The User Guide for the NinerScholars Student Application Portal was developed to provide administrators with a view of the screens and instructions visible to the student user.

Google Chrome is the preferred web browser when accessing the NinerScholars Administrator Portal.
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ACCESS NINERSCHOLARS

Access the NinerScholars Student Application Portal

To access the NinerScholars Student Application Portal, click the Get Started button at Scholarships.uncc.edu.
Student Self-identification

Click the box which describes the type of student you are currently

Student Login

- **Incoming freshmen and incoming transfer students:** Enter your Future 49er username and password
- **Incoming Readmit, Current undergraduate and graduate students:** Enter your NinerNet username and password
- **New Graduate School applicants:** Enter your MyGradSchool.uncc.edu username and password

General System Instructions

Provides all student types with the same broad overview of how the NinerScholars Portal operates, and any special guidance a specific group of students may need to consider
Certification Statement

Review and consent to the language which governs use of NinerScholars, and check the certification box at the bottom of the screen to advance.

Student Profile

The Student Information, Educational Information, and Student Characteristics sections make up your Student Profile. Information displayed in these sections, and others in your student record, are used to match you with scholarships for which you may be eligible to apply.

The Student Information section includes general demographic information about you including contact information, ethnicity, and citizenship.

The information that appears in your Student Profile is fed directly from your UNC Charlotte Admissions Application for freshman and transfer applicants, or form the student information system (Banner) for current undergraduate and graduate students, or Graduate School applicants.

The Student Profile screens are pre-populated and read-only. If you see information that is incorrect on either of these screens, it can only be corrected by following the instructions at the top of the screen.
**Educational Information** – Information about a student’s academic history and performance.

1. New incoming freshman (high school seniors) whose admissions application has been processed by the Office of Undergraduate Admissions will see a cumulative unweighted high school GPA through their junior year displayed, and may see a weighted high school GPA if one is available.

2. New incoming freshman (high school seniors) whose admissions application has not been processed by the Undergraduate Admissions Office will be asked to self-report a cumulative unweighted high school GPA through their junior year. Students may also self-report a weighted high school GPA, but it is not required. Once the admissions application is processed for these students, the verified GPA will replace the self-reported GPA in the Student Profile and the students list of matched scholarships will be updated.

3. First-semester freshmen, transfer students, and graduate students will not have an established GPA at UNC Charlotte until they complete their initial semester at the university. Students in this situation will see No UNC Charlotte GPA Earned in the GPA field of their Student Profile.

If you do not have an established UNC Charlotte GPA, you may submit your profile, or wait until you have completed one full semester at UNC Charlotte and have a GPA on record. Most scholarships require a minimum GPA, so don’t be discouraged if you are not matched with many scholarships prior to establishing a UNC Charlotte GPA. When you do establish a GPA at UNC Charlotte, the next time you login to NinerScholars the system will recognize your GPA and re-match you with eligible scholarships.
STUDENT PROFILE

Student Characteristics – Some scholarships have criteria that does not appear in an admissions application or the student information system (Banner). These characteristics must be self-reported on the Student Characteristics screen.

Non-traditional & first-generation students – Hover over the “?” to view the definition of a non-traditional or first generation student. Click the checkbox if you meet either description.

County of residence – Use the dropdown menu to indicate the NC county in which you reside permanently. If you do not permanently live in the state of NC, leave the dropdown field blank.

Free Application for Federal Student Aid (FAFSA) – You must choose Yes in response to the FAFSA question to be matched with need-based scholarships. Your actual level of financial need will be verified when the results of your FAFSA is uploaded to your student profile.

* User Notes

- You’re strongly encouraged to verify the information in your Student Profile is correct before submitting it. Once your Student Profile is submitted, changes cannot be made.
### MATCHED SCHOLARSHIP TABLE

The **Matched Scholarship Table** displays the results of a real-time matching process, to reveal which scholarship you may be eligible to apply for:

1. **Scholarship Status** - Displays the status of the required materials in the application process, or where the completed application is in the review process.

2. **Scholarship Name** – Click the scholarship name to view history, purpose, and donor information.

3. **Criteria** – Scholarship application deadline. Details all criteria you must meet to be eligible for the scholarship.

4. **Required Materials** – Each item becomes a hyperlink when the Click to Apply button is selected. When an item is completed, the red circle becomes a green checkmark. When all application materials are complete, the status updates from **In Progress** to **Complete**.

5. **Scholarship Summary** – The number of scholarships you’re matched with, and how many are in each status toward completion.

6. **Application Status** – A summary of the number of applications you’ve completed and their status in the review process.

*User Notes*

- **You must click** the Click to Apply button to be considered for the associated scholarship. By clicking this button, it also opens up the links you need to submit your materials. Even if all application materials are complete, your application will not be considered if you didn’t click the Click to Apply button.

- If a change to your profile information results in a new scholarship match, the icon will display. All new matches auto-sort to the top of your Matched Scholarship Table.
The Scholarship Dashboard is a real-time snapshot of your scholarship activity in NinerScholars.

1. **References** – View the status of a reference you’ve requested and the status of completed applications in the review process.

2. **My Scholarships** - A summary of the Matched Scholarships Table displaying how many scholarship opportunities you’ve been matched with, the status of the applications toward completion, and the status of the application in the review process.

3. **Emails** - Send or receive scholarship-related emails within NinerScholars using your UNC Charlotte mailbox.

4. **Messaging** – The University Scholarship Office will post general or time-sensitive messages here.

5. **Navigation** – Click on the navigation bar icons at the top of the screen to quickly access any section of the NinerScholars Student Application Portal.
Submitting a Reference Request

- When you’ve been matched with a scholarship that requires a recommendation letter, use the References page to complete this requirement
- You may be required to submit different types of references; Academic, Leadership, or Community Involvement. Each reference type is defined on the References page, and examples of individuals who represent acceptable and unacceptable references are provided

Reminding a Reference of a Request

- We strongly encourage you to communicate with your reference and confirm he/she will submit a recommendation prior to submitting their name
- In the event an application deadline is approaching and a recommendation is incomplete you may use the Resend Notification button to remind a reference that their recommendation hasn’t been submitted

Changing a Previously Submitted Reference

- You may change a reference you submit only if the reference has not already submitted a recommendation
- The Remove Reference button sends a system-generated email to the current reference, indicating a recommendation is no longer needed. All fields for the reference type will clear, and you may submit contact information for a new referee

Important!

When the contact name of a reference is provided on the References screen, the required application material on the Matched Scholarships Table appears completed. However, it is the student’s responsibility to monitor their Dashboard and/or References page to confirm the status for each recommendation moves to Complete. Until this time, the status will remain as incomplete, indicating the references has not submitted a letter of recommendation.
REFERENCES

1 Sample email sent to a reference requesting a letter of recommendation

Dear [Name],

[Name] is eligible for a scholarship at UNC Charlotte and is requesting that you submit a recommendation on their behalf.

In the NinerScholars Recommendation Portal, you will find specific guidance to help you prepare and submit your recommendation.

- Recommendations submitted through this process are confidential and will not be shared with the student at any time.

Thank you for your support of [Name] and for responding to this important request.

If you have any questions, please contact the University Scholarship Office at 704-687-5871 or scholarships@uncc.edu.

Sincerely,

University Scholarship Office
UNC Charlotte

Learn more at scholarships.uncc.edu
REFERENCES

Sample Academic Reference Form including guidance a reference will be asked to complete

* User Notes

- The responses to the questions in Parts 1 & 3, and the uploaded letter of recommendation is automatically associated with your application in NinerScholars and will appear with all required materials the scholarship committee will consider
RESUME

Uploading a Required Resume

- Most all scholarships require you to upload a resume as a required application material in NinerScholars. If you don’t already have a resume, creating one is a valuable exercise, and provides the scholarship selection committee with additional information about you.
- Once you upload your resume, you satisfied this requirement for all scholarships. A copy of the uploaded resume will be automatically attached to all applications that require it.
SCHOLARSHIP OFFER & ACCEPTANCE

1. Sample email sent to a student who has been offered a scholarship

Dear [Student Name],

Congratulations!

On behalf of UNC Charlotte, it is my great pleasure to inform you that you have been selected as a recipient of the [Field/Type] Scholarship.

Award Payment:
- The college or department administering the scholarship has scheduled your award to pay for the 2019-20 and 2020-21 academic years.
- The award amounts and payment terms are detailed in the Scholarship Terms & Conditions Form.

To accept this scholarship:
- Log in to the UCC Scholarships Portal and review the Scholarship Terms & Conditions Form.
- Complete the electronically sign the form before your scholarship will be processed.
- It would be extremely helpful for the university and for other students if you accept this scholarship offer as soon as possible.

Congratulations on your achievements!

Each year through the generosity of our donors, UNC Charlotte is able to recognize and support outstanding UNC Charlotte students with academic and need-based scholarships.

Please accept our congratulations and best wishes for a successful academic year.

If you have any questions, please contact the University Scholarship Office at scholarships@uncc.edu or 704-687-3871.

Learn more at scholarships.uncc.edu

University Scholarship Office | 1920 University City Blvd, Charlotte, NC 28223

2. If you’re offered a scholarship, you’ll see the My Scholarships section of your Dashboard and your Matched Scholarship Table update

Welcome, Norm
Log into your Scholarship Portal often for updates! Students selected for a scholarship will receive an offer email within 48 days after the application deadline, and will also see an award notification in the Application Status block under the My Scholarships section of their dashboard and on their matched scholarship screen. Students offered a scholarship must accept the award within 3 days of the offer email date, by completing the Scholarship Offer & Acceptance Form. Instructions on how to access this form through the Scholarship Portal will be included in the offer email. Scholarship payments will not be processed until the offer is accepted through this process.

Graduating Students: Undergraduate seniors or graduate students currently enrolled at UNC Charlotte and planning to complete their degree and graduate during the current academic year’s Fall or Spring Commencement, should not apply for scholarships through the Hawkeye Scholarship Portal. This is in the practice of UNC Charlotte to award scholarships to graduating students who will no longer be enrolled at the time of the award. All applications submitted by students who have applied to graduate during the current academic year will be accepted by the Interim Scholarships Portal prior to departmental review, and will not be considered.

References

My Scholarships

Emails

Scholarship Summary

- Total Scholarships
- In Progress
- Completed
- Rejected

Application Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Review</td>
<td>Scholarship offered</td>
</tr>
<tr>
<td></td>
<td>Scholarship accepted</td>
</tr>
<tr>
<td></td>
<td>Scholarship not offered</td>
</tr>
</tbody>
</table>
When a scholarship is offered, click on the Scholarship Offers link on your Dashboard to view a summary screen of all the scholarship(s) offered.

Click on the View Offer button on the Scholarship Offered screen to open the Scholarship Offer & Acceptance Form specific to the scholarship(s) you’re offered.

All UNC Charlotte students offered a scholarship must write and upload a Thank You Letter to the donor of your scholarship in NinerScholars. Follow the instructions on the Scholarship Offer & Acceptance Form. You must complete this step before payment of your scholarship will process.

*User Notes*

- Colleges/Departments may add custom scholarship specific conditions to this form. These conditions will appear directly below the University Terms & Conditions section.

If you choose to accept the scholarship offer, you must click the Yes radio button at the bottom of the Scholarship Offer & Acceptance Form or the award will not process to your account.