Scholarship Application and Review Guide
PART 2: Reviewers

SAN DIEGO MESA COLLEGE

For additional information contact the Student Affairs Office at (619) 388-2699
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SECTION ONE -

*First Steps*

If you have been selected to participate in the Mesa College Scholarship Program as a Review Committee member then your email address should be provided to the Student Affairs office staff by your committee chairperson prior to the beginning of that year’s Scholarship Program. We will add you into the system and no further action from you will be required until the review period begins.

Once the Review Period begins, you will be automatically invited by the Online Scholarship System, via your email address, to login and complete your pending reviews.

If this is your first time logging into the AcademicWorks scholarship website then you will be prompted to set a password for your account. Standard rules for crafting resilient passwords apply, and in fact the system will only allow passwords that are at least eight characters long and contain at least one number, one uppercase letter and one lowercase letter.

After logging in you should be presented with a list of all the scholarship opportunities on which you are indicated as a reviewer. You may then begin to navigate and evaluate your pending applications.
If this is not your first time logging into the website as a reviewer, then your old log-in information should still be active; simply navigate to the Mesa College AcademicWorks scholarship application website (sdmesa.academicworks.com) and clicking on the [Sign In] button.

Be sure to select “References and Reviewers” at the top of the log-in window before signing in!

You will still be notified by email that you have reviews pending, and can still follow the link in that email to log into your reviewer account, but doing so is not strictly necessary and you will be granted the same access to your applications in either case.
SECTION TWO -

*Viewing Your Pending Applications*

Once you have logged in as a reviewer, you will be greeted by a list of the scholarship opportunities on which you are serving as a reviewer, which we at Student Affairs will have assigned to you based on the information we receive from each Review Committee’s chairperson.

<table>
<thead>
<tr>
<th>Opportunity</th>
<th>Open Dates</th>
<th>Close Dates</th>
<th>Reviews Assigned to You</th>
</tr>
</thead>
<tbody>
<tr>
<td>William and Margaret Memorial Scholarship</td>
<td>07/27/2015 - 07/29/2015</td>
<td>43 Applications to Chair, 42 Reviews to Chair</td>
<td>42 Reviews Assigned to You</td>
</tr>
<tr>
<td>Val &amp; Ron Ontur Future Teacher/Librarian Scholarship</td>
<td>12/31/2014 - 03/31/2015</td>
<td>6 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>Sidney W. Bresman Memorial Scholarship</td>
<td>04/20/2014 - 05/31/2014</td>
<td>1 Review Assigned to You</td>
<td></td>
</tr>
<tr>
<td>Richard &amp; Eloise Johnston Health Services Scholarship</td>
<td>06/01/2014 - 06/30/2014</td>
<td>29 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>Raymond Farmer Memorial Scholarship</td>
<td>07/01/2014 - 07/31/2014</td>
<td>35 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>Dawney Bennett Memorial Scholarship</td>
<td>08/01/2014 - 08/31/2014</td>
<td>6 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>Dental Assisting Program Scholarship</td>
<td>09/01/2014 - 09/30/2014</td>
<td>4 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>Charles W. Patrick Memorial Scholarship</td>
<td>10/01/2014 - 10/31/2014</td>
<td>61 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>Chancellor’s Scholarship</td>
<td>11/01/2014 - 11/30/2014</td>
<td>13 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>Catherine Lareza Memorial Scholarship</td>
<td>12/01/2014 - 12/31/2014</td>
<td>53 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>California Credit Union Scholarship</td>
<td>01/01/2015 - 01/31/2015</td>
<td>10 Reviews Assigned to You</td>
<td></td>
</tr>
<tr>
<td>&quot;Thank You for Your Service&quot; Scholarship for Veterans</td>
<td>02/01/2015 - 02/28/2015</td>
<td>15 Reviews Assigned to You</td>
<td></td>
</tr>
</tbody>
</table>

This list contains some useful information, such as how many individual applications are waiting to be reviewed within each scholarship opportunity and dates marking the duration of the review period.
You may also access information on the scholarship opportunity, such as the description text, by clicking on the name of the opportunity on the left-hand side of the list.

You may proceed by clicking on the “Reviews assigned to you” text on the right-hand side of the window, which will take you to the list of applications waiting in your review pool.

These applications are identified by the name of the applicant on the left, and you may begin your review by selecting the [Begin] button on the right-hand side of the window.
Please Note: The scholarship website performs its own qualifications check based on the information available to it, and the result is displayed here under “Qualified?” as either a [Yes] or a [No]. This determination is based on the answers that the applicant provided to the Biographical Questionnaire, therefore it is the duty of each committee and its members to review the unofficial transcripts attached to each application for validity. Due to the necessarily varied nature of the means by which applicants may provide their unofficial transcripts, it is likewise the responsibility of the Review Committee to determine amongst itself whether or not the transcript is satisfactory as it was uploaded.

There are several ways to view the actual application you are reviewing; the default review window will look like this:

In this form, it simply shows the scholarship opportunities description and sections for you to enter your scores based on the specific rubric of your scholarship. You can switch between this “Review Form” page and the actual “Application” page by using the tabs at the top of the page.
The more convenient mode is probably the “Side-by-Side” option that displays the application on the right side of the screen and the actual review form where you enter your scores on the left side.

Both the Side-by-Side view and the One-Page view are identical in function.
You may exit Side-by-Side mode by clicking on the button labeled [Exit Side-by-Side] on the bottom left corner of the review window, as indicated above.

You may save the state of your review in order to return at a later time without losing any results that you may have recorded by clicking on the [Save] button at the bottom of the window. Please be aware that saving your review and submitting your review are two separate functions; your reviews must be submitted for your scores to be entered into the system.

SECTION THREE:

*Making the Final Choice

The online review and scoring process will not automatically select recipients for your scholarship; each committee must discuss the outcome of their reviews amongst themselves and, as a result, identify their recipient directly. This final selection should be sent to Kathy Fennessey (kfenness@sdccd.edu) and/or Courtney Lee (clee@sdccd.edu) in the Mesa College Student Affairs office.

Upon receipt of this final determination, we will go into the system and have the recipient notified that they have received a scholarship award offer. The student then has the choice of accepting the award, or declining to accept it. Once the student has made their choice, we will proceed either with including them on the scholarship awards program or conferring with the committee to determine a next step.