



Davis United World College Scholars

PROGRAM

SCHOLAR ROSTER ONLINE FORM

go.middlebury.edu/uwcrosters

The Davis UWC Scholar Roster Form is a secure web form designed for liaisons to access and edit information about their Davis UWC Scholars and to ensure greater accuracy of records and eligibility for scholarships. Please read both pages of these instructions before you fill out the form. The online form is open for editing twice each academic year: August 1 and February 1.

About the Form

- The UWC Scholar Roster Form is on Middlebury College's Self-Service Banner (SSB), an online application which enables users to add and edit data.
- Upon completion, the form must be exported to an Excel Workbook for formatting, saving, and submission. Forward with full annual report to info@davisuwcscholars.org by October 2.
- You are encouraged to save your work at least every 45-50 minutes to prevent timing out issues. While working in the web page, you are not actively connected to the database and hitting save will refresh that connection preventing loss of data entered.

Log In

- Visit go.middlebury.edu/uwcrosters, the login portal for Self-Service Banner.
- Enter your ID and PIN, and then press the **Login** button. If unable to login, please email info@davisuwcscholars.org to request login credentials and/or a PIN reset.

Access the Scholar Roster

- After you have logged in successfully, click on the **United World College Rosters** link that appears on the following screen.

Review Existing Scholar Data

- Students are grouped by class year when eligibility is expected to run out and/or graduation year, whichever comes first.
- Each scholar has a row with required data fields and a **Student Status Comment** dropdown menu.
- The form fields are pre-populated with scholar information based on previously provided data. You can edit and update this information by typing in the textbox form fields or by selecting a different choice from the dropdown menu columns.
- Review the student information carefully being mindful to place each scholar in the anticipated year of graduation. Indicate the upcoming semesters that will require funding (Semester Enrolled This Year). If scholar data is missing, please contact the DUWCSP Office to reinstate eligible scholars. Please DO NOT re-enter the data.
- **Major 1/Major 2** for graduating seniors only, please enter up to two majors for our annual report separated by / (this column has maximum of 200 characters). Do not enter concentrations. If a major is not provided, General Studies will be entered in the annual report.

Add New Scholar Information

- To add scholars to the Roster, scroll down to the Unassigned section near the bottom of the page. Fill in the new student information in the blank form fields. Please ensure accuracy when entering information. The data as entered will be listed in our annual reports.
- There are spaces to add 20 student records at a time. If you need to add more than 20 records, press **Save the Roster**, then click **Return to Roster**. The newly entered records will join their corresponding years, and there will be ten new spaces at the bottom of the form, under the Unassigned heading.
- Do not enter dollar signs into the form fields. Dollar amounts should be entered in numbers only.
- Please enter only those Davis UWC Scholars that are actually enrolled as of our fall reporting deadline. We will reopen our rosters on February 1 for the spring adjustment period where you may enter all changes to your roster including those that have returned from leave and/or matriculated as a mid-year enrollee. This is to prevent adjustments to fall grant funding calculations should the scholar not matriculate/return from leave due to any circumstances.

Saving the Scholar Roster

- Before saving, it is very important that you review the data for accuracy. Correction of misspelled names will create a duplicate record.
- Click on the **Save Roster** button at the bottom of the page.
- After you have saved the roster, you can either add a note to the **General Comment** box, for information not covered by the **Student Status Comments** dropdown box on the roster, or **Return to Roster**.
- Once you have successfully entered, reviewed, and saved all the required data, use the **Export to Excel** button to create an excel document for submission with your fall report.
- If you somehow missed a required data field, the Scholar Roster Web Form will return an error message. In this case, you can go back to the roster by using the **Return to Roster** button.
- Contact information:
Email: info@davisuwcscholars.org
Phone: 802-443-3200



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Saving and Formatting the Scholar Roster: After you have entered and proofed all of the necessary data, then save the roster, export it to an Excel document, and either you may format according to the specifications on this page, or forward to Lisa to format while processing your annual report.

Formatting the Scholar Roster

- Once you have exported the document, you will be prompted to download the file. Save the spreadsheet as an Excel Workbook to a location on your own computer.
- You are requested to format the spreadsheet according to the specifications in the box at right. Or, if submitting your full annual report electronically, you may submit as downloaded for Lisa to format once received.
- In order to ensure that all columns will fit on one landscape page width, please replace the automatic column headings with the following abbreviated headings: **FName, LName, M/F, DOB, Country, Class Yr, UWC, Sem to Date, Calculated Need, Sem 20XX-XX (where "XX" is the year), Grant Request, and Comments.** Please hide the Majors column.
- Make sure that the column widths allow all information to be viewed and that the column titles appear at the top of each page.
- Add a header to the spreadsheet that includes College Name, DUWCSP Roster and the date.
- Format the **Calculated Need** and **Grant Request** columns for currency, (e.g. \$44,444).
- If your school has funds to carry over from the previous year, please enter that amount in **Adjustments** to arrive at the **Final Total**. Please make sure that these totals are in bold font. Add a note to the general comments.
- Any comment you entered in the **General Comment** box before exporting the roster will show up under the data. Merge the comment across cells.
- Once you have formatted the Scholar Roster, print out a copy and include it with your report or you may forward via email to info@davisuwcscholars.org.
- Thank you!

FORMATTING SPECIFICATIONS

Paper Size: Letter

Font: Calibri 9pt

Page Orientation: Landscape

Top margin: 1.0 in

Header: 75 in

Gridlines: All borders

Column Titles: Repeat at the top of each page

Header: School (Left Margin), DUWCSP Roster (Center), Date (Right Margin)