University of Arizona Alumni Association

Scholarship Manual

Chapters and Clubs
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1. Submitting Your Scholarship
   a. At the beginning of the academic year, Rebecca will send you the scholarship form to complete.
   b. Additionally, please submit your review committee members’ names to Rebecca to begin processing.
   c. Please complete the form in detail and submit in a timely fashion.

2. Processing Your Review Committee for DCC
   a. Each reviewer needs to complete the Google Form for DCC access: http://bit.ly/DCCForm Please do not submit an email with @arizona.edu.
   b. UAAA will begin processing their information.
   c. Reviewers will receive an email to complete their DCC paperwork and their FERPA trainings.
d. UAAA will be notified of an "approved" status.

e. Rebecca will add you as a reviewer on Scholarship Universe.

f. Reviewer may begin looking at applications in Scholarship Universe.

*This process is only for new reviewers.

**Any returning reviewers will be renewed for the new academic year.
3. Trainings
   a. Trainings can be set up through Rebecca.

4. How to Search for Your Scholarship
   a. Go to scholarshipuniverse.arizona.edu
   b. Click on the “Scholarships” tab at the top and the drop down (https://scholarshipuniverse.arizona.edu/SUHA/Scholarships) tab labeled “UA Scholarships”
   c. Search “Alumni Association” in the College/Division Box
   d. They can also search by your chapter or club name, or area.

5. How Students Apply to Your Scholarship(s)
   a. Go to scholarshipuniverse.arizona.edu
   b. Click the student login button in the upper right hand corner.
   c. Click on the profiles tab in the upper center part of the screen. Then click "Questions."
   d. Answer all pending questions to be matched to the scholarships you are eligible for.
e. To find a specific scholarship
f. Click on the scholarships tab then the magnifying glass icon.
g. Then type in the scholarship name that you are looking for in the box.
h. The click on the desired scholarship.
To apply for the scholarship click the "apply now" button on the scholarship page
- Answer all the application questions
- Upload any requested documents
- Request any letters of recommendation
- Submit the application before the due date

*Students submit the contact information for the recommender. The recommender will then receive an email from Scholarship Universe on behalf of the student to submit a letter of recommendation. Students will also receive an email when the recommendation is received.
6. Reviewing Your Scholarship Applicants
   a. Go to scholarshipuniverse.arizona.edu
   b. Click "Department Login"
   c. Type your username (NetID) and password
d. Click on the "Students" tab, then click "Review" on the bar that pops up

e. Click "By Scholarship"
f. Click "Review"

g. Then click on "Details" for the student to view their application

h. Using the Rubric grade each applicant
## 7. Sample Rubric

<table>
<thead>
<tr>
<th>Component</th>
<th>Name</th>
<th>Description</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA</td>
<td>GPA Score</td>
<td>Please score the students unweighted GPA the same value as it is reported. For example: reported GPA is 3.4, the score will be 3.4. (OR multiply it by 4 for Yuma)</td>
<td>5</td>
</tr>
<tr>
<td>Transcript</td>
<td>Course Rigor</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Academic History</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Resume</td>
<td>Scholastic Achievement</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Extra Curricular Activites</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Honors and Awards</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Work/Internship Experience</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Essay</td>
<td>UA Pride</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Self-Awareness</td>
<td>Is the applicant aware of his/her strengths and weaknesses? Does the applicant know what it takes to pursue a given career? Is the applicant realistic about his/her abilities? Does the applicant show an awareness of how his/her service, leadership, extracurricular, activities, or schoolwork has caused him/her to change over time? Has the applicant learned something from these structure or unstructured activities? Does the applicant overreact to positive or negative reinforcement rather than seeing it in a larger context? Is the applicant knowledgeable of their community? Are they understanding of the diverse population UA serves?</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Positive Self Concept</td>
<td>Does the applicant feel confident about making it through graduation? Does the applicant make positive statements about him/herself? Does the applicant expect to achieve his/her goals and perform well in academic and non-academic settings? Does the applicant provide evidence he/she will attain his/her goals? Does the applicant link his/her interests and experiences with his/her goals?</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Engaging Essay</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Grammer and Writing Skills</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Overall Score</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Interview Score</td>
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<td></td>
<td>20</td>
</tr>
<tr>
<td>Overall Impression of Applicant</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
8. Selecting Your Scholarship Recipient(s) and Submitting Your Scholarship Recipient(s) to UAAA and Awarding Process
   a. UAAA will send your chapter or club a balance and account information prior to scholarship grading.
   b. After you have scored all applicants on the Rubric the scores will appear on the list of applicants.
   c. Choose your award recipients – including the award value and funding account in Scholarship Universe.
   d. Send an email to alumni.scholarships@al.arizona.edu saying that you have completed grading the applications.
   e. UAAA will verify the list of recipients and alternates with the Office of Scholarship and Financial Aid.
   f. UAAA will share a final list of recipients/awarding to each chapter and club.
   g. The scholarship will disperse into the students' accounts 5-10 days before the start off school.