


Tutorial for the Ohio Academic Scholarship (OAS) Program Web Application Process

Logging in

You must use Netscape 4.0-4.7 or Internet Explorer 5.1 in order for the HEI screens and encryption (security features) to work properly. A Netscape browser can be obtained from the Netscape at <http://home.netscape.com/download/>. Explorer can be downloaded from Microsoft's Web location at: <http://www.microsoft.com/>.

You will first be prompted to provide your User Name and Password any time you have navigated to a page with restricted access. Each high school that has completed the Ohio Academic Scholarship Access Authorization Form has been issued one username and one password for the entire school. This password was sent to your high school principal.



Username and Password Required

Enter username for HEI Web account at
hei.regents.state.oh.us:

User Name:

Password:

OK Cancel

If your school has not been issued a username and password please have your high school principal contact the Ohio Board of Regents at 1-888-833-1133 ext. 2-9528, 614-752-9528 or oasadmin@regents.state.oh.us.

Home Page

Once your username and password are accepted, the Ohio Academic Scholarship Program home page will appear. The high school demographics section is on the left side of the page.

Username 364410ud

Index Calculator Printable Forms OAS Application Applicant Report Accept/Decline

High School Information

[Click here if any of your high school information is incorrect](#)

[OAS Home Page](#)

 **Ohio Board of Regents**

**Ohio Academic Scholarship Program
2003-2004 Academic Year
For 2003 High School Graduates**

This section contains the following information about your school:

- School Name
- Address
- County
- Phone
- Principal's Name
- Principal's Email Address (if available)
- School Type (Public, Non-Public or Joint-Vocational)

Look over this information carefully. If any of the demographic information is incorrect, use your mouse to select the link that reads “click here if your high school information is incorrect.”

Use this page to update your school's demographic profile.

1. High School	<input type="text"/>
2. Address	Name <input type="text"/> Number & Street <input type="text"/> City <input type="text"/> <input type="text"/> State Zip Code ADAMS County <input type="text"/> Phone Public
3. Type of High School	<input type="text"/>
4. High School Principal	First Name <input type="text"/> Last Name <input type="text"/> Email Address <input type="text"/>

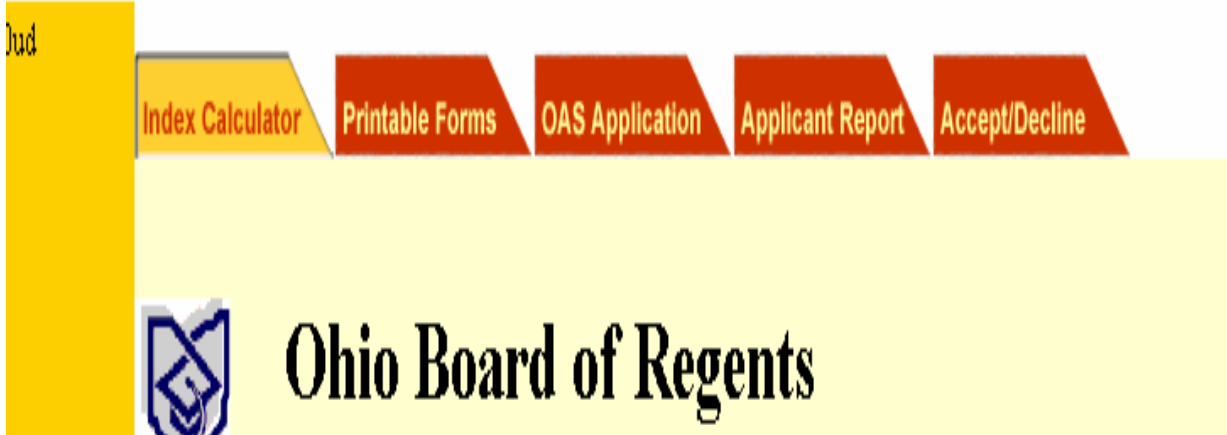
Make the appropriate changes on the update form and click the submit button. To return to the OAS home page click the link entitled “home” at the bottom of the page.

In the middle of the page is a brief description of the Ohio Academic Scholarship along with additional contact information and a link to the “frequently asked questions” section.

Submission of the Ohio Academic Scholarship is a seven, step process. The final 3rd of the home page describes each step and should be used as a reference guide to completing the entire submission process. **Note: Depending on your screen resolution, you may have to manually scroll down (use scroll bar on the right hand side of screen) to view this section.**

Step 1 – Determining the Scholarship Index

Select Index Calculator tab. This will take you to the Scholarship Index Calculator. The Scholarship Index Calculator calculates the 5 semester GPA for every student entered here and also computes a scholarship index for every set of ACT scores on file for a given student. For information on the rules and formula used to calculate the scholarship index, visit our frequently asked questions page at <http://www.regents.state.oh.us/hei/forreview/oasp/faqs.html>



The student with the highest scholarship index in his/her school will receive the OAS for that school.

***Use Post Secondary Class credit hours only if the student received high school credit for them.**

****Grade-point averages are configured on a 4.00 scale where A+, A and A- = 4; B+, B and B- = 3; C+, C and C- = 2; D+, D and D- = 1; and F = 0.**

Enter Student Identifier (Usually Social Security Number)

If you already know your student's 5 semester GPA**, enter it here and click on the "Get Scholarship Index" button.

OR

If you would like for OBR to calculate your student's 5 semester GPA, enter your student's unweighted grades below and click on the "Get Scholarship Index" button.

Enter Total Number of credit hours for A+'s, A's and A-'s

Enter Total Number of credit hours for B+'s, B's and B-'s

Enter Total Number of credit hours for C+'s, C's and C-'s

Enter Total Number of credit hours for D+'s, D's and D-'s

Enter Total Number of credit hours for F's

Here are the steps in determining the Scholarship Index:

1. Enter the student's SSN in the Student Identifier box
2. If you already know your student's 5 semester GPA, enter it in the GPA box and skip to step 5. If you would like for us to compute the GPA continue to step 3.
3. Enter the total number of credit hour A's from 10th grade, 11th grade and the first semester of 12th grade (A includes A+ and A-)
4. Do the same for each corresponding letter grade.
5. Select the "Get Scholarship Index" button.

Once you select this button, the following screen will appear if the student is listed in the ACT data (We will cover what to do if the student is not listed a little later). This screen

Student Name	Data Displayed	
Student Identifier	Data Displayed	
5 Semester Grade Point Average	Data Displayed	
ACT Test Date	ACT Test Scores	Scholarship Index
Displayed	Displayed	Displayed*
Displayed	Displayed	Displayed
○ Displayed	Displayed	Displayed
○ Displayed	Displayed	Displayed
○ Displayed	Displayed	Displayed
	*Denotes highest scholarship index	

Records are correct. I wish to continue

I wish to add a record

I wish to delete a record

Only those records you added can be deleted. To delete a record, select test date you wish to delete and click the Delete Record Button

lists the student’s name, SSN, 5 semester GPA, ACT exam date(s), ACT exam scores and a scholarship index for each set of scores on file with ACT. The highest scholarship index for a student will be listed in blue typeface. This is the index that will be used in the OAS competition when the application is submitted.

Once you’ve verified the information given is correct, select the “Records are correct. I wish to continue” button. This saves the record and ranks the student.

Student Rankings by Scholarship Index					
STUDENTS	SCHOLARSHIP INDEX	ACT SCORES	GPA	STUDENT IDENTIFIER	
1. HARVEY PAUL Q	388.434	E-36; M-36; R-34; SR-35	4.00	282565984	Awaiting Verification
2. THOMAS DAVE H	378.212	E-35; M-34; R-36; SR-36	3.98	203655665	Application Submitted
3. CARSON JOHN E	369.434	E-34; M-34; R-30; SR-33	3.97	422147410	Application Not Submitted
4. BLUES ELWOOD B	360.840	E-34; M-32; R-34; SR-34	3.96	552336898	Application Submitted
5. LITTLE STUART C	360.840	E-32; M-32; R-34; SR-36	3.97	312654987	Application Submitted
6. TRITT TRAVIS	353.357	E-33; M-32; R-35; SR-29	3.58	285963252	Application Not Submitted
7. WOODS ELBERT T	350.001	E-31; M-33; R-31; SR-28	3.45	423258897	AWAITING VERIFICATION
8. NORMAN GREG	350.001	E-31; M-29; R-36; SR-36	3.44	330557412	Application Not Submitted
9. LEONARD S. RAY	347.558	E-29; M-29; R-33; SR-35	3.40	200421379	Application Not Submitted
10. PHILLIPS BILL	347.556	E-31; M-27; R-29; SR-36	3.22	274654987	Application Not Submitted

What to do If your student’s exam scores are not found

If a student's exam scores are not found, the following message will appear.

The Student Identifier you have entered is not on file. Did you enter the correct Student Identifier?

Yes No

If no is selected, you will be given the opportunity to enter the SSN again. If you've entered the SSN exactly as it appears on the ACT exam label, select yes. The screen that appears will allow you to enter in the student's name, ACT exam date, ACT exam scores, SSN and 5 semester GPA or credit hours.

At this point, the process is the same as discussed in the section immediately before this one.

Add ACT - Netscape

In order to update our records, please enter the following data. **All Student Identifiers that are not social security numbers must begin with the number 9.**

Last Name First Name M.I.

ACT Test date (YYYYMM)
example- October 2001 would be 200110

ACT Test Scores

English Mathematics Reading Science Reasoning

Enter Student Identifier (All Student Identifiers that are not social security numbers must begin with the number 9.)

If you already know your student's 5 semester GPA**, enter it here and click on the "Get Scholarship Index" button.

OR

If you would like for OBR to calculate your student's 5 semester GPA, enter your student's unweighted grades below and click on the "Get Scholarship Index" button.

Enter Total Number of credit hours for A+'s, A's and A-'s

Enter Total Number of credit hours for B+'s, B's and B-'s

Enter Total Number of credit hours for C+'s, C's and C-'s

Enter Total Number of credit hours for D+'s, D's and D-'s

Enter Total Number of credit hours for F's

Get Scholarship Index Reset Cancel

After you have verified the correct information has been entered, **you must fax a copy of the ACT exam label to the Ohio Board of Regents at 614-728-0102.** Until we receive the ACT exam label the student's record will be marked "Awaiting Verification" and you will not be permitted to submit that student for scholarship consideration.

What to do if the ACT exam information is incorrect/missing

If you find the information supplied by ACT is incorrect, you can make corrections.

Student Name	Data Displayed	
Student Identifier	Data Displayed	
5 Semester Grade Point Average	Data Displayed	
ACT Test Date	ACT Test Scores	Scholarship Index
Displayed	Displayed	Displayed*
Displayed	Displayed	Displayed
<input type="radio"/> Displayed	Displayed	Displayed
<input type="radio"/> Displayed	Displayed	Displayed
<input type="radio"/> Displayed	Displayed	Displayed
	*Denotes highest scholarship index	

Records are correct. I wish to continue

Only those records you added can be deleted. To delete a record, select test date you wish to delete and click the Delete Record Button

1. Select the “I wish to add a record” button (Take note of the test date of the scores you wish to change)
2. Fill in each field, making sure to put in the correct test date. You must also re-enter the 5 semester GPA or credit hour information.
3. Select the “Get Scholarship Index” button.

Deleting a manually entered ACT exam record

All manually entered ACT records that have not been verified will have a radio button to the left of the test date (see diagram above). These records can be deleted. To delete a record:

1. Left mouse click the radio button next to the test date you wish to delete
2. Click the “I wish to delete a record” button
3. The record will be deleted and you will be returned to the scholarship index calculator page.
4. If you wish to verify the record has been deleted, click on the name of the student whose record was just deleted. This will bring the ACT information screen back up.

There is no limit on the number of students you can enter into the Scholarship Index Calculator. However, you may only submit 5 applications.

In order to update our records, please enter the following data. **All Student Identifiers that are not social security numbers must begin with the number 9.**

Last Name

First Name M.I.

ACT Test date (YYYYMM)
 example- October 2001 would be 200110

ACT Test Scores

 English Mathematics Reading Science Reasoning

Enter Student Identifier (All Student Identifiers that are not social security numbers must begin with the number 9.)

If you already know your student's 5 semester GPA**, enter it here and click on the "Get Scholarship Index" button.

OR

If you would like for OBR to calculate your student's 5 semester GPA, enter your student's unweighted grades below and click on the "Get Scholarship Index" button.

Enter Total Number of credit hours for A+'s, A's and A-'s

Enter Total Number of credit hours for B+'s, B's and B-'s

Enter Total Number of credit hours for C+'s, C's and C-'s

Enter Total Number of credit hours for D+'s, D's and D-'s

Enter Total Number of credit hours for F's

Important!!!! After you calculate the scholarship index, YOU ARE NOT FINISHED. Even if you were required to fax ACT codes for verification, you must complete an application for each of your top five candidates.

Step 2: Print the Student Release Form

It is necessary to get permission from the student to send his/her application to the Ohio Board of Regents. At the top of the page, select the tab that reads "Printable Forms." The Student Release Form is available in 2 formats, Adobe Acrobat and MS Word. You will need either Adobe Acrobat Reader or MS Word to view and print the Student Release form.

The Student Information Release form authorizes the high school to submit an application on behalf of a student. Print the release form and have the student fill it out. If the student is undecided on which college/university to attend, advise the student to write down their most likely choice. In the event that the student is the scholarship winner, he/she will have an opportunity to change schools upon acceptance of the scholarship. **Do not send the form to the Ohio Board of Regents. The completed form should be placed in the student's file.**

Information Release Form

Please print and have the student sign this page prior to submitting an Ohio Academic Scholarship application on behalf of the student. Place completed form in student's file.

I _____ hereby authorize the release of my Ohio
(Print Name)
 Academic Scholarship information to the Ohio Board of Regents and to institutions which participate in the Ohio Academic Scholarship Program.

_____ Date
Student's Signature

_____ Ohio Institution Most Likely to Attend

Step 3: Completing the Application

After calculating a scholarship index for each of your students, it is now time complete the application. You can get to the application page by clicking on the application link in step 3 on the OAS home page or click on the application link at the bottom of the other OAS pages. A list of eligible students appears at the top of the page just below the instructions.

Eligible Students

<input type="radio"/>	HARVEY PAUL Q	388.434	E-36; M-36; R-34; SR-35	4.00	282565984	APPLICATION SUBMITTED
<input type="radio"/>	THOMAS DAVE H	378.212	E-35; M-34; R-36; SR-36	3.98	203655665	APPLICATION SUBMITTED
<input type="radio"/>	CARSON JOHN E	369.434	E-34; M-34; R-30; SR-33	3.97	422147410	APPLICATION SUBMITTED
<input type="radio"/>	BLUES ELWOOD B	360.840	E-34; M-32; R-34; SR-34	3.96	552336898	APPLICATION SUBMITTED
<input type="radio"/>	LITTLE STUART C	360.840	E-32; M-32; R-34; SR-36	3.97	312654987	APPLICATION SUBMITTED
<input type="radio"/>	TRITT TRAVIS	353.357	E-33; M-32; R-35; SR-29	3.58	285963252	APPLICATION NOT SUBMITTED
	WOODS ELBERT T	350.001	E-31; M-33; R-31; SR-28	3.45	423258897	AWAITING VERIFICATION
<input type="radio"/>	NORMAN GREG	350.001	E-31; M-29; R-36; SR-36	3.44	330557412	APPLICATION NOT SUBMITTED
<input type="radio"/>	LEONARD S. RAY	347.558	E-29; M-29; R-33; SR-35	3.40	200421379	APPLICATION NOT SUBMITTED
<input checked="" type="radio"/>	PHILLIPS BILL	347.556	E-31; M-27; R-29; SR-36	3.22	274654987	APPLICATION NOT SUBMITTED

Complete the Application

Update the Application

You are to complete an application for each of your top 5 students (based on scholarship index **and** intent of attending an Ohio college/university). To complete an application:

1. Click the circle to the left of the student’s name you wish to submit
2. Click the “Complete the Application” button at the bottom of the Eligible Student’s Chart. Most of the student information section (section A) will be filled in automatically by system. It is the high school’s responsibility to check the information for correctness and to fill in missing information. To make corrections or additions, click on the field you wish to edit, and type.

Section A - Student Information

1. Name
Last First

MI.

2. Student Identifier (Usually Social Security Number) Check here if the Student Identifier is NOT a federally assigned SSN

3. Home Address:
Number & Street

City State
 select home county
Zip Code County

Phone

4. Date of Birth
Month Day Year

5. Sex Male Female

6. Race/Ethnicity (Optional) I prefer not to respond

7. Has student been an Ohio resident for the last 12 consecutive months?
 Yes No

3. Section B displays the 5 Semester GPA, ACT exam scores and the scholarship index. The information presented here is for your information only and cannot be edited. If you need to make changes to information in this section, you must return to the scholarship index calculator, type in the ssn, select get scholarship and then select add/change record.

Section B - Scholarship Index

11. Scholarship Index

Grade Point Average Data Displayed

ACT Test Date	ACT Test Scores	Scholarship Index
Displayed	Displayed	Displayed
Displayed	Displayed	Displayed
Displayed	Displayed	Displayed
Displayed	Displayed	Displayed
Displayed	Displayed	Displayed

4. Section C of the application collects information on the high school official that is submitting the application. The email address entered in this section is the email address we will use to send correspondence to you so please be sure you are entering the correct email address.

Section C - High School Official

12. Name and Title of Person
Completing this Application

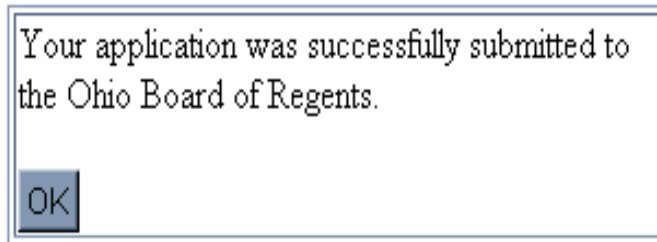
<input type="text"/>	<input type="text"/>
Last	First
<input type="text"/>	
Title	
<input type="text"/>	
Phone	
<input type="text"/>	
Email	
<input type="text"/>	
Please re-enter your email address	
<input type="text"/>	

5. Clicking on the Submit Application to OBR brings up the signature page.

By submitting this application I (**high school Official**) affirm that the information reported in this section is complete, accurate and true and if requested by the Ohio Board of Regents, I shall provide written documentation of this applicant's high school grade-point average or other information as requested by the Ohio Board of Regents.

Enter Your First and Last Name

Type your first and last name in the space provided and click the OK button. If the submission was successful, you will get the following confirmation



At the bottom of the application there is a list of the applicants that were successfully submitted to the Ohio Board of Regents. If your student's name does not appear in this list, their application was not submitted.

Applications Submitted to OBR

<input type="radio"/>	HARVEY PAUL Q	388.434	282565984	2/01/01	
<input type="radio"/>	THOMAS DAVE H	378.212	203655665	2/01/01	
<input type="radio"/>	CARSON JOHN E	369.434	422147410	2/01/01	
<input type="radio"/>	BLUES ELWOOD E	360.840	552336898	2/01/01	
<input type="radio"/>	LITTLE STUART C	360.840	312654987	2/01/01	

Updating an Application

It may be necessary to make corrections to an application that has already been submitted to OBR. Corrections to GPA and exam scores must be made from the scholarship index calculator (step 1). Return to step 1 and enter the appropriate ssn and correct information. Select "Get Scholarship." If the information is correct, select "OK." The new information will replace the old information. Next, go to the application page (step 3); select the student, then select the "Update the Application" button. To complete the update you must select the "Submit Application to OBR" button.

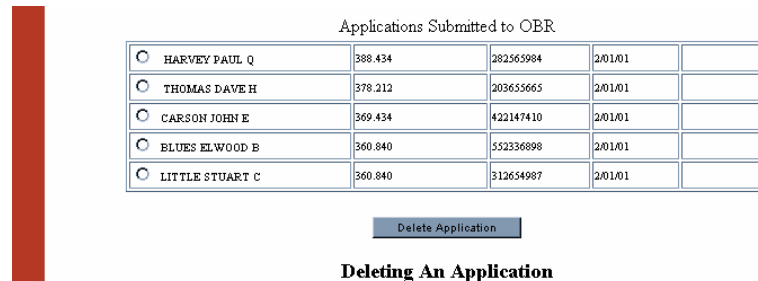
Corrections involving information other than ACT exam scores and GPA can be made from the application page (step 3). Simply select the student, then select the "Update the Application" button. To complete the update you must select the "Submit Application to OBR" button.

Deleting an Application

If before the application deadline, a student informs you that he/she no longer wishes to be considered for the scholarship, you can delete that application and submit the application with the next highest scholarship index.

To delete an application:

- 1) In the "Applications Submitted to OBR" box (on the application page), select the name of the student whose application you wish to delete
- 2) Click on the "Delete Application" button.



Applications Submitted to OBR

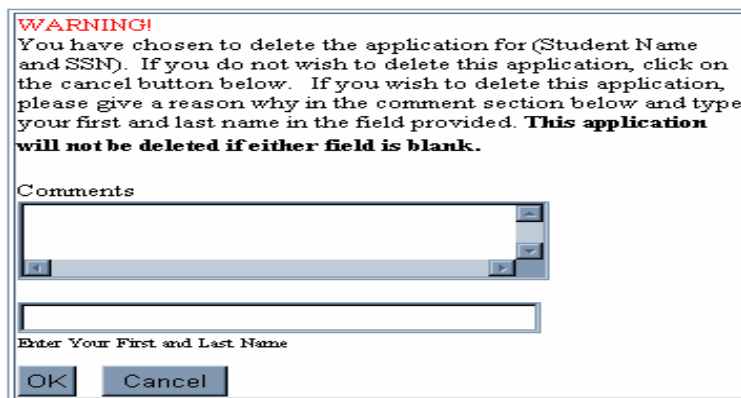
<input type="radio"/>	HARVEY PAUL Q	388.434	282565984	2/01/01	
<input type="radio"/>	THOMAS DAVE H	378.212	203655665	2/01/01	
<input type="radio"/>	CARSON JOHN E	369.434	422147410	2/01/01	
<input type="radio"/>	BLUES ELWOOD B	360.840	552336898	2/01/01	
<input type="radio"/>	LITTLE STUART C	360.840	312654987	2/01/01	

Delete Application

Deleting An Application

If before the application deadline, a student informs you that he/she no longer wishes to be considered for the

This box will appear when the "Delete Application" button has been selected.



WARNING!
You have chosen to delete the application for (Student Name and SSN). If you do not wish to delete this application, click on the cancel button below. If you wish to delete this application, please give a reason why in the comment section below and type your first and last name in the field provided. **This application will not be deleted if either field is blank.**

Comments

Enter Your First and Last Name

OK Cancel

In order to complete the deletion process, you must enter comments and your name in the designated fields and click on the OK button. If you do not wish to delete the application, click on the Cancel button.

Step 4: View the Applicant Report

Once you have successfully submitted an application, you can view the information on the Applicant Report. The Applicant Report lists all the students submitted by a school for the current academic year. The students are listed in rank order and the student ranked #1 is designated as the “Named Scholar.”

Applicant Report			
1.	STUDENT NAME:	HARVEY PAUL Q	Named Scholar 282565984
	STREET ADDRESS:	11590 MILL ST	
	CITY/STATE/ZIP CODE:	PATASKALA OH 43062	
	PHONE NUMBER:	740-222-2222	
	SCHOLARSHIP INDEX:	388.434	
	ACT SCORES:	E-36; M-36; R-34; SR-35	
	GRADE-POINT AVERAGE:	4.00	
	COLLEGE CHOICE:	THE OHIO STATE UNIVERSITY	
2.	STUDENT NAME:	THOMAS DAVE H	203655665
	STREET ADDRESS:	5906 WENDY CT	
	CITY/STATE/ZIP CODE:	PATASKALA OH 43062	
	PHONE NUMBER:	740-333-3333	
	SCHOLARSHIP INDEX:	378.212	
	ACT SCORES:	E-35; M-34; R-36; SR-36	
	GRADE-POINT AVERAGE:	3.98	
	COLLEGE CHOICE:	THE OHIO STATE UNIVERSITY	
3.	STUDENT NAME:	CARSON JOHN E	422147410
	STREET ADDRESS:	2335 HOLLYWOOD BLVD	
	CITY/STATE/ZIP CODE:	PATASKALA OH 43062	
	PHONE NUMBER:	740-226-3355	
	SCHOLARSHIP INDEX:	369.434	
	ACT SCORES:	E-34; M-34; R-30; SR-33	
	GRADE-POINT AVERAGE:	3.97	
	COLLEGE CHOICE:	MIAMI UNIVERSITY	
4.	STUDENT NAME:	BLUES ELWOOD B	552336898
	STREET ADDRESS:	256 ACKROYD PLACE	
	CITY/STATE/ZIP CODE:	PATASKALA OH 43062	
	PHONE NUMBER:	740-889-7752	
	SCHOLARSHIP INDEX:	360.840	
	ACT SCORES:	E-34; M-32; R-34; SR-34	
	GRADE-POINT AVERAGE:	3.96	

The Applicant report is the final word on what the Ohio Board of Regents has received from your high school. If you do not see all your students on the Applicant Report, you have not submitted them for scholarship consideration.

Step 5: Notification of Winners

The Ohio Board of Regents will notify high school principals and the high school officials who submitted applications, of the official rankings and scholarship winner(s), via email. It is very important that you provide us with the correct email address on the application because this is the address we will use to contact you. Once the official rankings have been determined, you can view the results posted on the Applicant Report page.

Step 6: Have scholarship recipient(s) Sign the Accept/Decline Form

In order to receive the OAS, the student must first accept the award. To do this, the counselor must access the Accept/Decline form by selecting the Printable Forms tab at the top of the page. Click on the name of the software that is on the computer you are using (either Adobe Acrobat or MS Word).



The screenshot shows a web page for the Ohio Board of Regents. At the top, there is a navigation bar with five tabs: "Index Calculator", "Printable Forms", "OAS Application", "Applicant Report", and "Accept/Decline". The "Printable Forms" tab is highlighted. Below the navigation bar is the Ohio Board of Regents logo and the text "Ohio Board of Regents". To the left of the logo, there is a vertical yellow bar with the text "tion", "our high", and "incorrect". Below the logo, the text reads "Ohio Academic Scholarship Program 2003-2004 Academic Year For 2003 High School Graduates". Underneath this, the heading "Printable Forms" is displayed. There are two sections of links: "Forms for Applicants Only" and "Forms for Scholarship Recipients Only". The "Forms for Applicants Only" section contains two links: "Information Release Form - MS Word Version" and "Information Release Form - *Adobe Acrobat Version". The "Forms for Scholarship Recipients Only" section contains two links: "Accept/Decline Form - MS Word Version" and "Accept/Decline Form - *Adobe Acrobat Version". At the bottom of the page, there is a note: "* To view this file, you must have Adobe Acrobat Reader version 5.0 or greater. [Download now](#)".

Print the form and have the student complete it and turn it in to you.



Accept/Decline Form

Please have the student complete this form only after it has been determined the student is an Ohio Academic Scholarship winner. Print and place the completed form in the student's file. **DO NOT ACCEPT SCHOLARSHIP DECLINES WITH OUT THE PARENT'S SIGNATURE.**

I accept the Ohio Academic Scholarship.
Name of the Ohio instance of higher education to which you plan to attend:

I will not be able to accept the Ohio Academic Scholarship.
Parent Signature (see student handbook for instructions)
X _____

* Once the scholarship has been decided it will be awarded to someone else. You will NOT be able to change your mind later.

Return this completed form to your high school Guidance Counselor.

Student Name
Signature
Social Security Number
Date

Next: Step 7 of OAS process - Complete and submit the online Accept/Decline form

If the student is declining the scholarship, please have the student take the form home and obtain a parent's signature. **The completed form should be placed in the student's file.**

Step 7: Complete and Submit the Online Version of the Accept/Decline Form.

The final step in the OAS process is the completion and submittal of the online Accept/Decline form by the high school counselor/official. Once you receive the Accept/Decline form back from the student, select the Accept/Decline tab at the top of the page. **Note the online Accept/Decline form will not be accessible until the scholarship winners have been officially selected.**



The students who have been named scholarship winners are listed in a drop down box at the top of the page. Left mouse click on the arrow next to the displayed name to see all of the scholarship winners from your school. In most cases there will only be one name in this box.

Ohio Academic Scholars

No students available ▾

Select Student

Student Name

Student Identifier (SSN)

Student accepts the Ohio Academic Scholarship

Ohio institution of higher education which the student plans to attend:
Institution

Belmont Technical College

Bowling Green State University

Central Ohio Technical College

Central State University

Cincinnati State Technical & Community College

Clark State Community College

If student is accepting the scholarship

1. Select a student by clicking on that student's name. The selected student's name will be highlighted.
2. Next, click on the Select Student button. The student's name and SSN will appear in the gray chart beneath the Select Student button.
3. Accept the scholarship by left mouse clicking the circle left of the words "Student accepts the Ohio Academic Scholarship."
4. Select the Ohio institution of higher education which the student plans to attend by left mouse click on the name of the institution. It may be necessary to scroll down or up (using scroll bar on the right of the chart) to see the institution chosen by the student.
5. After the institution has been selected, click on the submit button at the bottom of the page to send the form to the Ohio Board of Regents.

Central Ohio Technical College
Central State University
Cincinnati State Technical & Community College
Clark State Community College

Student has decided not to accept the Ohio Academic Scholarship.*

Comments

*If student declines the scholarship, an accept/decline form will be sent to the student's home address. The student will be considered the scholarship winner until the form is returned to the Ohio Board of Regents declining the scholarship.

Submit Reset

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If student is declining the scholarship

1. Follow steps 1 and 2 above.
2. Decline the scholarship by left mouse clicking on the circle to the left of the words “Student has decided not to accept the Ohio Academic Scholarship.”
3. Comments are optional
4. Click on the submit button at the bottom of the page to send the form to the Ohio Board of Regents.

Important Notice: All declines are final and cannot be reversed. Please be absolutely sure your student does not wish to accept the scholarship before you proceed with declining. If your school has more than one scholarship winner, the declined scholarship will be awarded to the next highest applicant from the statewide pool. Otherwise, you will be notified via email as to who is next in line to receive the scholarship from your school.

Changing College/University Choice

If your scholarship winner(s) decide to attend a different institution other than what is listed on the Applicant Report, you can make the change without contacting the Board of Regents. To make the change:

1. Go to the Applicant Report (step 4 on the OAS home page).
2. Select the correct college from the drop down menu to the right of the college choice of your scholarship winner(s). (see diagram below)
3. Click on the submit button.
4. You will see the updated college choice on the screen

Candidate No. 2			
STUDENT NAME:	OBLAH JOHN	Named / accepted, 08/07/2002	321254125
STREET ADDRESS:	DJDJDJ		
CITY/STATE/ZIP CODE:	FJFJFJ, OH 12345		
PHONE NUMBER:	1234567890		
SCHOLARSHIP INDEX:	378.362		
ACT SCORES:	E-30; M-29; R-28; SR-27		
GRADE-POINT AVERAGE:	3.30		
COLLEGE CHOICE:	Christ Hospital SN	<input type="text" value="Change College Choice"/>	<input type="button" value="Submit Change"/>