active, review, award, completed, or archived status. "See 1.1 SCHOLARSHIPS PAGE" above for the definition of each status.
- o **Scholarship Description:** the sentence or paragraph underneath the "Status" is the scholarship description that is displayed to the student.

1.1.3.2 MATCHING REQUIREMENTS

- Underneath the general scholarship information, there is a section on the "View Scholarship" webpage titled "Matching Requirements." This section displays the questions asked to determine scholarship eligibility and the answers that must be met for students to be matched to the scholarship.
  - o **Some of these questions are never displayed to or answered directly by the student. Instead, the questions may have answers auto-populated from the student's account details on file.**
  - o **Students must meet all the criteria listed in at least one of the groups listed, separated by boxes and an "OR." Not all scholarships have more than one group.**

1.1.3.3 ADDITIONAL INFORMATION

- Underneath the matching requirements, there is a section titled "Additional Information," which shows the following:

Additional Information

Eligibility:
Scholarship recipients must have a GPA greater than or equal to 3.5 and be enrolled in a minimum of 12 credits. Students are required to be enrolled in the School of Education, Utah residents, and working toward their first bachelor's degree. Recipients cannot have received more than 8 semesters of scholarships at UVU.

Application Required:
School of Education: Dean's Merit 2024-2025

- o **Eligibility:** the eligibility criteria displayed to the student.
  - o **Application Required:** if there is an application required for the scholarship, a link to the application is displayed.
- **Private scholarships that are donor-funded will also display the following:**

Donor:
Private Donor through Institutional Advancement

General donor profile to be used for private scholarship thank you letters, until a time that Advancement changes the process for thank you letters.

- o **Donor:** lists the department or organization that the private donor is donating funds through and may or may not have a description of the donor's requests—usually regarding thank you letters.

1.1.4 EDIT SCHOLARSHIP

- Click the pencil icon to be directed to the "Edit Scholarship" webpage.
- The following tabs are displayed at the top of the page:

School of Education: Dean's Merit
Resident Waiver : Awarding

General | Matching | Candidates | History | Awards

- o **General:** lists the general scholarship information.
  - ▪ Anyone who is not a scholarship counselor, coordinator, or director of Financial Aid and Scholarships cannot edit any of the fields on this tab's page except "Internal Comments." All the fields, except for "Internal Comments," are grayed out, but the information is still visible.
- o **Matching:** lists the matching criteria for the scholarship.
- o **Candidates:** shows the students matched to the scholarship.
- o **History:** displays the scholarship's previous years' information.
- o **Awards:** shows the students who are awarded the scholarship and the amounts.

1.1.4.1 GENERAL

- The "General" tab is the first page seen when clicking the pencil icon. It shows a lot of the scholarship's pertinent information, as seen below:
  - **Name:** the name of the scholarship, as seen by students.
  - **Organization:** the school/college or UVU organization the scholarship is offered through.
  - **Department:** the department of the school/college or UVU organization that the scholarship is offered through.
  - **Cycle:** the scholarship's application period, which is labeled and maintained by a scholarship counselor.
    - **Open Date:** the date the application for the scholarship is made available for the students to apply.
    - **Deadline:** the date the application closes and is no longer available for the students to apply. It also marks the day the review process begins.
  - **Application Method:** displays whether the scholarship has an application or is a direct award.
    - **Internal Application**: a scholarship the student must match and apply to.
    - **Direct Award**: a scholarship that the student must match to by answering questions. It is awarded according to SmartRank.
  - **Application:** the name of the application that the scholarship is assigned to. Some scholarships share the same application.
  - **Donor:** if the scholarship is a private scholarship, this field lists the department or organization through which the private donor is donating funds. If the scholarship is not a private scholarship, this field is left blank.
  - **Award Year:** the school year that the scholarship is for.
  - **Terms:** the semester(s) the scholarship is for.
  - **Max Applicants:** you may ignore this field, as it is always left blank.
  - **Acceptance Required:** shows "Yes" or "No," depending on whether the student must accept the award or not. Students must always accept their awards to ensure they view the terms and conditions of the scholarship.
  - **Acceptance Criteria:** displays the terms and conditions for the scholarship as seen by the student. The student risks scholarship probation or cancelation if they do not meet the terms.
  - **Thank You Required:** shows "Yes" or "No," depending on whether the student is prompted to submit a thank you letter for the scholarship. They're never required to submit a thank you letter to have the scholarship disbursed but are prompted to do so.
  - **Award Approval Required:** shows "Yes" or "No," depending on whether a scholarship counselor must approve awards before the students can be offered. Scholarship counselors will always approve awards, so this field is left in a "Yes" status.
  - **Display Contact Info:** you may ignore this field, as it is always left blank.
  - **Fund Code:** the code assigned to the scholarship that's used in both Banner and ScholarshipUniverse.
  - **Alternate Codes:** you may ignore this field, as it is always left blank.
  - **Total Amount:** the total amount of funding available to be awarded for the year, provided by the Budget Office, Institutional Advancement, or individual departments.

- **If you see only $1 listed, that means an allocation has not yet been received, which means the $1 can be treated as a zero.**
- **Shared Amount:** you may ignore this field, as it is always left blank.
- **Max Number of Awards:** is always set at 1,000.
  - **The number of awards is dependent upon the amount of funding available for the scholarship, or by the specific criteria in the gift agreement.**
- **Amount Displayed:** the amount listed in this field is typically shown as "Varies." We generally do not put in the actual amount of the award, as the amounts vary from year to year and student to student.
- **Renewable to Student:** shows "Yes" or "No," depending on whether a scholarship can be renewed for the next school year or if it is only an annual award.
- **Notify of Award Loss:** shows "Yes" or "No," depending on whether applicants are sent an automated email to their UVU student Outlook email account if they are not chosen for the award.
- **Public Scholarship:** you may ignore this field, as it is always left in a "No" status.
- **Description:** the description of the scholarship, as seen by the student.
- **Awarding:** you may ignore this field, as it is only notes used by scholarship counselors.
- **Student Award Notification:** you may ignore this field, as it is always left blank.
- **Donor Specification:** any notes regarding donor requests. This field is typically not used.
- **Internal Comments:** you may ignore this field, as it is only notes used by scholarship counselors.
  - **Do not delete the comments.**
- **Document:** if there is a document attached to the scholarship, it is placed in this field. However, we do not use this feature at this time.
- **Tags:** the tags associated with the scholarship, allowing ease of scholarship search in the "Filter Scholarships" box on the Scholarships page.
- **Check-Back Date:** you may ignore this field, as it is always left blank.

1.1.4.2   MATCHING

- The "Matching" tab includes all of the scholarship eligibility information.
  - **Matching Question Groups:** This section displays the questions asked to determine scholarship eligibility and the answers that must be met for students to be matched to the scholarship.
    - **Some of these questions are never displayed to or answered directly by the student. Instead, the questions may have answers auto-populated from the student's account details on file.**
    - **Students must meet all the criteria listed in at least one of the groups listed, separated by boxes and an "OR." Not all scholarships have more than one group.**
  - **Eligibility:** This text box includes the scholarship eligibility information displayed to the student.

1.1.4.3 CANDIDATES

- The "Candidates" tab includes the students who are candidates for the scholarship and their

information. You will see the basic columns below:
  - **Student ID:** the UVUID of the student.
  - **Name:** the name of the student.
  - **Candidate Type:** there are four ways the student can be a candidate, which will be listed here.
    - **Manual Nominee:** selected by a scholarship team member.
    - **Renewal:** students whose scholarships were automatically renewed.
    - **Applicant:** students who applied for the scholarship.
    - **Import:** students awarded through a large import file by a scholarship team member.
  - **Created:** the date the student was added to the candidate's list.
  - **Matching:** has a green check mark or a red ex mark to show if the student's data matches the scholarship's criteria or not.

  - **Comment:** if there are dots within the word bubble, then there is a comment left there by a scholarship team member and you can click the bubble to view the comment. If there are no dots, then there is no comment to view.

  - **Awarded for Year:** the amount of all scholarships awarded to the student for the aid year, which does not include any athletic scholarships.
  - **View Application:** by clicking on the binoculars, you can view the student's application answers for the scholarship.
  - **Reject:** By clicking the trash can, you reject the student's scholarship application. You can only click the trash can while the scholarship is in a review status. Once it is in an awarding status, you cannot reject the application. The trashcan will be gray if it can't be used.

  - **Recycle:** By clicking the recycling symbol, you can undo the rejection of a student's application. You can only click the recycling symbol while the scholarship is in a review status. Once it is in an awarding status, you cannot undo the rejected application.

1.1.4.4 HISTORY

- The "History" tab displays the previous years' award information for the scholarship, as shown below:

Created ↓	Award Year	Application	Applicants	Awards	Award Amount	View
09/26/2023	2024-2025	School of Education: Dean's Merit 2024-2025	104	0	$0.00	
09/14/2022	2023-2024	Deans Merit: School of Education	103	25	$66,561.00	👓
10/27/2021	2022-2023	Deans Merit: School of Education	61	18	$32,281.00	👓

- o **Created:** the date the scholarship was created for the specified award year.
  - o **Award Year:** the school year the scholarship was applicable to.
  - o **Application:** the name of the application used for the scholarship.
  - o **Applicants:** the number of students who applied for the scholarship.
  - o **Awards:** the number of students awarded the scholarship.
  - o **Award Amount:** the amount of money awarded to students for the school year.
  - o **View:** you can click on the binoculars to be directed to the "Edit Scholarship" page for the scholarship's specific aid year.
- You can select other columns to display different information by clicking the following in the lefthand corner:

- You can export the candidate list by clicking the following in the lefthand corner:

1.1.4.5 AWARDS

- The "Awards" tab displays the students who have been promoted from the candidate list, their award status, amounts, student information, etc.