

Criteria to maintain the Cultural Contribution Scholarship (CCS)*

1. Complete **and submit** 25 Cultural Contribution Hours each semester by the deadline (or more if penalties apply)
2. Earn a Term GPA of 2.5+ **OR** Cumulative MSU GPA of 3.0+**
3. Complete **and earn (pass)** 12 or more credits each semester***

*Failure to meet all criteria may result in loss or denial of the CCS

**GPA status is based solely on credits earned at Minnesota State University, Mankato

***Passing grades are defined as A-D and P

UPDATED: Cultural Contribution Hour Limits

Semester Deadlines: **Fall 2018 – December 3, 2018**

Spring 2019 – April 29, 2019

1. *Each organization (including RSOs and university departments) is limited to 15 hours of contribution service to count towards your CCS, including separate events, unless otherwise approved by the Programming and Retention Advisor. Remaining contribution hours must be completed from different organizations. We want to see variety in your volunteer services.*
2. *You may receive up to 15 hours total of actual hours worked for any event, including signature nights and the International Festival, unless otherwise approved by the Programming staff in the Kearney Center.*
3. *Approved presidents of ISA Recognized Nationality Groups (RSOs) or their proxies and ISA Board members may count up to 20 hours of office hours as contribution hours each semester. A record of these hours must be presented.*
4. ***Students may take part in the Connecting Culture and Community Leadership Program, which obligates the student to 25 hours of service at one location throughout the semester. See the Engage portal for more information on this program and to find out if you are eligible.***

*Any coordinators or students found falsifying hours for themselves or others will lose their CCS and supervisory rights for any future events.

Cultural Contribution Hour Criteria

1. You can find information on volunteer events hosted by the KCISS and CEO events posted on the “Events” tab of the CCS and CEO Engage pages.
2. Some additional off-campus organizations currently have partnerships with the Kearney Center and their information can be found under “Pre-Approved CCS Volunteer Opportunities Brochure” under the “Documents” tab on the CCS Engage portal.
3. All contribution hours require proof of participation by an approved coordinator (signature on [verification form](#) or registration [check-in/check-out form])**
4. You may **NOT** receive contribution hours for the following:
 - a. Events/activities in which you already receive academic credit (including extra credit) or that are required by your class and/or organization (including fraternities, sororities, RSOs, etc)
 - b. Playing a sport for a team or event
 - c. Private or otherwise exclusive events
 - d. Events in which you receive monetary compensation or prizes (including fundraising for an RSO)***
 - e. Event/activities which do not fulfill all CCS contribution hour criteria as defined on the pre-approval form
5. All volunteer time needs to be submitted as an “[Experience Request](#).” The only exception to this rule is Echo Food Shelf hours – KCISS will continue to upload those hours.
 - a. **TIP:** If you are working more than one time at a certain location, wait until you have completed your hours to submit an Experience Request. You can then put all the volunteer time at that organization into 1 Experience Request.
6. ***Completed contribution hours must be approved and submitted to the appropriate Engage form by the assigned deadline each semester.*** No submissions will be accepted after the deadline. Even approved entries must still be formally submitted to the PRA via the “Final Hours Submission” form on the CCS Engage portal.

How to submit an “Experience Request” on Engage*

An "Experience Request" is your way of getting approved contribution hours from your proof of participation (signed copy of verification form) to your online Engage account. To do this, complete the following steps on Engage:

1. Log into your Engage account at <https://mnsunankato.campuslabs.com/engage/>
2. Select your profile in the upper right-hand corner
3. Select "Experiences" from the menu
4. Select "Add Experience"
5. Select "Cultural Contribution Scholarship"
6. Fill out the form completely, including experience description and reflection.
7. Attach a scanned image or picture of the coordinator's signature on your verification form under "File Upload". The image MUST include both your name AND the coordinator's signature in the same image. **NEW: ALL EXPERIENCE ENTRIES MUST HAVE A SIGNED VERIFICATION FORM UPLOADED WITH THE ENTRY. Engage does not send an email verification form to your coordinator, even when you provide their email in the form.**
8. Leave the "Show on Full Involvement History" box checked and select "Submit Experience Request"

All entries that fail to fulfill each of these requirements may be denied.

How to download your co-curricular transcript from Engage

To view all approved "Experiences" and hours in one place, you will need to download a co-curricular transcript. You can do so by:

1. Once signed into Engage, click on your profile in the upper right-hand corner
2. Select "Co-Curricular Transcript"
3. Select "Change Layout" on right side of screen
4. In the pop out window, hide the "Involvements" section and show the "Cultural Contribution Scholarship" section
5. To download the transcript for reporting purposes, select "Print View/PDF" and follow directions to download

How to submit your completed Cultural Contribution Hours*

1. Ensure that you have a minimum of 25 completed and approved contribution hours listed on your Engage account by viewing your co-curricular transcript. ***It is not enough to only have your hours approved on Engage - you must also submit these hours to the appropriate form on the CCS Engage portal by the deadline!***
 2. Click on the "Forms" tab of the Cultural Contribution Scholarship Engage portal
 3. Click the form corresponding to the current semester (Example: "Cultural Contribution Scholarship Final Hours Submission Spring 2019")
 4. Read all directions listed in the description of the form and click "Begin Form"
 5. Complete all required fields and click "Continue" and then "Finish"
 6. Keep in mind that duplicate hours will NOT be accepted regardless of whether or not they have approved status
- *KCISS staff reserve the right to deny any submissions that do not abide by the rules and guidelines of the CCS

Frequently Asked Questions (FAQ) – Students are Responsible for understanding this information.

Do I need to apply for the CCS each semester?

No. If you are a new undergraduate or transfer student you do NOT need to apply for the CCS. The CCS will automatically be applied to your account after you've checked in and out of orientation and completed the online orientation. For all others, the CCS will be automatically applied to your student account as long as you fulfill all criteria each semester. Only those following a probationary period will need to re-apply for the CCS.

How do I get my hours approved on Engage?

1. Any event in which you sign in and sign out with the event coordinator your hours will be automatically added to your Engage account. You will NOT need to submit an experience for these events. Please allow at least one week for the hours to be processed.
2. Any event in which you receive a coordinator's signature for your hours you will need to submit an

"Experience" on Engage. Please follow the directions outlined [here](#) to complete this process.

I accidentally registered for an event or can no longer attend, what do I do?

1. If registered on Engage, remove your name from the RSVP list by going into the event posting and changing your attendance to "I won't be attending". **You must remove your RSVP within 24 hours of the start of the event in order to avoid penalty.** If it is not listed on Engage, contact the event coordinator to inform them of your absence.
2. If it is less than 24 hours from the start of the event you are in danger of receiving a penalty and you must email the event coordinator to notify them of your absence. You must also try to get a substitute for your position. Do not assume that you will be granted clearance for missing an event. It is up to

the coordinator of the event to decide whether you will be penalized for your absence.

What about pre-approvals?

The Kearney Center has gone to an automatic approval system. This means you can receive credit for any volunteer experience that you've completed. Please be sure that you are following the guidelines of what is and is not "contribution" time from this document. For example, if you work IT, do not assume that "volunteering" at your position will work for contribution time.

Is there any penalty for missing an event for which I had registered or otherwise promised to attend?

Yes. Any student who fails to show to an event or volunteer opportunity without proper notice (24+ hour advance) is subject to penalty. For the first offense, students will have one hour of contribution service added to their total requirement. For second offenses, students will have the number of hours missed added to their total requirement. On the third offense, students will have their scholarship cancelled.

If I complete more than 25 contribution hours during the semester, will any extra hours transfer to next semester?

No. You are required to complete 25 hours of cultural contribution each semester regardless of the number of hours you completed during the previous semester. We want our students to stay equally involved on campus and in the community each semester!

Can I receive contribution hours for working at my job if I do not accept pay for those hours?

The purpose of the CCS is to have students share their cultures and experiences with members of the MSU, Mankato and surrounding communities.

Why has my "Experience" denied?

1. You failed to complete all steps listed [here](#)
2. Information provided on your entry was vague or inaccurate

How do I know if my hours are approved?

You can view the status of your hours in the "My Experiences" section on your Engage account. There are three possible statuses that your hours may have: Approved, Denied, or Pending. Only hours with "Approved" status that have been pre-approved will count towards your CCS. Any other hours, including pending hours, will NOT count.

Please allow up to one week to receive approval for your hours. If you notice that your hours have not been approved after one week following the event, please contact the event coordinator and/or the PRA in the KCISS to resolve this issue.

I cannot find any opportunities to volunteer on campus, and I do not have a car to get to off-campus organizations. What can I do?

1. Your active MSU, Mankato student ID allows you to ride any city bus for FREE! Several buses come through the campus area and go throughout Mankato. Please consult the CCS Volunteer Opportunities Brochure (<https://mnsumankato.campuslabs.com/engage/organization/cultural-contribution-scholarship/documents/view/837552>) for opportunities located on the bus routes. You can also find a complete map of all city bus routes on their website here: <https://www.mankatomn.gov/city-services-a-z/bus-routes>
2. In addition to bus services, there are also several Taxi services in the Mankato area. If you are unable to take the bus to your destination, consider calling a taxi to bring you there. There will be a fee for this service, however, remember that each hour of volunteer work is equivalent to hundreds of dollars in tuition and it could be worth the cost!
3. Another option is to carpool with friends. Several students on scholarship own cars and are able to drive themselves directly to volunteer locations. It may be worth your time to connect with these students to coordinate a time that you can both go together or as a group.
4. Remember that many students are able to complete all of their required hours right here on campus. Events such as signature nights and the International Festival offer hundreds of hours to students every year. You can also consult the CCS Volunteer Opportunities Brochure for more on- and off-campus opportunities.

If I work two events with overlapping schedules (i.e. one event from 1-3pm and another event from 2-4pm), how many hours will I earn?

Students will only earn the number of hours actually worked. Therefore, in the scenario posed above, the student would be awarded 3 hours, not 4. We recommend that you do NOT register for overlapping opportunities unless you have approval from the coordinators to do so.

If I lose my scholarship, how do I earn it back?

1. After the loss of your scholarship, you are put on probation for one semester. Semesters include any term in which the student earns 12+ credits, including Fall, Spring, and Summer. During this time, you must earn a Term GPA of 2.5+ or MSU Cumulative GPA of 3.0+ in order to regain the CCS. You do NOT need to do volunteer hours during this time. You will also need to submit an official Re-Application Form by the assigned deadline. **Re-Application are sent out at the end of every semester.**

2. Students who transfer out of MSU, Mankato for more than one year and later transfer back in will automatically regain the CCS.
3. **Graduate students are NOT eligible for re-application.**

I met all criteria to maintain my scholarship but I received an email telling me that it has been cancelled. What should I do?

If you believe that your CCS has been wrongfully terminated, you must submit an official appeal form by the assigned deadline. ***Appeal forms can now be found under the “Forms” section of the CCS Engage portal.*** In the appeal, you must explain why the CCS was cancelled (which is outlined in your termination email) as well as provide evidence for why you believe it should not be cancelled. Further instructions can be found on the official appeal form.

I have all of my contribution hours signed on my paper form. Can I just submit this at the end of the semester?

No. All contribution hours must be recorded on your Engage account and officially submitted to the appropriate form online by the end of each semester. The KCISS will no longer accept paper verification forms for cultural contribution hours. Please consult the above sections in this document for information on submitting your hours. This is your way of transferring your hours from paper to online.

I have met all criteria to maintain my scholarship but the reduced tuition is not reflected on my student bill. Why?

1. All Cultural Contribution Scholarships are added manually to each student’s bill each semester. For this reason, it often takes a while for every student to see the CCS on their billing statement. We recommend that all students pay the minimum down payment (\$300) at the beginning of each term and later, after the CCS is applied, pay the remainder of the bill.
2. If you do not see the CCS reflected on your bill by one week prior to the final payment deadline, or you believe there is an incorrect amount, please contact the KCISS immediately.

Is there a limit on the number of credits covered by the CCS each term?

Students are required to complete and earn a minimum of 12 undergraduate credits each semester. There is no maximum number of credits covered by the scholarship. Students may take any number of credits 12 or higher. With that said, we recommend students stay within 12-18 credits per semester to avoid burnout.

If I withdraw from all my courses after the drop/add period ends, will I still receive the CCS for that semester?

If you withdraw from all of your courses after the drop/add period ends without a “Reduced Course Load” on file, be sure to check with your immigration advisor to ensure

you are still registered for the proper number of credits to stay in status.

If you officially withdraw from the university for a term, you are responsible for any and all tuition costs. The scholarship will not be awarded for that semester. Official withdrawal is defined as terminating enrollment in all registered courses for an academic semester at Minnesota State University, Mankato. To determine whether you may be eligible for a tuition refund after an official withdrawal, please find information [here](#). In these cases, KCISS recommends speaking to Student Financial Services for more accurate and personalized information.

Kearney Center for
International Student Services

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