## ADHE YOUniversal High School Counselor Checklist



Create an Account
☐ Go to https://www.ark.org/adhe_financialaid/adhe.aspx/externalaccount/create
☐ Complete the one-page online form and click on the "create account" button
☐ After you create your account, send an email that includes your name and the name
the high school to:
Josue Ramirez Quinton Morgan
josue.ramirez@adhe.edu quinton.morgan@adhe.edu
$\square$ You will receive an email back when your account has been activated
<b>IMPORTANT NOTE</b> : All communications regarding access to the ADHE site must
sent from your school's email address.
Log into Your Account
☐ Once your account has been activated, log into your account at
https://scholarships.adhe.edu/ under the "Returning User" section
YOUniversal Dashboard
The first page you will see when you log in is your high school's dashboard.
From here, you can:
$\square$ view every student that has applied through the YOUniversal system
□ search for individual students
$\square$ view the ADHE status of each student
Arkansas Academic Challenge Required Documentation
☐ Arkansas Academic Challenge (Lottery) Scholarship Application – students complete the
application at <a href="https://scholarships.adhe.edu/">https://scholarships.adhe.edu/</a>
☐ High school seniors will click on the green "START" button to create an account and submit their application
☐ FAFSA is required annually
☐ Test scores and transcripts (7 <sup>th</sup> or 8 <sup>th</sup> semesters)
☐ Public schools will update information through the state TRIAND system
☐ Private schools and homeschool students must send test scores and transcripts direct to the Arkansas Division of Higher Education:
ADHE-Financial Aid
423 Main St., Suite 400
Little Rock, AR 72201
□ College transcripts (for any student who has already earned college hours)

## YOUniversal Status Fields

- **Accepted:** Student has accepted the scholarship, and the information will be on the student's designated university roster.
- <u>Declined Award</u>: Student has decline the scholarship.
- **Eligible:** Student has completed the application, accepted the application, and has been awarded the scholarship.
- **Eligibility Pending:** Student still needs to submit required documentation before ADHE can complete processing. Students can log into their YOUniversal account to see what documentation is still needed. There will be a green YES by all documents that have been received and reviewed and a red NO if the information is still needed from the student.
- <u>Hold:</u> Student has requested a hold, and their hold has been approved, students can check the date the hold will be removed by logging into their YOUniversal Account.
- <u>Ineligible</u>: Student does not qualify for the scholarship. REMINDER A student cannot accept the Arkansas Workforce Challenge and the Arkansas Academic Challenge within the same semester.
- **Pending Acceptance:** Student has been awarded a scholarship but has not yet logged into YOUniversal to accept the scholarship. Students MUST accept a scholarship before they can be added to a roster.
- **Submitted Application:** Student has submitted an application. ADHE has not received any documentation (test scores, high school transcript, FAFSA).

## Additional Forms and Reminders

ADHE recommends students use a personal email account rather than an email tied to their high school or school district.

- **Hold Form:** Students can request their scholarship be placed on hold for up to four semesters. For more information and for access to the online form, visit <a href="https://scholarships.adhe.edu/how-to-use-universal/request-a-hold">https://scholarships.adhe.edu/how-to-use-universal/request-a-hold</a>
- Request to Forfeit Freshman Award Amount of Arkansas Academic Challenge: High school students who have earned at least 27 college credit hours prior to the Fall semester following graduation may request to forfeit their first year of Arkansas Academic Challenge eligibility and begin receiving funding at the higher, sophomore or junior level. For more information and for access to the online form, visit <a href="https://adhe.wufoo.com/forms/zwzw3bc0a8x2qg/">https://adhe.wufoo.com/forms/zwzw3bc0a8x2qg/</a>

## **Deadlines**

- **February 1** Hold Request for Spring Semester
- March 1 Governor's Distinguished Scholarship
- July 1 Arkansas Academic Challenge Scholarship
- July 1 Arkansas Future Grant
- July 1 Request to Forfeit Freshman Award Amount Form (Arkansas Academic Challenge Scholarship)
- October 1 Hold Request for Fall Semester