



UTAH SYSTEM OF HIGHER EDUCATION

REGENTS' SCHOLARSHIP  
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## BASIC RULES

- Students who earned the Exemplary Academic Achievement Award (EAA) **must renew it each semester by submitting a payment request through their scholarship account.** You must enroll in Fall and Spring (Winter for those attending BYU-Provo) semesters continuously unless an approved leave of absence is obtained.
- To maintain eligibility, you are required to enroll in and successfully complete 15 credit hours each semester, earning a 3.3 semester GPA or higher. If you do not earn a 3.3 semester GPA you may be placed on probationary status; however, if you earn a semester GPA lower than a 3.3 you for a second semester you will forfeit the scholarship. The EAA will expire five years from the date of high school graduation and may be utilized for four semesters, 65 credits, or completion of a bachelor's degree, whichever comes first. Please note: only credits earned during semesters in which you received a scholarship payment are counted towards the 65 credits. If you do not provide evidence of meeting the renewal requirements by the deadlines listed below, the scholarship will be forfeited.
- Students who were approved for a deferment immediately after high school graduation and have earned the Base Award or the Base and UESP Awards only you will need to submit proof of enrollment as described below. You will not need to submit proof of completion; however, if you drop below 15 credits you will forfeit the scholarship and will have to repay the award.

## DEADLINES FOR SUBMITTING A PAYMENT REQUEST

All documentation must be postmarked by the following dates:

- **September 15** for Fall Semester
- **February 1** for Spring/Winter Semester (if you are attending BYU)
- **June 1** for Summer Semester

You are strongly encouraged to submit the required documentation as soon as possible. Payment processing takes 2-3 weeks after all required documents have been received. In some cases, you may not receive the award payment until after tuition is due. In such cases, it is your responsibility to comply with and meet any tuition payment deadlines.

## DEADLINES FOR SUBMITTING A LEAVE OF ABSENCE REQUEST

If you do not continuously enroll, you must apply for and be granted an approved leave of absence through the Regents' Scholarship office.

- You are encouraged to submit a Leave of Absence application as early as possible if you do not intend to enroll in Fall Semester, but you must submit it no later than **August 1**.
- If you are not enrolling in Spring (Winter) semester, you must submit your Leave of Absence application no later than **January 15**.

## PAYMENT REQUEST DOCUMENTATION

**Proof of enrollment in at least 15 credit hours must include the following:**

- 1) your name
- 2) the titles of enrolled courses
- 3) the semester you will attend (for example "Fall 2017")
- 4) the name of the college/university where you are enrolled
- 5) your student college/university ID # (may be handwritten)
- 6) total number of credit hours enrolled

Note: BYU Independent Study and wait-listed courses do not count towards meeting the minimum credit hour requirement.

**Proof of successfully completing at least 15 credits, earning a 3.3 semester GPA or higher must include the following:**

- 1) your name
- 2) the semester attended (for example "Spring 2018")
- 3) the name of the college/university attended
- 4) the title of courses completed
- 5) total number of credit hours completed with grades
- 6) the semester GPA earned

## HOW TO SUBMIT RENEWAL DOCUMENTATION AND REQUEST A PAYMENT

To submit a payment request, log in to your Regents' Scholarship account and click on "Payments". If you have not created your Regents' Scholarship student account go to [myaccount.regentsscholarship.org/onboard](http://myaccount.regentsscholarship.org/onboard) and enter the information requested. Once your account is created, log in to your account through [myaccount.regentsscholarship.org](http://myaccount.regentsscholarship.org) and follow the steps below to upload your renewal documents:

**Step 1:** Follow the instructions found in the table below to obtain the correct documentation.

**Step 2:** Save the document(s) as a PDF or PNG format. You may need to print the document, then 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 in to your Regents' Scholarship student account and click on "Payments" on the left side of the page

**Step 4:** Click on "Complete Payment Request Form" then fill out the questions and upload the required documentation

Please note: If you choose to submit a transcript to show completion of the course work, you may use the college or university's electronic transcript exchange to send a transcript directly to us from the college. However, we do not accept documents submitted via email or fax directly from students.

## TIPS FOR SUBMITTING DOCUMENTS

- The documents should either be obtained from the college registrar or on-line from your college account and does not need to be official, but must be obtained directly from the college'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.
- The information needs to be contained in one document, not a combination of several documents.
- A college 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.
- Coursework completed through BYU Independent Study is not accepted.

## ACCEPTABLE DOCUMENTS

Below are steps to obtaining documents that are generally accepted for the renewal of the scholarship. The information provided below was verified as of March 2018. However, campus systems can change without notice; therefore, if you are experiencing difficulty in obtaining the documentation needed to renew your scholarship please contact us.

**PRIOR TO SUBMISSION, YOU ARE RESPONSIBLE FOR CHECKING TO ENSURE THAT THE DOCUMENT CONTAINS ALL THE REQUIRED INFORMATION AS OUTLINED ON PAGE 1.**

College/ University	Document Name	Document Acceptable for Proof of Completion	Document Acceptable for Proof of Enrollment	Steps to Obtain the Document
Brigham Young University	Record Summary	Yes	Yes	Log in to your myBYU account. In the "Campus Favorites-Student" box under the Personal Information click "View Grades and Academic Progress." Or, once you have logged in, in the "Campus Links" box click "School," then under AIM section click "Gradebook."

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# Instructions for Renewing the Exemplary Academic Achievement Award

College/University	Document Name	Document Acceptable for Proof of Completion	Document Acceptable for Proof of Enrollment	Steps to Obtain the Document
Dixie State University	Student Detail Schedule	No	Yes	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	Yes	Yes	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.
LDS Business College	Unofficial Transcript	No	Yes	Log in to your MyBC account. Click on "Student Center". Under "BC Popular Places", select "Transcript-View Unofficial" from the "Other Academic" drop down. Click the arrow button. For the "Report Type" select "Unofficial". Then click "View Report".
	Official Transcript	Yes	Yes	Go to homepage of LDSBC. Click on bottom menu (located at top right of page). Click on transcript request. Next log in and you will be taken to the transcript request form.
Salt Lake Community College	Student Detail Schedule	No	Yes	Log in to your mySLCC portal. From the top menu, select "Academics & Records." Click on "View/Print Schedule Summary" from the Schedule box. Select semester and click "Submit."
	Academic Transcript	Yes	Yes	Log in to your mySLCC portal. From the top menu, select "Academics & Records." Click on "Display Academic Transcript" from the Academic Records box. Select "Undergraduate" for level and "Web Transcript" for type. Click "Submit."
Snow	Academic Transcript	Yes	Yes	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.
Southern Utah University	Academic Transcript	Yes	Yes	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 the URL prints out on the document. Please note, your university ID # can be handwritten on the document.
	Official Transcript	Yes	Yes	Log in to your mySUU portal. Under "resources" select "order transcript/replacement diploma". Complete the request.
University of Utah	Unofficial Transcript	Yes	Yes	Log in to the CIS. On your Homepage there is a box titled "View Your Grades" (image is of a paper with A+ grade on it). There will be different tabs at the top. Click on "Unofficial Transcript." It will populate some fields, make sure the information is correct then click "Go." After a few minutes, click "Refresh" to view your unofficial transcript. Right click on your mouse and select Print and choose to print as Adobe PDF to save this onto your desktop to your computer.

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College/ University	Document Name	Document Acceptable for Proof of Completion	Document Acceptable for Proof of Enrollment	Steps to Obtain the Document
Utah State University	Student Detail Schedule	No	Yes	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	No	Yes	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	Yes	Yes	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	Academic Transcript	Yes	Yes	Log in to myUVU account. Go to the student tab on left hand side of screen and select "My Academics." 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 #.
	Unofficial Transcripts	Yes	Yes	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	No	Yes	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	Yes	Yes	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	Yes	Yes	Log in to the eWeber portal. Search for "official transcript." This will take you to the Student Clearing House 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	No	Yes	Log in to the eWeber portal. Click on "Tuition and Fees" icon. Select "Student Schedule Bill." Select the correct semester then click "Display."
Westminster College	Enrollment Verification Form	No	Yes	New students must contact the Registrar to obtain this document.
	Official Transcript	Yes	Yes	Can be ordered in person the Registrar's office OR online at <a href="https://www.westminstercollege.edu/about/resources/registrars-office/transcripts">https://www.westminstercollege.edu/about/resources/registrars-office/transcripts</a> . Click "Order Transcripts Online." Then click "Start" at the bottom of the page. Complete the online form.