NextGen Access

BC Portal

To access the Scholarship Management System, please send your EMPLID to the Scholarship Office (sgracia@brooklyn.cuny.edu). Once an account has been created, please log into the Brooklyn College portal. In the E-Services tab, find "Scholarship Management". Click onto "Committee Member Login".
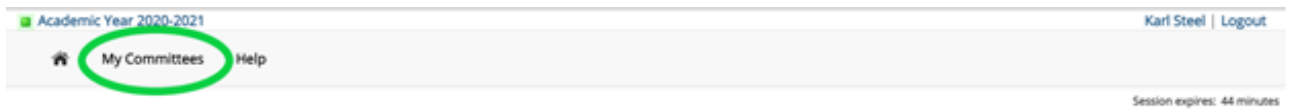
My Committees

LANDING PAGE AND TABS

You may be on several committees. They will appear on your landing page. Select the "Academic Year 2021-2022". Double-click on the name of the committee that you wish review/award (this is going to lead you to the inventory of the department). Once in the Inventory section, double-click on the name of the scholarship that you wish to evaluate/award.

English

Funds

Awarding Open	Fund	Candidates	Last Matched	Awarded	Awarded $	Available $	Modify Awards
✓	Alexander, Dorothy Memorial Award in English	85	5/12/2020	1	$250.00	$50.00	Modify
✓	Alfred-Hunter, Tondelayo Memorial Award	4	5/12/2020	1	$300.00	$484.00	Modify
✓	Apelson, Marilyn '47 Scholarship - 1	284	5/12/2020	1	$1,500.00	$6,074.22	Modify
✓	Arthur L. and Phoebe A. German Scholarship in Journalism	0	Not Matched	0	$0.00	$0.00	N/A
✓	BCAA, Long Island Chapter Scholarship (Provost 14)	0	11/9/2020	0	$0.00	$5,697.57	N/A
✓	Berman, Herb Memorial Scholarship	471	5/12/2020	0	$0.00	$0.00	N/A
✓	Boehm, Kimberley Phillips Fellowship in Creative Writing	139	5/12/2020	2	$20,260.00	$1,330.00	Modify
✓	Brell, Dr. Helen S. Award for Excellence in English	131	5/12/2020	1	$75.00	$29,068.91	Modify
✓	Brooklyn College Foundation Master of Fine Arts Scholarship - 2	91	5/12/2020	0	$0.00	$900.00	N/A
✓	Brooklyn College Journalism Program Award for Feature Writing	336	5/12/2020	1	$50.00	$29,093.91	Modify
✓	Brooklyn College Journalism Program Award for In-Depth Reporting	89	5/12/2020	1	$50.00	$29,093.91	Modify
✓	Brooklyn College Journalism Program Award for Reporting on Breaking News	337	5/12/2020	1	$75.00	$29,068.91	Modify
✓	Capote, Truman Creative Writing Scholarship	139	5/12/2020	9	$74,999.00	$116.10	Modify
✓	Castan, Sam Memorial Award	98	5/12/2020	1	$350.00	$0.00	Modify
✓	Coleman, Alice Memorial Award	471	5/12/2020	1	$75.00	$29,068.91	Modify
✓	Comparative Literature Award	151	5/12/2020	1	$100.00	$21.60	Modify
✓	Creative Writing Scholarship	91	5/12/2020	3	$1,500.00	$1,917.77	Modify

Once the scholarship is selected, the Committee Member will be shown the "Scholarship Description" tab. This is a reminder about the details of the scholarship. At the bottom, under "Common Requirements" you will see the criteria that has been programmed to match the students to this account. To make this more efficient, the Committee Member will land on the "Candidates" tab on subsequent visits.

Alexander, Dorothy Memorial Award in English

Description	Candidates 85	Awarded 1	Reporting

Alexander, Dorothy Memorial Award in English

🔗 Manage Requirements

$100 - $300 Awarded to a graduating senior with high scholarship and outstanding personal qualities.

Guidelines:
Suggest $250

Fund Amount	$300.00
Minimum Applicant Award	$100.00
Maximum Applicant Award	$250.00
Maximum Recipients	1

Hard Requirements

Common Requirements
1) Z_PS_Career is **Undergraduate**
2) Z_PS_GPA CUM >= 3.00
3) Z_PS_ChkoutStat is **Pending Unresolved Requirements** or **Application** or **Awarded** or **Pending Faculty Council Approval**
4) Z_PS_GRADUATING_SENIOR Y/N = **Yes**
5) Z_PS_AcadPlan is **Comparative Literature-BA** or **Creative Writing-BFA** or **English Teacher Grades 7-12-BA** or **English-BA** or **Journalism and Media Studies-BS** or **Linguistics-BA** or **MHC Comparative Literature-BA** or **MHC Creative Writing-BFA** or **MHC English Teacher Gr 7-12-BA** or **MHC English-BA** or **MHC Journalism and Media Studies-BS** or **MHC Linguistics-BA**

Alexander, Dorothy Memorial Award in English
My Committees > Committee Funds > Candidates

Description	Candidates 85	Awarded 1	Reporting
$300.00 Total Fund Amount	$250.00 Awarded Amount	$50.00 Available Balance	1 Awarded Candidates

Candidates   👁 View Description   ⛶ Toggle Full Screen

⚙ Candidate Actions ▾   Award Selected Candidates   Last Name [   ] Search Reset

Remaining Awards: 0

	Award	PDF	Candidate	Matching Details	Student ID	Current Awards	Z_PS_ChkoutStat	Z_PS_Group_Name	Z_PS_UnmetCOA
1	☐	📄	FATIMA ABBAS	View	2	$0	Application	no data	23,414.21
2	☐	📄	TAHANI ABDULLA	View	7	$0	Application	no data	3,639.11
3	☐	📄	DALIA ALESSA	View	5	$0	Application	Students Of Promise Program	10,995.95
4	☐	📄	PRIYANKA ALGU	View	3	$500.00	Application	WILLIAM E MACAULAY HONORS COLL	17,070.65
5	☐	📄	ASIF ALI	View	3	$0	Application	no data	4,589.11
6	☐	📄	DAYANARA ANALUISA	View	6	$0	Application	no data	19,230.24
7	☐	📄	MADISON ARROWOOD	View	6	$0	Application	no data	21682

The candidates presented in this list are only those candidates that have met all the requirements of the scholarship. As is apparent, this page enables the user to do many things. We will breakdown those features starting at the top and working down.

TOP HEADER

Gives the Committee Members a quick summary of the money status of the scholarship.

Total Fund Amount: This is the total amount of dollars available for this fund in this Academic Year.

Awarded Amount: Amount already awarded to candidates.

Available Balance: The total minus the awarded.

Awarded Candidates: Number of candidates currently awarded.

COLUMNS

NextGen is able to pull data from CUNYFirst. The columns can be adjusted. Please contact the Scholarship Office to pull more or less data. Additionally, the columns can all be sorted. If you double-click on the "Z_PS_Unmet COA", you will be able to sort the list by more or less need.   (Sometimes you have to click a few times).

Student ID – EMPLID from CUNYfirst

Current Awards – Amount of scholarships or awards that the student is receiving. If you hover your cursor on the amount, a pop-up will appear to show you more detail.

Checkout Status – Tells us if a student has applied for graduation. Please do not award scholarships to students who show "application" or "pending" in this column as they will not be enrolled to receive the funds.

Z_PS_Group Name – Please note if a student is labeled as "Excelsior" or MHC in this column; these are last dollar scholarships.

Z_PS_Unmet COA – Tells how much need remains for the student. (Please note that financial aid changes for students.

OPTIONS ON THE PAGE

Search for Candidate: There is a search text box on the right-hand side enabling users to find candidates quickly by last name.

Toggle Full Screen: Enables user to see the candidates in full screen detail on your device. This provides more room for the data to be presented and evaluated.

Award Selected Candidate: To award a candidate(s) check the box next to the student's name and click the "Award Selected Candidates" button. You will then be presented with the "Award Details" page shown below.

Awarding Steps

AWARDING GUIDELINES

Once you have determined the individual(s) who should receive the scholarship or award, simply check the box next their name and click on the "Award Selected Candidates" button (as shown above). The student, Johan Abdu, has been selected for a scholarship. After selecting the check box next to Johan's name and then clicking on the "Award Selected Candidates" button, the committee member is directed to a page to enter the scholarship amount.

OPTIONS ON THE PAGE

Awarding Guidlines: At the top of the page, you will see any instructions, reminders or if an account is Endowed, Spendable, Megafund. If interest is available, it will be noted here.

Entering Scholarship Amounts: At the bottom of the page, you will see a data entry area used to enter the scholarship amount. If your student is to receive $400 from this account, please split the amount between the fall and spring terms. Enter $200 into the fall field and $200 into the spring field. Be sure to click "Save Award Information" button at the bottom right to save your work.

Entering Award Amounts: For awards, please key in the full amount into the spring term field. If you would like to award a student $1000, enter the full amount into the spring term field. Be sure to click "Save Award Information" button at the bottom right to save your work.

Oops

WITHDRAWING OR CHANGING AN AWARD

If you made a mistake and need to change or delete a scholarship or award, click on the "Awarded" tab. Click on the button on the bottom right, "Modify/Withdraw". A window will pop up with all the students that have been awarded for this fund. In this case, you would like to withdraw "Kanwal, Azal". Click on the box next to "Kanwal,

Azal" and hit "Withdraw/Modify". A pop-up window will appear to confirm that you wish to withdraw the scholarship. Click on "OK".

Definitions

Endowed/ Quasi Endowed: Earn interest that becomes available to spend

Spendable: Do not earn interest and will disappear once the funds are exhausted

Megafunds: Smaller accounts combined together to form one larger account. These accounts are also spendable.

Provost Accounts: Students from multiple departments are eligible to be considered but only one recipient may be selected. Departments are invited to forward nominations. In NextGen, Provost accounts contain the term "Provost" in the name of the fund and will appear as a separate committee in the department's inventory. These accounts require additional review, so we ask that nominations to be forwarded earlier.

Scholarship: Students must be enrolled to receive scholarship funds. The funds are applied to student cost of attendance on CUNYfirst. Graduating seniors are not eligible. Students who are enrolled in Macaulay Honors College or who are recipients of the Excelsior scholarship will not benefit from scholarships (awards may be an alternative option).

Awards: Awards are considered income by the IRS. Students will be asked to complete and return a W-9 form. Once received, the Brooklyn College Business Office will mail or apply checks via direct deposit. Given the payment challenges, we strongly discourage nominating international students for awards. Please consider international students for scholarships.

Reminders

Email the Scholarship Office once you have made nominations in NextGen. The system does not alert us. You may email: eguzman@brooklyn.cuny.edu, ann.garvin@brooklyn.cuny.edu or sgracia@brooklyn.cuny.edu

Please do not notify students until you hear from the Scholarship Office that we have reviewed your nominations.

Students will receive email notifications from the Scholarship Office in late May that asks for supporting materials, thank you notes and for students to decline/accept scholarships/awards.

Scholarships will be applied to student CUNYfirst accounts over the summer. Scholarships are paid after the drop/add period. Students will be able to see the credit on the Financial Aid tab in CUNYfirst. If the student is owed a refund, CUNYfirst checks are sent in late October for fall and late March for spring.

Awards will be billed in July/August and take several weeks for checks to be mailed/direct deposited.

Given the volume of forms and the amount of time it takes to process, we strongly discourage "Awards" to international students. In some cases, it has taken 2 years to process these funds (and the students end up leaving the country and we are unable to send funds internationally). If you would like to recognize an international student, please offer a scholarship. An international student is noted in the "Student Groups" column by "F-1 Visa".

Deadlines

Provost accounts – March 19, 2021 (instructions for inputting Provost nominations into NextGen will be sent separately).

Department scholarships and awards – April 5, 2021