



# WAYNE STATE UNIVERSITY

## AcademicWorks FAQ

Welcome to the Wayne State University's online scholarship application!

### What is AcademicWorks?

AcademicWorks is an online portal that assists students in searching for scholarships. The program has listings for scholarships that are offered through the Office of Scholarships and Financial Aid and the College of Education.

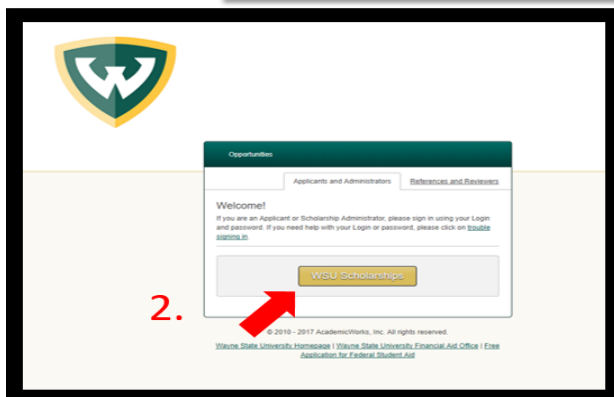
### Who can use the system?

- Current students enrolled at Wayne State University with an AccessID are able to use the system and be considered for scholarship opportunities.
- Newly admitted students for the upcoming academic year in which they are admitted to the University.

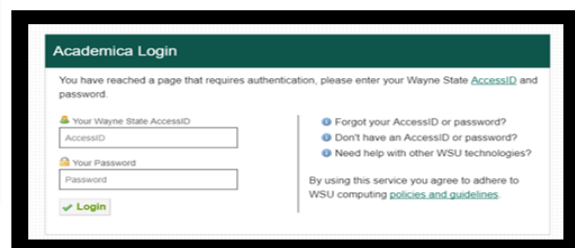
Scholarships will be awarded for the next academic year, therefore current students must be returning to WSU for the upcoming academic year to receive consideration.

### How do I get started?

Sign in with the button in the upper right hand corner using your WSU AccessID and password.



3. Students can log in using their AccessID credentials



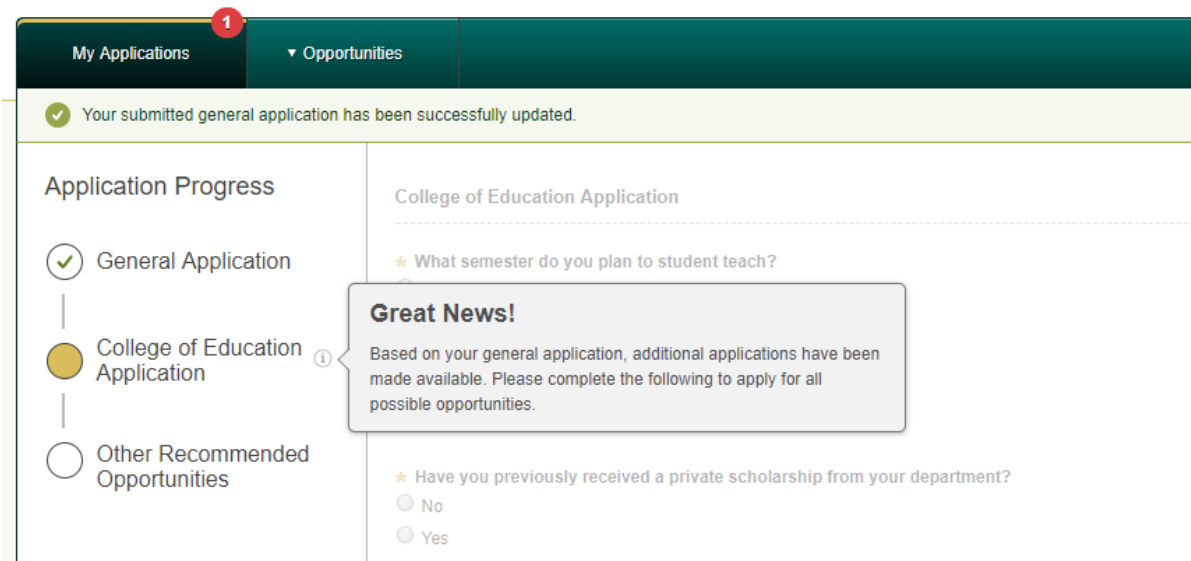
Complete the General Application with all requested information. Applications can be submitted or saved for completion later. Any updates or changes to applications must be submitted by the deadline of March 1, 2018.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'My Applications' (with a red notification bubble containing the number '1'), 'Opportunities', and a user profile for 'Benjamin Jerris'. The main content area is titled 'Application Progress' and shows a 'General Application' in progress. Below this, there are instructions: 'You can save your application at any time by clicking Save and Keep Editing at the bottom of the form. Once completed, you can submit your application by clicking Finish and Continue. Note: Required fields are marked with an asterisk. Remember, highest priority will be given to those with completed applications. You are able to make amends to your application at any time up until the scholarship deadline of March 1st.' The 'General Application Questions' section includes: 'Expected Graduation Date' (with a date input field and placeholder 'MM/DD/YYYY'), 'Are you currently employed?' (with radio buttons for 'No' and 'Yes (if yes, please complete section below)'), and 'Current Employment' (with a table for '1. Place of Employment' and '2. Job Title'). At the bottom left is an 'Applicant Record' button, and at the bottom right are 'Save and Keep Editing' and 'Finish and Submit' buttons.

- Click on “Applicant Record” at the bottom of the General Application screen and review all information in your profile. If any changes need to be made, please check Academics or contact the Registrar’s Office directly.

This screenshot illustrates the 'Applicant Record' modal window. A red arrow points from the 'Applicant Record' button in the previous screenshot to this modal. The modal contains the following information: 'The information on this page is populated from your official student file. You cannot edit this information from the scholarship portal. To update or change information here, please check Academics or contact the Registrar's Office directly.' Below this, there are seven fields, all with 'No answer provided' status: 1. Banner ID, 2. First Name (import), 3. Last Name (import), 4. Education Level, 5. Primary Major, 6. All Majors, and 7. Minor. The modal has a 'CLOSE X' button in the top right corner.

- Any Conditional Applications will appear to qualified applicants upon saving or submitting the General Application. This will also be shown as an item in the application progress bar. Conditional applications are triggered by a student’s declared major and will not necessarily appear for all students.



### Do I have to complete an application?

You are not required to complete any applications to be considered for some scholarships. HOWEVER, completing your general application and any requested supplemental documentation will increase your consideration for awards.

### What happens after I complete the application(s)?

After completing the General Application (and any Conditional Applications that you may be presented), you will be directed to the Recommended Opportunities where you will see any Apply-To opportunities for which the system determines that you may qualify.

- **Recommended:** Under “Opportunities”, you might see scholarship opportunities recommended to you after you have completed the General Application. These scholarships need additional action on your part to receive consideration. Select “Recommended” under “Opportunities” to complete additional requirements. *\*Recommended does not guarantee you will receive a scholarship.*
- **All WSU Scholarships:** Under “Opportunities”, there is a list of all scholarship opportunities within the system. This list shows all scholarships, not only the scholarships for which you are receiving consideration.

Under “Actions”, if “None” then this is an auto-matched scholarship. If “Apply” you must complete additional questions to be considered. You can then click “Apply” for any of these opportunities that you have not yet applied for. *\*Matching to an opportunity does not guarantee you will receive the scholarship.*

- The “Deadline” column indicates the deadline to complete all applications and supplemental material in order to receive consideration.

### How do I know when I am done in the system?

- Once you complete the General Application and any recommended applications, you will see that each of the applications on your dashboard shows a status of **“Submitted”**.
- You can log out of the system knowing your information will be reviewed and forwarded to the proper review committee and department.
- A confirmation email will be sent to you anytime you have an application move to a submitted category.
- You can check back in the system regularly to see if any new scholarships were added or make any changes to your application up until the deadline date.

### **When will I receive notice about the scholarships I received?**

If you are chosen for a scholarship, you will receive an award email. If you are not selected for a scholarship, you will also receive an email notification. Scholarship decisions will be made in early spring and scholarship recipients will be notified early summer.

### **Do I have to apply every year?**

Yes, this year the scholarship season runs **December 1, 2017 through February 28, 2018**. Your current General Application will be archived in **September 2018**. The system will reopen for the next scholarship season in **early October 2018**. Watch your WSU email for reminders to complete your applications for the upcoming year at that time!

### **Who can I contact with questions?**

Email [scholarships@wayne.edu](mailto:scholarships@wayne.edu), call the Financial Aid office at 313-577-2100 or visit the Student Service Center in The Welcome Center.

## **AcademicWorks Glossary**

**GENERAL APPLICATION:** If this is your first time logging into the program for a scholarship cycle, you will be redirected to complete the General Application. Questions marked with an asterisk indicate required questions. It is also suggested that you answer as many questions as apply to you in order to maximize your chances to receive a scholarship. Save and submit your General Application. Upon completion of the General Application, you will automatically be matched to potential scholarship opportunities!

**OPPORTUNITIES:** Opportunities is another term for scholarships and is used interchangeably.

**CONDITIONAL APPLICATION:** A Conditional Application will appear to qualified applicants, based on their major, upon the saving or submission of the General Application. (This will also be shown as an item in the application progress bar.)

**RECOMMENDED OPPORTUNITIES:** After completing the General Application (and any Conditional Applications the applicant may be presented with), applicants will be directed to the Recommended Opportunities page where the applicant will see any Apply-To opportunities for which the system determines that they may be qualified for.

**APPLICANT RECORD:** Your “Applicant Record” is compiled of information imported from official university files. The record itself is not editable by the student, but it is recommended students review

their individual “Applicant Records” to make sure all imported data is correct and up-to-date. To update or make changes to your “Applicant Record”, check Academics or contact the Registrar’s office.

**FAFSA:** The Free Application for Federal Student Aid (FAFSA) is a form that can be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid. Wayne State University uses the student’s FAFSA to determine eligibility to “need-based” awards.

**NEED BASED SCHOLARSHIPS:** Need based scholarships are awarded to students based on their financial need in terms of attending a university.

**DEADLINE:** Last day to apply for scholarships – all applications must be completed and submitted by the deadline date to be considered for awards.

**PROFILE:** Your profile on Academicworks is compiled of ALL the information gathered from the multiple applications and imported data from official university records.

**FULL-TIME:** 12+ Credit Hours

**THREE-QUARTER TIME:** 9-11 Credit Hours

**HALF-TIME:** 6-8 Credit Hours

**LESS-THAN-HALF-TIME:** 1-5 Credit Hours