

2022-23



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.

SAN DIEGO MESA COLLEGE

Sign Up or Sign In

Opportunities

Welcome!

Thank you for serving as a reviewer for our applicants. In order to proceed, please complete the registration process by setting a password for your account. After creating your account, you will be able to sign in and review the applications you have been assigned. You will be able to access the system in the future using the same email address and password you set below.

Email Address
clee@sdccd.ed

Password

Your password must contain a minimum of 8 characters and include at least 1 digit, 1 uppercase letter, and 1 lowercase letter.

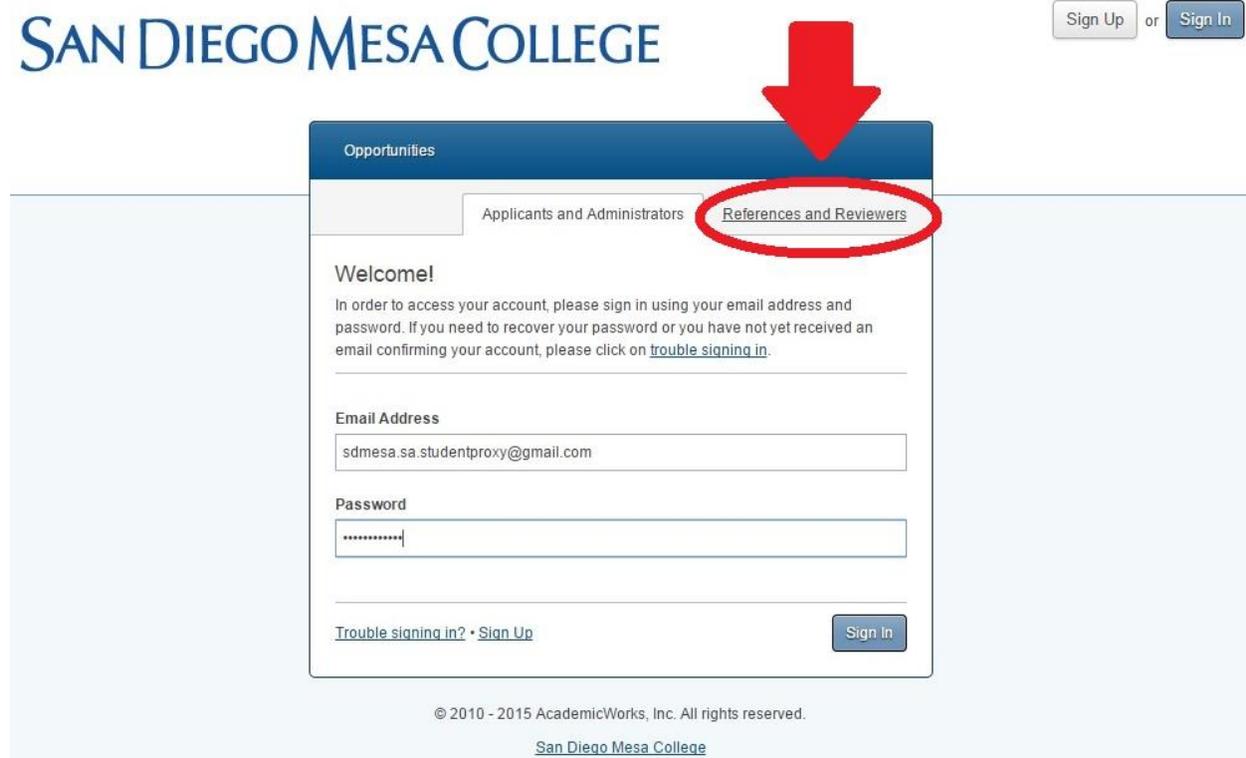
Confirm Your Password

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[San Diego Mesa College](#)

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.

| Opportunities | | ▼ Kathy Fennessey |
|--|---|----------------------------|
| Open for Review | | |
| William and Margaret Memorial Scholarship Summer 2015 | Reviews 07/27/2015 - 07/29/2015 43 Applications to Chair • 42 Reviews to Chair | 42 Reviews Assigned to You |
| Closed for Review | | |
| Val & Ron Ontell Future Teacher/Librarian Scholarship Winter 2014 | Reviews ended 03/23/2015 | 6 Reviews Assigned to You |
| Sidney W. Brossman Memorial Scholarship Winter 2014 | Reviews ended 03/23/2015 2 Applications to Chair • 2 Reviews to Chair | 1 Review Assigned to You |
| Richard & Eloise Johnston Health Services Scholarship Winter 2014 | Reviews ended 03/23/2015 33 Applications to Chair • 87 Reviews to Chair | 29 Reviews Assigned to You |
| Raymond Farmer Memorial Scholarship Winter 2014 | Reviews ended 03/23/2015 36 Applications to Chair • 105 Reviews to Chair | 35 Reviews Assigned to You |
| Dewey Bennett Memorial Scholarship Winter 2014 | Reviews ended 03/23/2015 7 Applications to Chair • 12 Reviews to Chair | 6 Reviews Assigned to You |
| Dental Assisting Program Scholarship Winter 2014 | Reviews ended 03/23/2015 5 Applications to Chair • 8 Reviews to Chair | 4 Reviews Assigned to You |
| Charles W. Patrick Memorial Scholarship Winter 2014 | Reviews ended 03/23/2015 61 Applications to Chair • 183 Reviews to Chair | 61 Reviews Assigned to You |
| Chancellor's Scholarship Winter 2014 | Reviews ended 03/23/2015 16 Applications to Chair • 26 Reviews to Chair | 13 Reviews Assigned to You |
| Catherine Laroocca Memorial Scholarship Winter 2014 | Reviews ended 03/23/2015 54 Applications to Chair • 106 Reviews to Chair | 53 Reviews Assigned to You |
| California Coast Credit Union Scholarship Winter 2015 | Reviews ended 03/23/2015 11 Applications to Chair • 20 Reviews to Chair | 10 Reviews Assigned to You |
| "Thank You for Your Service" Scholarship for Veterans Winter 2014 | Reviews ended 03/23/2015 | 15 Reviews Assigned to You |

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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.

The screenshot shows a navigation bar with 'Opportunities' and a user profile 'Kathy Fennessey'. Below is a section titled 'Open for Review' containing a list item: 'William and Margaret Memorial Scholarship Summer 2015'. To the right of this item, it says 'Reviews 07/27/2015 - 07/29/2015' and '42 Reviews Assigned to You'. A red arrow points to the scholarship name.

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.

The screenshot shows the 'Opportunity Details' page for the 'William and Margaret Memorial Scholarship'. It features a table with the following columns: Applicant, Your Rating, Qualified, and Actions. The table contains seven rows of applicant data. The 'Begin' button in the 'Actions' column of the second row is circled in red.

| Applicant | Your Rating | Qualified | Actions |
|------------|-------------|-----------|---------|
| [Redacted] | 85.0 | Yes | Update |
| [Redacted] | 55.0 | Yes | Update |
| [Redacted] | 90.0 | Yes | Update |
| [Redacted] | 75.0 | Yes | Update |
| [Redacted] | 75.0 | Yes | Update |
| [Redacted] | 70.0 | Yes | Update |
| [Redacted] | 60.0 | Yes | Update |

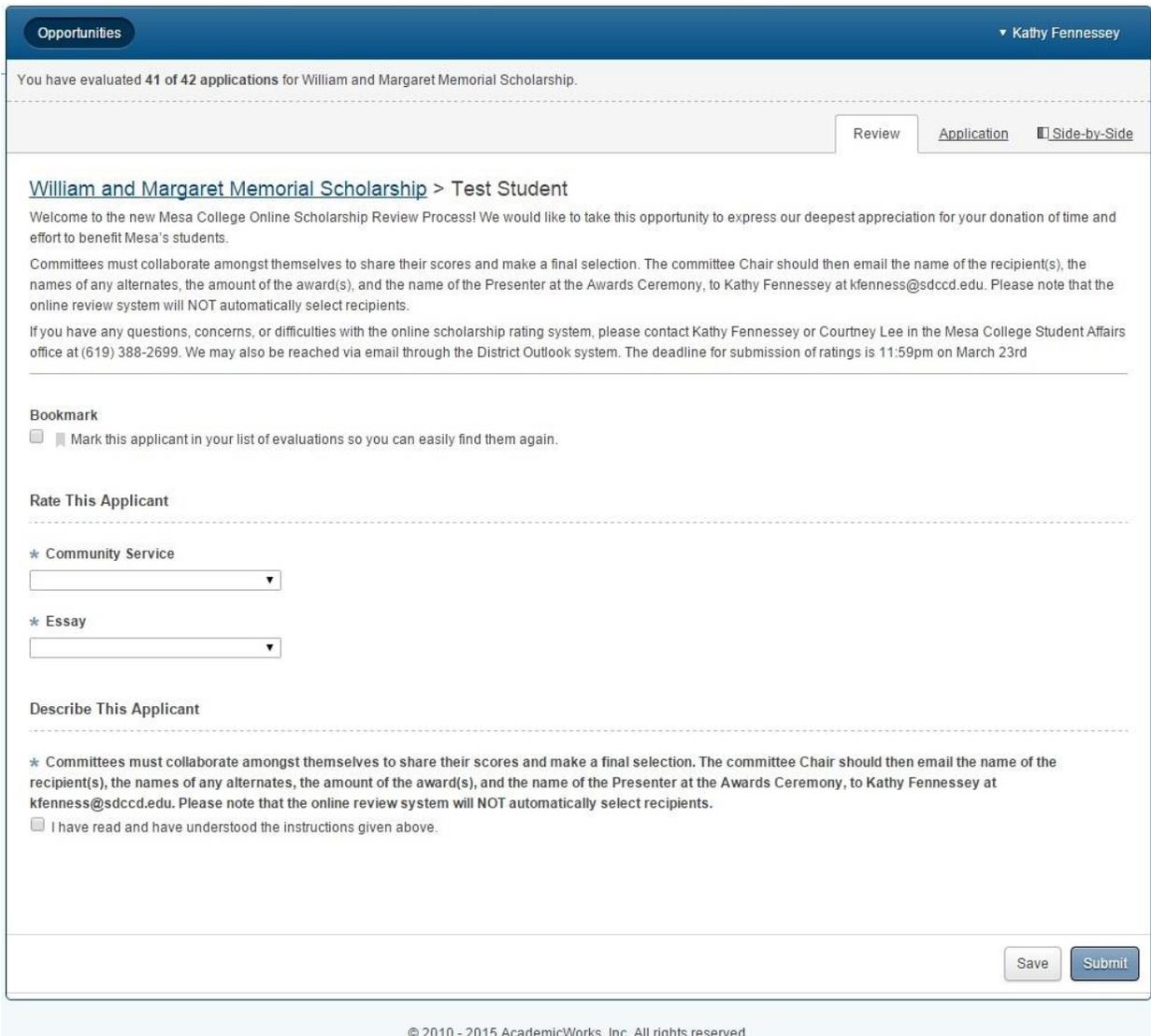
These applications are identified by the name of the applicant on the left, and you may begin your review by selecting the [Begin] button on the right-hand side of the window.

This is a close-up of the table from the previous screenshot. A red arrow points to the 'Begin' button in the 'Actions' column for the 'Test Student' row, which is also circled in red.

| | | | |
|--------------|------|-----|--------|
| [Redacted] | 80.0 | Yes | Update |
| Test Student | - | | Begin |
| [Redacted] | 85.0 | Yes | Update |
| [Redacted] | 70.0 | Yes | Update |

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:



Opportunities ▼ Kathy Fennessey

You have evaluated 41 of 42 applications for William and Margaret Memorial Scholarship.

Review Application Side-by-Side

William and Margaret Memorial Scholarship > Test Student

Welcome to the new Mesa College Online Scholarship Review Process! We would like to take this opportunity to express our deepest appreciation for your donation of time and effort to benefit Mesa's students.

Committees must collaborate amongst themselves to share their scores and make a final selection. The committee Chair should then email the name of the recipient(s), the names of any alternates, the amount of the award(s), and the name of the Presenter at the Awards Ceremony, to Kathy Fennessey at kfennessey@sdccd.edu. Please note that the online review system will NOT automatically select recipients.

If you have any questions, concerns, or difficulties with the online scholarship rating system, please contact Kathy Fennessey or Courtney Lee in the Mesa College Student Affairs office at (619) 388-2699. We may also be reached via email through the District Outlook system. The deadline for submission of ratings is 11:59pm on March 23rd

Bookmark

Mark this applicant in your list of evaluations so you can easily find them again.

Rate This Applicant

* Community Service

* Essay

Describe This Applicant

* Committees must collaborate amongst themselves to share their scores and make a final selection. The committee Chair should then email the name of the recipient(s), the names of any alternates, the amount of the award(s), and the name of the Presenter at the Awards Ceremony, to Kathy Fennessey at kfennessey@sdccd.edu. Please note that the online review system will NOT automatically select recipients.

I have read and have understood the instructions given above.

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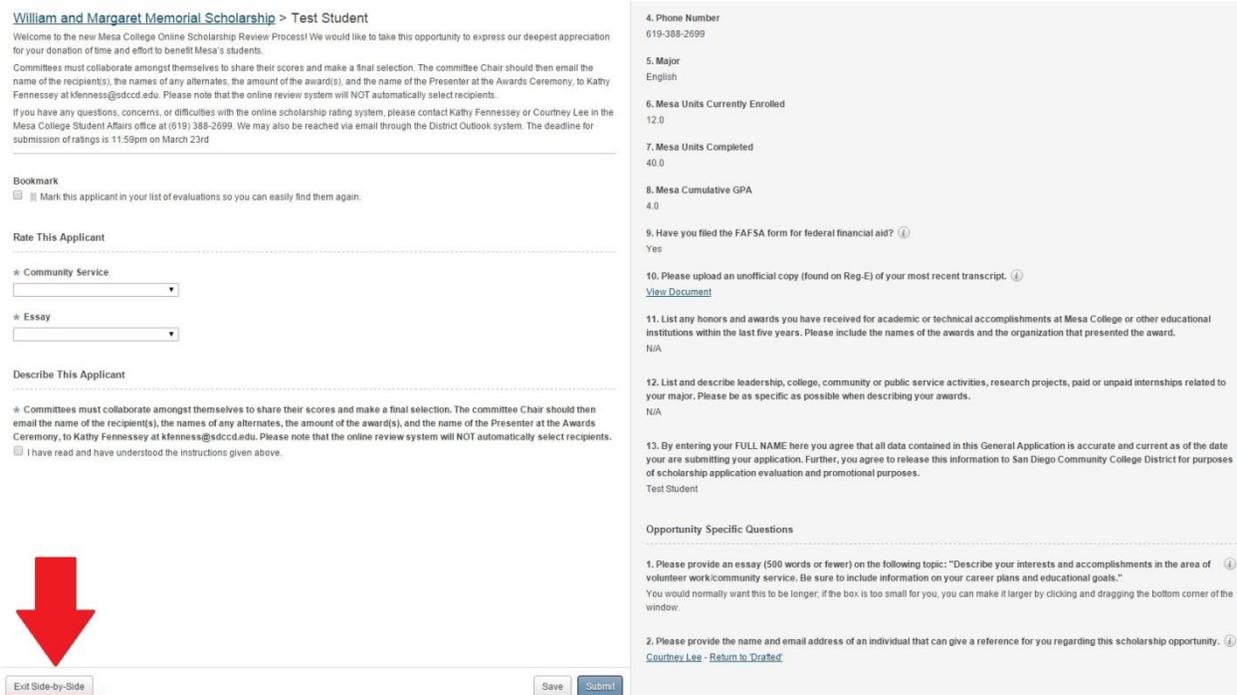
In this form, it simply shows the scholarship opportunities description and sections for you to enter your scores based on the specific rubric of your scholarship. You can switch between this “Review Form” page and the actual “Application” page by using the tabs at the top of the page.



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 nominee and alternate directly. The names of final nominee and alternate should be submitted by the Review Committee Chairperson via the unique Scholarship Nominee Selection Form that will be shared with the Chair closer to the submission deadline.

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.