

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 still need to fill out a new application for this academic year because the information does not carry over from one year to the next. Your department/program will then “offer” you the scholarship/award in AcademicWorks, and then you **MUST** “accept” it in the system. If a few weeks go by and you have not received an e-mail from AcademicWorks informing you of your award or scholarship, please check with your department to find out where they are in terms of entering this information into the system.

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/donors; they illustrate the students' appreciation of their awards and scholarships and show the impact of a sponsor'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 sends your thank you notes, along with photos and other materials, to your donor later, which is why we ask you to send your note to us instead of directly to your sponsor.

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. Attaching your thank you as a MS Word or PDF file
2. Scanning your hand-written thank you card, and sending it via e-mail
3. Composing your thank you note directly in the AcademicWorks system
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 their submitted photos. We use these photos for PowerPoints and large posters that will be given to departments. Pictures are also mailed to award sponsors following the ceremony, and may be used for promotion/advertising later. Ideally, these photos will show you doing something related to your discipline, but that may be challenging this academic year. If you have any current or 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. Selfies and photos of students holding pets should not be submitted. If you have a photo from a previous Honors Day, we can also use that picture again; 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 Honors Day webpage at siue.edu/artsandsciences/honorsday/.

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

STUDENT CHECKLIST:

DUE BY MARCH 26

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