

Johnetta Haley Scholarship Student Guide **Spring 2024**

Last Updated January 12, 2024 11:08 AM

Most current version of this document: siue.edu/diversity/soar/johnetta-haley-scholarship



Contents

| | |
|--|----------|
| About the Johnetta Haley (JH) Scholarship | 1 |
| • Eligibility & Application | 1 |
| • Acceptance, Renewal, Terms & Conditions | 1 |
| • Value | 2 |
| • Semester Requirements for Renewal | 2 |
| • Required Orientation | 2 |
| • Email Communication | 2 |
| • Probation & Suspension | 3 |
| • Graduation Stoles | 3 |
| Community Service (CS)..... | 3 |
| • Spring 2024 Semester Due Date | 3 |
| • STEP 1: Find Service Opportunities | 3 |
| • STEP 2: Schedule & Follow Through | 5 |
| • STEP 3: Submit Hours & Check Progress | 5 |
| • Strategies for Success..... | 5 |
| Frequently Asked Questions (FAQs) | 6 |
| Contact Information & Websites | 8 |

About the Johnetta Haley (JH) Scholarship

ELIGIBILITY & APPLICATION

The Johnetta Haley (JH) Scholarship is designed to support students who are underrepresented in their anticipated fields of study. The SIUE admission application serves as the scholarship application (no additional materials need to be submitted). However, please be aware of the following eligibility criteria and application deadlines.

| | Requirement for Eligibility | Application Deadline |
|---------------------------|---|---|
| First-Year Student | Cumulative 3.0 high school GPA (4.0 scale) | SIUE application for admission completed by May 1 |
| Transfer Student | Cumulative 3.0 GPA in at least 24 transferable semester hours | SIUE application for admission completed by July 24 |

ACCEPTANCE, RENEWAL, TERMS & CONDITIONS

Students who are offered the scholarship will accept it each semester as part of accepting their financial aid packages. The scholarship will be renewed and automatically credited to students' accounts for up to 8 semesters (4 semesters for transfer students) so long as the semester requirements continue to be met. There is no need to reapply. By accepting this scholarship, recipients agree to the terms and conditions of the scholarship detailed at siue.edu/financial-aid/types-of-aid/list-feed/johnetta-haley-scholarship.shtml.

VALUE

The JH Scholarship has the potential to significantly decrease the balance of a student's loans and time it will take to pay off loans!

| | First-Year Student | Transfer Student |
|---|-----------------------|-----------------------|
| Scholarship Amount per Semester | \$1,000 | \$1,000 |
| Semesters | 8 | 4 |
| Total Scholarship Amount | \$8,000 | \$4,000 |
| Payback for \$8,000/\$4,000 Student Loan (includes 6.8% interest) | \$10,687.51 | \$4,548.93 |
| Time to Repay \$8000/\$4,000 Loan (based on \$100/month payments) | 8 years and 11 months | 3 years and 10 months |

SEMESTER REQUIREMENTS FOR RENEWAL

There are 5 requirements to continue receiving this scholarship.

1. Complete and report/submit at least 12 hours of approved community service each semester.
2. Maintain full-time student status by finishing each semester with passing grades in at least 12 credit hours of classes (four 3-hour classes or equivalent).
3. Finish each semester with a cumulative GPA of 2.9 or higher.
4. Register with the SOAR Office. The SOAR Office tracks completion of the community service requirement and assists students in meeting the requirement.
 - New to SIUE (First-year and Transfer Students): [Complete the JHS Student Info Form](#).
 - Continuing/Returning Students: The SOAR Office will send requests to students as needed to complete the JHS Student Info Form or verify information on file.
5. Complete 3 Public Thinking Exhibits (PTEs) each semester (NOTE: This requirement will be waived for the Spring 2024 semester. There will be no Public Thinking Exhibits this semester.)

REQUIRED ORIENTATION

Johnetta Haley Scholarship Orientation is required for students who are new to SIUE (first-year and transfer students) and returning/continuing students as needed (as determined by the SOAR Office). Students required to complete orientation during the Spring 2024 semester will receive a notification from the SOAR Office.

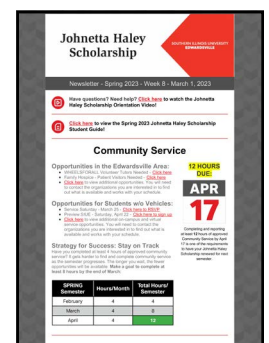
EMAIL COMMUNICATION

Communication of important information, such as group assignments, community service opportunities, reminders, progress updates, etc. is sent to students' SIUE email accounts. **It is vital that Johnetta Haley Scholarship recipients check their SIUE email accounts regularly.**

- Read every part of every email– click links and read all attachments thoroughly.
- Students should not ignore an email that seems incorrect or does not seem to apply to them – the student should reply to the email to find out for sure if there is a mistake or if there is something they need to do to resolve the situation.
- The weekly JHS Newsletter is personalized with information for each student. Friends and classmates who have the JH Scholarship may receive different information. Each student should act according to the information sent to them and direct any questions to the SOAR Office (see page 8).
- College students are expected to communicate clearly and in a professional manner. How an email is written may affect how the reader reacts and their ability to help. Follow the [JHS Email Guidelines](#) for writing professional and effective emails.

If a student has received the JH Scholarship but does not receive an email from jhscholar@siue.edu by the end of the second week of the semester, the student should email jhscholar@siue.edu immediately.

- In addition, the student should complete the [JHS Email Troubleshooting](#) steps.
- For free assistance with email issues, please contact SIUE ITS (see page 8).



PROBATION & SUSPENSION

If a student does not meet one or more of the semester requirements for renewal, the student will be placed on scholarship probation. The student will continue to receive scholarship funds while on probation.

If the student has a second semester in which one or more of the requirements for renewal is not met, the student's scholarship will be suspended. The student will no longer receive scholarship funds if their scholarship is suspended.

Appeals

A student whose scholarship is suspended may file an Institutional Scholarship Appeal through SIUE Student Financial Aid (see page 8). If GPA is the issue, the student must file an appeal each semester until the GPA is raised to 2.9.

If a student's appeal is approved, the student should immediately email jhscholar@siue.edu in order to receive important information about the current semester's requirements for renewal.



GRADUATION STOLES

Students who graduate from SIUE without having the JH Scholarship permanently suspended will graduate as Johnetta Haley Scholars and receive stoles (see photo) to wear during commencement as a symbol of their achievement.

Community Service (CS)



SPRING 2024 SEMESTER DUE DATE

Recipients of the Johnetta Haley Scholarship are required to complete and report/submit 12 hours of approved community service every semester. Community service hours for the Spring 2024 semester must be submitted no later than Monday, April 15 at 11:59 p.m. **Not following the current [Submission Instructions](#) (see STEP 3 on page 5) may result in your service hours not being counted or being denied (not approved).**

STEP 1: FIND SERVICE OPPORTUNITIES

Search and Choose with Intention

Take a little time to think about opportunities that will help you grow personally and professionally. How can your developing skills be used to help meet needs or solve problems in the communities around you?

- **Search for opportunities related to your interests.**
What is your major? What are your personal and professional goals?
- **Search for opportunities that will impact the community.**
What will change because of your work? Why is the work important?
- **Search for opportunities that will impact you.**
Are you stepping outside of your comfort zone? What do you hope to learn from the experience?

What Is Community Service?

Community service for the JH Scholarship is defined in terms of Who, What, Where, When, and Why:

- **Who:** You working with a **non-profit organization** to directly help people (Working with a non-profit organization gives you the benefit of their knowledge, experience, and access to measurable and verifiable opportunities)
- **What:** Using your time and abilities to meet a need or solve a community problem
- **Where:** Anywhere – on campus, in the local Edwardsville area, in your hometown, virtual, etc.
- **When:** Any time before the due date – there are CS opportunities to fit all schedules
- **Why:** Seek out community service that helps you grow personally and professionally

| Will It Be Approved? | Community Service | Volunteer Work | Philanthropy | Personal Service | Religious or Political Service | SIUE Student Organization Service |
|----------------------------------|--|--|--|---|--|--|
| | YES | POSSIBLY | NO | | | |
| What Is It? | Hands-on work with a non-profit organization using your time and skills/abilities to directly help meet a need or solve a problem in a community (can include the SIUE community) | Giving of your time to a non-profit organization to support (but not necessarily carry out) the work of the organization | Giving/donation of gifts (money or anything you have/buy) to a humanitarian or charitable organization to help the organization carry out its work | Anything done to meet a need or solve a problem specifically for your own family or friends | Any work with in which a specific spiritual/religious or political belief or opinion is promoted | Anything done to support or promote an SIUE student organization or team to help the organization carry out its work |
| Why It Will or Won't Be Approved | Directly helps people | May not require active effort; usually has low impact | Indirectly helps people | Only helps people close to you | Supports the promotion of a specific belief or opinion | Primarily benefits students within the organization, including yourself |

How to Find Hours That Will Be Approved

1. Read the JHS Newsletter email each Wednesday for information about pre-approved service experiences for which you can sign up. This weekly newsletter will be sent to your SIUE email account. **However, do not rely on these as the only places you look for community service opportunities!**
2. Contact pre-approved organizations that interest you to schedule community service hours that fit in to your schedule. Lists of pre-approved organizations are available in the JHS Newsletter and on the [JHS Website](#) (see page 8).
3. You are not limited to pre-approved experiences and organizations. However, completing community service activities with organizations that are not pre-approved may result in your service hours being denied (not approved), **regardless of approval in past semesters**. To be approved, your service must meet the current JHS definition of community service as described in "What Is Community Service?" above. You may use the [JHS Community Service Approval Chart](#) to help determine if an organization/activity will be approved. Additionally, students may contact Erin Myers in the SOAR Office (see page 8) to verify if an organization/activity will be approved or for help finding community service opportunities.

Community service does not have to be completed through or affiliated with SIUE. You may find community service opportunities through:

- **Events on the Get Involved at SIUE Website:** View upcoming events, some of which may qualify as community service in the Events section of the Get Involved at SIUE website (getinvolved.siu.edu/events). You must be signed in to view all events and RSVP (sign up) for events (see [Submission Instructions](#) for sign-in instructions).
- **SIUE Student Organizations:** Many student organizations perform community service on a regular basis throughout the year. Join organizations that interest you to stay up-to-date on the community service opportunities they offer. View a list of SIUE student organizations in the Organizations section of the Get Involved at SIUE website (getinvolved.siu.edu/organizations). You must be logged in to view all organizations and join organizations (see [Submission Instructions](#)) for sign-in instructions). If you click the "Join" button, but don't hear back from the organization, reach out to its officers (listed on the organization's page).
- **SIUE's Kimmel Belonging and Engagement Hub:** Visit or contact the Kimmel Belonging and Engagement Hub (see page 8 for location, hours, and contact information).
- **Instructors & Professionals:** Ask class instructors and professionals working in fields that interest you about service opportunities related to their career field or area of study.
- **Communities:** Search for opportunities in the communities around you. If you have an idea about where or how you want to serve, there is most likely an organization with which you can partner. A simple Google search can help you find non-profit organizations that interest you.

Virtual Community Service

- Virtual community service offers greater flexibility in where and when service is performed.
- It is ideal for students who do not have access to a vehicle, students who have health or mobility challenges that make traditional service impractical or burdensome, and students whose schedules do not allow time for scheduled community service.
- A list of pre-approved virtual service organizations is available in the JHS Newsletter and on the [JHS Website](#) (see page 8).

STEP 2: SCHEDULE & FOLLOW THROUGH

Sign Up or Schedule Hours

When you find an opportunity, take action immediately:

- If online sign-up is available, view the schedule and sign up for shift(s) immediately. Shifts tend to fill quickly. If you have questions, contact the organization directly.
- If online sign-up is not available, immediately make direct contact with the organization to schedule service hours.
- If you contact an organization and do not get a response after a few days, make contact again. Try a different communication method (email, phone, website, etc.). Be persistent in following up, yet remain courteous.
- When emailing, follow the [JHS Email Guidelines](#) for professional and effective email communication.

Follow Through and Keep Records

- Keep detailed records of your service, including the date you serve, time span or number of hours, and non-profit organization name. When you serve, ask for the name, title, phone number, and email address of the person organizing or overseeing your work (this person should be affiliated with the non-profit organization). You will need this information when you submit/report your hours.
- Be sure not to miss scheduled community service, as you may not be able to reschedule it. Put the details in your planner, on your calendar, in your phone, or wherever you keep track of your schedule/appointments.
- If you do have to miss scheduled community service, contact the organization as soon as possible so the organizer has time to adjust their plans accordingly.

STEP 3: SUBMIT HOURS & CHECK PROGRESS

Within 2 weeks of the date you serve, submit your hours via the Community Service Experience report form on the Get Involved at SIUE website.

- Not following the current Submission Instructions may result in your service hours not being counted or being denied (not approved). Carefully follow the [Submission Instructions/How to Check Status of Submissions](#) (includes link to the Get Involved at SIUE website).
- The absolute final deadline for reporting hours for the Spring 2024 semester is Monday, April 15 at 11:59 p.m. No extensions or late submissions will be allowed.
- **For help with issues related to the Get Involved at SIUE website and/or approval of submitted hours, contact Chrystal Griffin in the Kimmel Belonging and Engagement Hub (see page 8).**

STRATEGIES FOR SUCCESS

Community service is a great opportunity - not only are you helping meet needs in the community and growing as an individual, but it's also like you're earning **\$83.33/hour** in scholarship money! Use one or more of the following strategies to make sure you complete your Community Service on time.

Start Early

It becomes more challenging to find and complete community service as the semester progresses. The number of opportunities decreases while the number of students seeking them increases. Students also tend to be busier with class work in the last half of the semester. Prevent stress - start early and finish early!

Set Goals to Stay on Track

Stay on track by setting goals to complete at least 3-4 hours of community service per month:

| FALL Semester | Hours/Month | Total Hours/ Semester |
|---------------|-------------|-----------------------|
| September | 4 | 4 |
| October | 4 | 8 |
| November | 4 | 12 |

| SPRING Semester | Hours/Month | Total Hours/ Semester |
|-----------------|-------------|-----------------------|
| January | 3 | 3 |
| February | 3 | 6 |
| March | 3 | 9 |
| April | 3 | 12 |

Take Advantage of Breaks

Consider completing community service over Fall Break, Winter Break, Spring Break, and/or Summer Break. Community service does not have to be completed in the Edwardsville area. Start looking for opportunities and making plans now!

Work Ahead

- Community service hours completed over Summer Break will be applied to the fall semester requirement.
- Extra hours completed during the fall semester will roll over/be applied to the spring semester requirement.
- Hours completed over Winter Break will be applied to the spring semester requirement
- NOTE: Extra hours completed during the spring semester will **NOT** roll over/be applied to the fall semester.

| Date Completed & Reported | Applied To | Notes |
|------------------------------------|---------------------|--|
| May 5, 2023 - November 27, 2023 | Fall 2023 | Excess hours will roll over to Spring 2024. |
| November 28, 2023 - April 15, 2024 | Spring 2024 | Excess hours will NOT roll over to Fall 2024. |
| April 16, 2024 - May 3, 2024 | Will not be applied | Hours completed/submitted during this period will NOT count for the JH scholarship. Use this time to concentrate on final exams. |

Frequently Asked Questions (FAQs)

I live on campus and don't have access to a vehicle. How can I complete community service?

A vehicle is not required to complete community service. Students will be emailed about a limited number of opportunities for which SIUE provides transportation. These volunteer slots tend to fill very quickly. Students without access to a vehicle may also serve on the SIUE campus and/or complete virtual community service (see pages 4-5 for more info). Lists of pre-approved on-campus and virtual service organizations are available in the JHS Newsletter and on the [JHS Website](#) (see page 8). Additionally, students may consider carpooling with friends/classmates and utilizing public transportation to off-campus opportunities (see page 8 for information about public transportation).

I work or have other commitments. Is there an alternative to community service?

There is no alternative to community service. Community service can be performed anytime, anywhere. There are community service opportunities to fit all schedules. Work is important, but so is your scholarship, and it should be prioritized. \$1000/semester in scholarship funds in exchange for 12 hours of community service is like being paid \$83.33/hour! See "Strategies for Success" (pages 5 - 6) for help.

All of my classes are online and I don't live on campus. Am I still required to complete community service?

Yes. Community service can be completed from any location (see pages 4-5).

Do I have to do community service if I will be graduating at the end of this semester?

If you will not be needing scholarship money next semester, there is no penalty that can be imposed for not completing community service. However, it is still a requirement and you are expected to complete it as part of the Johnetta Haley Scholarship. Community service will help you grow both personally and professionally. It is meant to enhance your education.

My Institutional Scholarship Appeal was just approved. Am I required to complete community service this semester?

One hour of community service will be waived for each week after the first day of classes until the date of your appeal approval. Please email jhscholar@siue.edu immediately after receiving notice of your approved appeal in order to receive important information about the current semester's requirements for renewal.

If I didn't do all the required community service hours last semester, do I have to make them up this semester?

No, just complete 12 hours of community service for this semester.

How can I raise my GPA to 2.9?

As each student's circumstances are different, it is best to consult your academic advisor to assist you in making the best plan for raising your GPA. If your scholarship is suspended due to your GPA, you may contact SIUE Student Financial Aid to file an Institutional Scholarship Appeal (see page 8).

Can I still receive this scholarship if I'm not a full-time student this semester?

No. If you drop below 12 credit hours, check with your academic advisor to see if it makes sense to add a class. If it's your last semester and you need less than 12 hours to graduate, submit an Institutional Scholarship Appeal requesting to use the scholarship while enrolled part-time. For more information, contact SIUE Student Financial Aid (see page 8).

Can I use my scholarship during the summer term?

Students must submit an Institutional Scholarship Appeal requesting to use a semester of their scholarship for a summer term. For more information, contact SIUE Student Financial Aid (see page 8).

What happens to my scholarship if I take a time off or study abroad?

For information specific to your situation, please contact SIUE Student Financial Aid (see page 8).

Contact Information & Websites

SOAR OFFICE

- Johnetta Haley Scholarship (general info)
- Community Service

Student Success Center Rm. 1259 (Enter through the Academic Advancement Center, Suite 1220)

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.

Call: (618) 650-3790



Johnetta Haley Scholarship (JHS) Website

- Community Service Opportunities
- Virtual Community Service
- Orientation Video

siue.edu/diversity/soar/johnetta-haley-scholarship/requirements.shtml

Erin Myers

Office Support Associate

Text: (618) 706-9673

Call: (618) 650-5650

Email: jhscholar@siue.edu



Facebook

Students and parents - follow SOAR on Facebook for reminders and updates.

facebook.com/SIUESOAR



KIMMEL BELONGING AND ENGAGEMENT HUB

- Community Service
- Get Involved at SIUE Website
- SIUE Student Organizations

Morris University Center Rm. 1060
(Main Floor - Across from Starbucks)

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.

Call: (618) 650-2686



Get Involved at SIUE Website

getinvolved.siue.edu

Chrystal Griffin

Community Engagement Program Coordinator

Call: (618) 650-5467

Email: siueserves@siue.edu

SIUE STUDENT FINANCIAL AID

- Probation or suspension due to GPA or falling below full-time student status (less than 12 credit hours)
- Scholarship funds posting to your account
- Institutional Scholarship Appeal process

Rendleman Hall Rm. 2308

Hours: Monday - Friday, 8 a.m. - 4:30 p.m.

Call: (618) 650-3880

Email: finaid@siue.edu

Scholarship Terms and Conditions

siue.edu/financial-aid/types-of-aid/list-feed/johnetta-haley-scholarship.shtml

SIUE ITS

- Email or computer issues

Lovejoy Library Room 0005

Hours:

- 8 a.m. - 5:30 p.m.
(Monday - Thursday)
- 8 a.m. - 4:30 p.m. (Friday)
- Phones are answered 24/7

Call: (618) 650-5500

Email: help@siue.edu



How to Check Your SIUE Email

siue.edu/its/continuity/students.shtml

MADISON COUNTY TRANSIT (PUBLIC TRANSPORTATION)

Printed bus schedules are available from a wall display outside the Cougar Store in Morris University Center (Main Floor). You can also plan your route on the website.

Call: (618) 797-4600

Website: mct.org/home-page

