

General Student Instructions for 2024 College of Arts & Sciences' Honors Day

SIUE uses the Award Management (AM) system to help coordinate scholarships and awards. If you have not done so, please fill out a general application for this system at siue.academicworks.com. Note that if you were registered in the system previously, you still need to fill out a new application for this academic year. Your department/program will "offer" your scholarship/award to you through Award Management, and then you need to "accept" it in the system. The e-mail will come from "Southern Illinois University Edwardsville Scholarships" (sievescholarships@siue.edu) and may end up in your spam/junk e-mail folder. If a few weeks go by and you have not received an e-mail from AM informing you of your award or scholarship, please check with **your department** to find out where they are in terms of processing their student awards.

You are **required** to write a thank you note to your sponsor(s), who has/have been identified in your award letter. Thank you notes are very important to our sponsors; they illustrate the students' appreciation of their awards and scholarships and show the impact of a sponsor's generosity. In your note, please express your gratitude, provide a brief overview about yourself and your experience as a student at SIUE, and outline what your future plans are. The CAS Dean's Office will send your thank you note, photos, and other materials to your donor after Honors Day. Please submit your thank you note electronically in one of the following ways:

1. E-mail a Word or PDF file to cashonorsday@siue.edu
2. Compose your thank you note directly in the Award Management system when you accept your award
3. Scan a hand-written thank you card, and send it via e-mail to cashonorsday@siue.edu.
(Note: hand-written cards can also be dropped off directly at Peck Hall Room 3409)

Students must also complete a Photo Release Form. This allows the College to use the picture you submit, your departmental group photo, and any additional photos and videos related to Honors Day. Photos are used in PowerPoints for the award ceremony, in large posters displayed at Honors Day, and are later mailed to award sponsors. They may also be used later for promotion/advertising. Ideally, these photos will show you doing something related to your discipline, such as conducting research, giving a presentation or discussing a research poster, acting or performing on stage, participating in a travel study program, etc.

Attendance at Honors Day is mandatory. Honorees are allowed to bring up to 2 guests to the event. Students will have assigned seating arranged by department/area alphabetically according to department names. Recipients will be called onto the stage by department and then acknowledged individually. After exiting the stage, a group photograph of the department awardees will be taken. Students will also receive certificates during the ceremony.

Attire for this event is professional: no jeans, shorts, T-shirts or tennis shoes. Suggested attire is a suit, dress shirt and tie, dress slacks/shirt, or dress.

Photos and PowerPoints can be found after the Honors Day ceremony on the College of Arts and Sciences webpage at siue.edu/cas-honors-day.

Honors Day Date: Sunday, April 14, 2024

Location: Meridian Ballroom, Morris University Center

Time: 2 p.m.; student arrival time should be 1:30 p.m.

STUDENT CHECKLIST: DUE BY MARCH 1

- Photo submitted to cashonorsday@siue.edu OR uploaded photo in Award Management system
- RSVPed for Ceremony (student plus guests) cashonorsday@siue.edu
- Completed and Returned Photo Release Form
- Submitted sponsor thank you note to either cashonorsday@siue.edu or in Award Management

DUE BY MARCH 22

- Accepted award in Award Management after offered by department siue.academicworks.com

**For Frequently Asked Questions go to: <http://siue.edu/artsandsciences/honors-day/students.shtml>
Questions? Need more information? Contact Cindy Scarsdale: cscarsd@siue.edu or 618-650-5049**