

# NEW CENTURY SCHOLARSHIP

## PROOF OF ENROLLMENT CLASS OF 2021

### BASIC RULES

Students from the graduating class of 2021 must submit verification documents demonstrating they have met all requirements for the New Century Scholarship by September 1, 2021. Part of the documentation you need to submit is proof of enrollment for Fall semester 2021 at an eligible institution.

### PROOF OF ENROLLMENT

The proof of enrollment must show that you are enrolled at an eligible school and include the following information:

1. Your name
2. The semester (i.e. "Fall 2021")
3. The name of the college/university where you are enrolled
4. Your student college/university ID number (may be handwritten)

For step-by-step instructions on how to obtain this information, see page 2 of this document.

### HOW TO SUBMIT THE PROOF OF ENROLLMENT

Use the "upload" function found in your New Century Scholarship student account to submit the documentation. To do this follow the steps below:

Step 1: Follow the instructions on pages 2-3 to obtain the correct documentation

Step 2: Save the document as a PDF or PNG format. You may need to print the document and scan it to save it as a PDF. To save the document as a PDF follow these steps when using Google Chrome:

- Pull up your document on your college account.
- Right click and select Print (Make sure Headers and Footers is checked under "Options".)
- Click "Change" to change your printer and select "Save as a PDF".
- Click "Save", this will pull it up as a PDF, then you can save it to then upload it to your scholarship account.
- Mac users can follow similar steps selecting to print the document. Once in the print screen save as a PDF.

Step 3: Log into your New Century Scholarship account and click on "Upload Documents" link on the left side of the page

Step 4: Upload the document. If the document was successfully uploaded a message will appear on the screen. If you do not receive this notice please upload the document again.

### TIPS FOR SUBMITTING DOCUMENTS

- The documents should either be obtained from the school registrar or from your college account. It does not need to be official, but must be obtained directly from the school's website.
- Documents cannot be copied and pasted or have information that has been handwritten or typed (with the exception of the student ID). Screen shots capturing ALL required information are accepted.
- A school website at the bottom or top of the page is acceptable for the college name.
  1. If a document does not print with the website on it, you can generally adjust this from "Page Setup" or the printer settings by adding in the header or footer.
  2. Google Chrome users: After selecting print, ensure that "Headers and Footers" is selected in the Options box.
- Wait-listed courses do not count towards the minimum credit hour requirement.

### ELIGIBLE INSTITUTIONS

The scholarship can you be use at the following institutions: Dixie State College, Salt Lake Community College, Snow College (if you are enrolled in a bachelor's degree program), Southern Utah University, University of Utah, Utah State University, Utah Valley University, and Weber State University.

## ACCEPTABLE DOCUMENTS

Below are steps to obtaining documents that are generally accepted for the proof of enrollment. The information provided below was verified as of March 2020. However, campus systems can change without notice.

PRIOR TO SUBMISSION, YOU ARE RESPONSIBLE FOR ENSURING THE DOCUMENT CONTAINS  
ALL REQUIRED INFORMATION AS OUTLINED ABOVE.

College/ University	Document Name	Steps to Obtain the Document
Dixie State University	Student Detailed Schedule	Log in to your myDixie account. Click on "Student" then on "Registration". Click on "Student Detail Schedule" and select the term. Ensure that URL prints out on the document.
	Academic Transcript	Log in to your myDixie account. Click the "Student" tab, then click on "Student Records." Click "View Unofficial Transcript." Ensure the school name or URL prints on the document.
Southern Utah University	Academic Transcript	Log in to your mySUU portal. In the Banner box, click "Student Menu." Click on "Student Records," then click on "Academic Transcript." From the drop-down menu, select "All Levels" and "Web Transcript." Ensure that school name is on the document, either in the URL or elsewhere.
	Official Transcript	Log in to your mySUU portal. Under "resources" select "order transcript/replacement diploma". Complete the request.
Snow College	Academic Transcript	Log in to the Badger Web and click on "Student Services", click "Student Records", then on "Academic Transcript." Ensure that school name is on the document, either in the URL or elsewhere.
University of Utah	Unofficial Transcript	Log in to the CIS. Click on Academic Records icon (has a paper with an A+ on it). On the left hand side click on the tab that says "View Transfer Credit Report". At the top of the page click on the tab that says "My Academics". Click the link that says "View my Unofficial Transcript". There will be a box that reads: "Academic Institution: U of U, Report Type: U of U Unofficial transcript" click "Go". You may need to click "Refresh". Highlight the text from top to bottom so that the full page will save without the menu bar on the left. Right click on your mouse and select Print and choose to print as Adobe PDF to save this onto your desktop to your computer.
Utah State University	Student Detail Schedule	Log in to your myUSU portal. On the left hand side of the screen select "Banner". Click on "Main Menu" then the student tab. Next click on "Registration". Click on "Student Detail Schedule". Select the semester and click "View." Must print with the URL in order to be acceptable.
	My Class Schedule	Log in to your myUSU portal. Under Student Information click on "My Class Schedule". Select the Term. Click on the printer icon in the right hand corner and print to a PDF.
	Academic Transcript	Log in to your myUSU portal. On the left hand side of the screen select "Banner." Click on "View Transcript", select "Undergraduate" for the level and "Unofficial" for the type. Click "Submit."
Utah Valley University	Unofficial Transcript	Log in to myUVU account. Go to the student tab on left hand side of screen and select "My Academics." On the right hand column click on Academic Info, click on "Unofficial Academic Transcript." Select "Undergraduate" for level and "Unofficial" for Type. Click Submit. Your university ID # can be handwritten or take a screen shot and save the document in order to show the ID#.
	Student Schedule	Log in to myUVU. Go to Student tab on the left hand side of the screen and select "My Academics". Click on "My list of Classes." Select the term. Please note, your university ID # can be handwritten or take a screen shot and save the document in order to show the ID #.
Weber State University	Unofficial Transcript	Log in to the eWeber portal. Search for "unofficial transcript." Click on the unofficial transcript. The system may required you to log in again then will direct you to the Academic Transcript page. Select "All Levels" and "unofficial". Click the submit button.
	Academic Transcript	Log in to the eWeber portal. Search for "official transcript." This will take you to the Student Clearinghouse page. Go to the bottom of the page. Select "order and track transcript." If you need to enter an email address to send the transcript to, enter regentsscholarship@ushe.edu.
	Student Schedule Bill	Log in to the eWeber portal. Click on "Tuition and Fees" icon. Select "Student Schedule Bill." Select the correct semester then click "Display."