

General Student Instructions for College of Arts & Sciences 2021 Student Scholarship/Award Recognition

SIUE is now using AcademicWorks (AW) to help manage scholarships and awards. If you have not done so, please fill out a general application for this system at siue.academicworks.com. Note that if you were registered in the system last year, you need to fill out a new application for this academic year. Your department/program will process your scholarship/award in AcademicWorks, and then you **MUST** “accept” it in the system. The e-mail will come from “Southern Illinois University Edwardsville Scholarships” (siuescholarships@siue.edu) and may end up in your spam/junk e-mail folder. We have asked departments to process student awards/scholarships by March 30. If you have not received or responded to this e-mail from the AcademicWorks system by April 2, please check with your department to find out where they are in terms of processing their student awards.

You are **required** to write a thank you note to your sponsor(s), who has been identified in your award letter. Thank you notes are very important to our sponsors; they illustrate the students' appreciation of their awards and scholarships and show the impact of a donor's generosity. In your note you can express your gratitude, tell a bit about yourself as a student at SIUE, and explain what your plans are for the future. The CAS Dean's Office will send your thank you note, photos, and other materials to your donor at a later time. Therefore, we ask that students send everything directly to us so that we can put a complete packet together to send to donors after Honors Day.

Normally we ask that students turn in hand-written thank you notes, but because of extenuating circumstances this year, we are asking for electronic submissions only. This can be accomplished by:

1. Sending your thank you as a MS Word or PDF file to cashonorsday@siue.edu
2. Writing your thank you note in the AcademicWorks system
3. Scanning your hand-written thank you card, and sending it via e-mail
4. (Least preferred) sending it via U.S. mail to Cindy Scarsdale, Campus Box 1608, SIUE, Edwardsville IL 62026-1608. (We really don't want students to incur any costs if at all possible.)

Students must also complete a Photo Release Form, which gives the College permission to use the photo you submit. We will use these photos for our virtual Honors Day ceremony, create large posters that will be given to departments, and send them to award sponsors. Pictures may be used for promotion/advertising later. Ideally, these photos will show you doing something related to your discipline, but that may be a bit of a challenge this year. If you have any previous photos of you conducting research, at a poster presentation, on stage acting or performing, creating artwork, giving a presentation, participating in a travel study program, or the like, those are perfect. If not, perhaps a friend or family member can take a photo of you studying, working at a computer, or standing in front of a nice background. Please do not submit “selfies,” or photos of you holding a pet, or where others have obviously been cropped out. If you previously participated in Honors Day and had a picture from other years, we can use that again as well. Just give us a reminder to look for it. Photos and PowerPoints can be found at a later date on the College of Arts and Sciences webpage at siue.edu/artsandsciences/honorsday/.

We are asking all award recipients to provide their current mailing address as well.

STUDENT CHECKLIST:

DUE BY MARCH 26

- Turned in Photo (cashonorsday@siue.edu or via AcademicWorks)
- Completed and Returned Photo Release Form (cashonorsday@siue.edu)
- Completed and submitted Sponsor Thank You Note (cashonorsday@siue.edu or via AcademicWorks)
- Accepted Award in Academic Works after offered by department (siue.academicworks.com)
- Provided current mailing address (cashonorsday@siue.edu)

**For more information go to: <http://siue.edu/artsandsciences/honors-day/students.shtml>
Questions? Need more information? Contact Cindy Scarsdale: cscarsd@siue.edu.**