



## 2007-08 Renewal Scholarship Criteria & Important Information

### The Basics

- Renewal Scholarships provide Alumni Scholars an opportunity to renew their initial scholarship award by performing service to the UCLA Alumni Association and UCLA campus community. It is our hope that Alumni Scholars will become involved in campus events and organizations, increase their connection to the University, develop their leadership skills at UCLA and create a desire to be involved in UCLA beyond their student years.
  
- Renewal Scholarships are available to Alumni Scholars who received an award upon entering UCLA as a freshman in fall 2005, 2006 or 2007 or upon entering UCLA as a transfer student in fall 2007. The Renewal Scholarship amount will be the same as the original award or first-year payment. State finalists will receive second, third and fourth payments of their original Freshman or Dr. Ralph J. Bunche awards by meeting the criteria of the Renewal Scholarship. Students who entered as freshmen can renew up to three years; transfer students can renew up to one year.
  
- **Read carefully:**
  - **All Alumni Scholars who entered as freshmen in 2005 must complete a minimum of 36 units per year and maintain a 3.0 cumulative GPA for the 2007-08 academic year.** Failure to meet these academic standards will result in ineligibility for the Renewal Scholarship regardless of completed service and met deadlines.
  - **All Alumni Scholars who entered as freshmen in 2006 must complete a minimum of 36 units per year.** By the end of your second year you must have a cumulative GPA of at least 3.0 to renew your Alumni Scholarship for your third year of study. You must also have a cumulative GPA of at least 3.0 at the end of your third year to renew your Alumni Scholarship for your fourth year of study. Failure to meet these academic standards will result in ineligibility for the Renewal Scholarship regardless of completed service and met deadlines.
  - **All Alumni Scholars who entered as freshmen in 2007 must complete a minimum of 36 units per year and maintain a 2.0 cumulative GPA for the 2007-08 academic year.** Failure to meet these academic standards will result in ineligibility for the Renewal Scholarship regardless of completed service and met deadlines.
  - **Alumni Scholars who are transfer students entering in 2007 must complete a minimum of 36 units per year and maintain a 2.0 cumulative GPA for the 2007-08 academic year.** Failure to meet these academic standards will result in ineligibility for the Renewal Scholarship regardless of completed service and met deadlines.
  - **All Alumni Scholars who entered in 2007 must attend at least one Renewal Scholarship Information Workshop in October.**

### The Renewal Process

#### 1) Turn in your Renewal Agreement

- In order to be eligible for the Renewal Scholarship, you must read and sign the Renewal Scholarship Agreement and return it by **January 30, 2008**. Students will not be eligible to renew their scholarship if this agreement is not returned on time to the ASC Advisor, at the James West Alumni Center.

## 2) Begin completing service hours

- A combination of 30 hours of volunteer service to the UCLA Alumni Association and the UCLA campus must be completed by **May 13, 2008** to renew your scholarship.
  - ✓ A minimum of 3 hours of Alumni Association service (may include many ASC and SAA activities) must be completed in order to renew your scholarship, not including the one hour of service you receive by attending the ASC Fall, Winter and/or Spring Quarterly meetings. Please note – you are encouraged to complete more service to the Alumni Association beyond the three-hour requirement.
  - ✓ The remaining service may be completed through any UCLA department, service organization or club. The service must not be paid in any way or done for course credit. Service hours performed outside of a UCLA organization will not be accepted for this scholarship.
- Beginning September 27, 2007 students can visit [www.studentgroups.ucla.edu/asc/RenewalScholarship](http://www.studentgroups.ucla.edu/asc/RenewalScholarship) to review a list of service opportunities at the Alumni Association and UCLA. The list is updated continuously, so be sure to check back regularly. The list of UCLA service activities is a sample of possible opportunities on campus; we encourage you to seek your own.
- Every two weeks the Alumni Scholarship staff will send out an e-mail with current Alumni Association and UCLA service opportunities. This is the best way to get up-to-date information on service projects. If you do not receive these e-mails, please contact the ASC Advisor.

## 3) Report your service hours

### Step One:

- For each service project completed you must fill out and submit the Alumni Scholar Service Form. Copies of this form are available online at **Alumni Scholarship Renewal Web site at [www.UCLAlumni.net/RenewalScholarship](http://www.UCLAlumni.net/RenewalScholarship)**.
- This form must be signed by the project supervisor and proves that you participated in the project. It must be completed and submitted to the Alumni Scholarship office within two weeks of the service date.
- Submit the Service Form to a drop-off box on the second floor of the James West Alumni Center.

### Step Two:

- Visit the Web site at [www.UCLAlumni.net/RenewalScholarship](http://www.UCLAlumni.net/RenewalScholarship) to log your hours online.
  - ✓ Enter your last name and UID in the log in box
  - ✓ Click on the ASC icon
  - ✓ Click on Submit Report
  - ✓ Enter your service hours and the contact information for the project supervisor.
  - ✓ Record which type of service you have completed: Alumni Association or UCLA.
- Be sure to keep track of your remaining balance. All service must be completed and recorded into the online system by **May 13, 2008**. Service hours completed and/or recorded after May 15 will not be accepted.

## 4) Participate in a Renewal Scholarship Interview or Renewal Scholarship Workshop

- **First and third year students, and first year transfer students:** Renewal Scholarship interviews will be held **May 31, 2008**. **Mark this date on your calendar now – this interview is mandatory and completes the Renewal Scholarship process.** Interviews provide an opportunity to discuss your past year at UCLA with veteran Bruins. It is a great opportunity to meet successful alumni, build new relationships and discuss what it means to be a Bruin leader. You will be able to schedule your interview appointment time online in May just after the service deadline of May 13. It is your

responsibility to comply with this appointment time, or make alternate arrangements. If you do not attend your interview you will not be able to renew your scholarship.

- **Second year students:** Renewal Workshops will be held on May 31, 2008. **Mark this date on your calendar now – this workshop is mandatory and completes the Renewal Scholarship process.** In this brief 30-minute workshop you will complete a form that will give Alumni Scholarships information on all of your activities at UCLA beyond the service you report online. You will be able to designate a preference for the workshop time that works best for you. All times will then be assigned in May.

## Studying Abroad or Leave of Absence

### Notification:

- A **one-quarter prior notification** is required from all Alumni Scholars planning to study abroad or take leave of absence. An e-mail must be sent to Alumni Scholarships Project Manager Michelle Sproat, [Msproat@UCLAumni.net](mailto:Msproat@UCLAumni.net) stating the planned dates of travel and quarters away from campus. In addition, please indicate if the study abroad program is EAP, affiliated with UCLA, or a separate non-UCLA program.

### Service:

- **For students gone one quarter of the academic year,** renewal scholarship requirements remain the same. Thirty hours of service, with a minimum of three hours with the alumni Association or ASC, must be completed by the specified deadline. Renewal Scholarship money will be disbursed in the following academic year.
- **For students gone two or more quarters of the academic year,** two options are available,
  - 1) You may complete 30 additional hours of service (60 total) in the year before you study abroad or take leave of absence.
  - 2) You may complete 30 hours of service during your fourth or final year at UCLA. If you choose to complete the service requirement in the fourth year, 30 hours of service, with a minimum of three hours with the Alumni Association of ASC, must be completed by the specified deadline. Renewal Scholarship money will be disbursed during the fourth or final year you are completing service.
- Notification of selected option is required in the above-mentioned formal e-mail notification, required at least one quarter prior to departure from the university.

### Disbursements:

- Students studying in a UC Education Abroad Program will receive Renewal Scholarship payments in the usual manner through their UCLA BAR accounts.
- Renewal Scholarship awards will not be disbursed through BAR if the study-abroad program is not through UC EAP. Renewal Scholarship payments will be deferred until the next year quarter at UCLA.
- A one-quarter absence in a non-EAP program will result in the Renewal Scholarship payment being disbursed into the two remaining quarters of that same academic year.

## Stay Informed

- **E-mail** is the primary tool the Alumni Scholarship staff use for communicating with 750 Alumni Scholars. It is your responsibility to keep the Alumni Scholarship staff informed of any contact information and e-mail changes throughout the year by updating your *ASC Profile* at <http://www.uclalumni.net/Scholarships/renew/home.cfm> and log in with your last name and UID. If we do not have your correct e-mail address on file, you won't receive important announcements and reminders.

- **Renewal Scholarship Information Workshops** will be held once in fall quarter and once in winter quarter. It is crucial that new students attend one of these workshops to fully understand the Renewal Scholarship process. The workshops are identical; see dates below.
- If for any reason you do not complete all the necessary requirements of the Renewal Scholarship, your award will not be renewed. However, you will be eligible to participate in the Renewal Scholarship process the following year. State Finalists who do not complete the specified requirements of the Renewal Scholarship will not receive 2007 award disbursements.
- For more information, contact the ASC Advisor at 310-206-0663.

**To avoid missing an easy opportunity to receive the Renewal Scholarship, mark these important dates in your academic planners.**

- Sept. 27      Renewal Scholarship service begins
- Oct. 5        Renewal Scholarship Information Workshop\*
- Oct. 10       Renewal Scholarship Information Workshop\*
- Oct. 11       Renewal Scholarship Information Workshop\*
- Oct. 15       Renewal Scholarship Information Workshop\*
- Oct. 17       Renewal Scholarship Information Workshop\*
- Jan. 30       Renewal Scholarship Agreement due
- May 13       Last day to complete Renewal Scholarship service
- May 13       Last day to log Renewal Scholarship service online
- May 31       Renewal Scholarship Interviews

\* Note: It is mandatory that all new Alumni Scholars entering in 2007 attend at least one Renewal Scholarship Information Workshop.