

# State Fair of Texas Youth Scholarship Program FAQs

*Updated May 2016*

## **Q: What are the requirements for scholarship renewal?**

A: You must attend an accredited college or university within the state of Texas. You must enroll in, and pass, a minimum of 12 hours each semester. You must achieve a minimum 2.5 GPA your first semester and a 3.0 cumulative GPA for every semester thereafter. To clarify, if you make below a 3.0 one semester but your cumulative GPA is still at least a 3.0, you meet the required GPA. For those of you who have received a State Fair of Texas Youth Livestock Scholarship, you must be enrolled in an agricultural-related or agricultural-benefiting curriculum.

## **Q: What happens if I don't make the GPA requirement?**

A: Please contact Kiley if you are concerned about your GPA. The GPA policy is as follows: if you fail to meet the GPA requirement for 1 semester, you will receive 1 "free pass" and are still eligible for renewal. If you fail to meet the GPA requirement for 2 semesters, you will be put on "probation" and you will not receive your funds the following semester but will be eligible for renewal in the future if you meet the GPA requirement the following semester. If you fail to meet the GPA requirement for 3 semesters, your scholarship will be cancelled and you will no longer be eligible to receive funds.

## **Q: What happens if I have to drop a class and don't meet the 12 hour minimum?**

A: Please contact Kiley if you are going to drop a class that will put you below the 12 hour minimum. The policy for credit hours is the same as the GPA policy (see previous question).

## **Q: If I need less than 12 hours to graduate, will I be penalized for not meeting the requirement?**

A: No, you will not be penalized for taking less than 12 hours if you require less than 12 hours to graduate. Please let Kiley know if you will be taking less than 12 hours.

## **Q: What happens to the remainder of my scholarship funds if I graduate early?**

A: The Fair cannot "double up" on payments for students graduating early, meaning you can't receive double the normal amount for one semester. If you are taking summer classes, you may use your funds during the summer (see below for details). Depending on how early you are graduating, you might not end up receiving the full scholarship amount that you would have over 4 years. In cases where students graduate early and do not use their full 4 years-worth of funds, the remaining money goes back into the State Fair Youth Scholarship Fund and is put towards funding the next round of scholarship recipients.

**Q: If I'm graduating early and am taking summer classes, can I use my scholarship funds during the summer?**

A: Yes, students graduating early can use their funds for summer classes. Please contact Kiley before the end of your spring semester so she can process your request and send the check to your college in time for your summer classes. Students can receive one semester's worth of payments (for most students this is \$750) to use for summer classes since summer school is the equivalent of 1 regular semester. Email Kiley a copy of your summer class schedule to verify your enrollment.

**Q: What do I have to submit via AcademicWorks in order to qualify for scholarship renewal?**

A: You must submit a file that includes a copy of your final grades from the spring 2016 semester, your GPA from the spring 2016 semester and your cumulative GPA. Most transcripts and grade reports provided by your college include all 3 of these items, however if you do not have a report that includes all 3 items you should be able to upload multiple documents when you submit the file upload.

**Q: Do I have to submit my official transcript via AcademicWorks?**

A: No, you do NOT need to submit your official transcript. You may upload either an unofficial copy of your transcript or a scanned copy/screen shot of your final semester grades. Usually the best format for uploading your file is to save it as a PDF.

**Q: Am I still required to submit a progress letter at the end of each semester?**

A: You are no longer required to submit a progress letter at the end of each semester. However, if you have dropped below the required minimum of 12 hours or have failed to meet the required minimum 3.0 cumulative GPA (2.5 GPA for first-semester freshman), please email Kiley with a brief explanation as to why this has occurred.

**Q: When is the deadline for submitting my grades to AcademicWorks?**

A: You have to submit your grades to AcademicWorks by **Wednesday, June 15, 2016**. Last semester was the first time the State Fair used AcademicWorks and Kiley was very flexible with students who weren't able to upload their grades on time so that no one was penalized for technical issues. **This semester Kiley will not be accepting late grades or grades sent via email.** Please do not wait until the last minute to upload your grades – if you are having issues uploading your grades to AcademicWorks, call or email Kiley as soon as possible so she can assist you.

**Q: If I already emailed/mailed my grades to Kiley, do I still need to upload them to AcademicWorks?**

A: Yes, you still need to upload your grades to AcademicWorks even if you already emailed them to Kiley. The goal was for everyone to get set up in AcademicWorks last semester so the process of uploading grades would be much easier this semester now that you've already done it once.

**Q: I'm having trouble logging in to my AcademicWorks account for the first time. What should I do?**

A: When you click on the link sent in the original email, it should take you to the main sign-in page. If clicking the link doesn't work, try copying and pasting the link into a new browser page. Click "Trouble Signing In," then enter your email address (the same address where the original email was sent), then click "Resend Confirmation." You should receive an email with instructions on how to confirm your account.

**Q: I am trying to access my AcademicWorks account for the first time but haven't received a confirmation email. What should I do?**

A: First, make sure you are using the same email address that was originally tied to your account, which is the address the AcademicWorks email was sent to. Second, check your spam folder to make sure the email didn't get sent there. If the email is not in your spam folder, email Kiley and let her know you've checked your spam and still haven't received a confirmation email.

**Q: I'm having trouble logging in to my AcademicWorks account and now it says I'm locked out. What do I do?**

A: If you try to log in several times unsuccessfully, the system will lock you out for 1 hour. After 1 hour you should be able to try again. If you are having trouble remembering your password, see the following question.

**Q: I can't remember my password, how do I reset it?**

A: If you can't remember your password, click "trouble signing in" on the main log-in page, type in the email address tied to your account, then click "recover password." This should send you an automated email with a link instructing you how to reset your password. **The link to reset your password expires after 6 hours for security reasons**, so make sure you use the link within that time frame. Make sure to check the spam/junk folder of your inbox for this email – sometimes automated emails are recognized as junk mail and won't show up in your regular inbox.

**Q: I am trying to access my AcademicWorks account through the link sent in one of the automated emails, but the link is telling me there is an error. What do I do?**

A: This link is only valid for one-time use, so after you've clicked it once and logged in to your account, the link will expire. Instead of using this link, open a new browser window, go to <https://bigtex.academicworks.com/> and log in through the main page.

**Q: I've accessed my AcademicWorks account and was able to log in; now it's taken me to the General Application page and says I have to complete it; do I need to fill this out?**

A: No, **you do not need to complete the General Application.** This is only for new applicants and does not apply to students who are renewing their scholarship. The only information you need to provide is the file upload of your semester grades & GPA.

**Q: I've created an AcademicWorks account and was able to log in; now where do I go to submit my grades?**

A: Once you've logged in, go to the top left corner of the page and click "Applications." Next, click "Spring 2016 Renewal." This should take you to a page with instructions to upload a file of your spring 2016 semester grades & GPA. Click "Add File" and select the file or files you want to upload. Once you've uploaded your file(s), click "Update Your Application."

**Q: I've logged in successfully but am now having issues uploading my grades. What do I do?**

A: What internet browser are you using? Some students have reported having issues using Internet Explorer and many were able to solve their problems just by switching to Google Chrome, Firefox, etc.

**Q: I want to use a different email address for my AcademicWorks account, how do I change the email address that is tied to my account?**

A: You aren't able to do this yourself, this is something that the administrator (Kiley) has to do on the back end. Call or email Kiley and include the new email address you would like to use. **Please do not set up a second account with a different email address – this will mess things up in the system.**