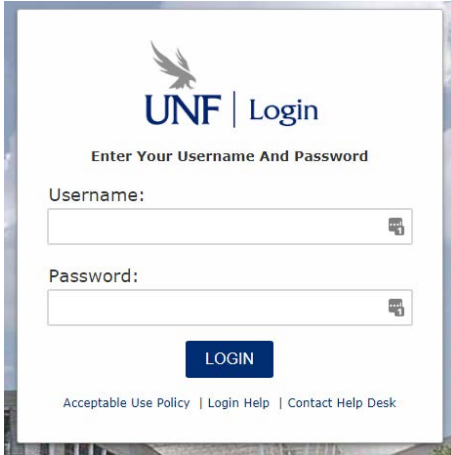


Coggin College of Business Scholarship App Instructions

- 1) Log Into your [myWings](#) account

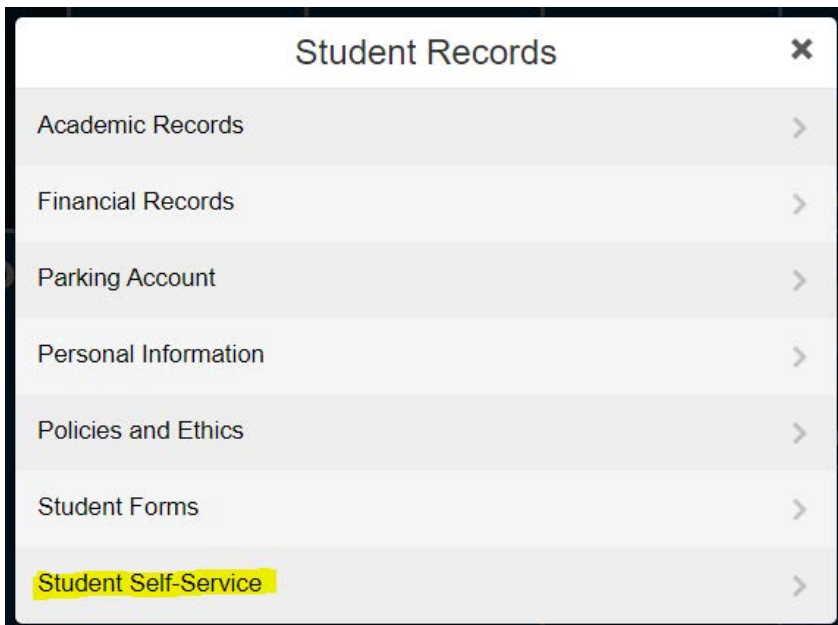


The image shows the UNF Login page. At the top, there is the UNF logo with an eagle icon and the text "UNF | Login". Below this, it says "Enter Your Username And Password". There are two input fields: "Username:" and "Password:". Below the password field is a blue "LOGIN" button. At the bottom, there are links for "Acceptable Use Policy", "Login Help", and "Contact Help Desk".

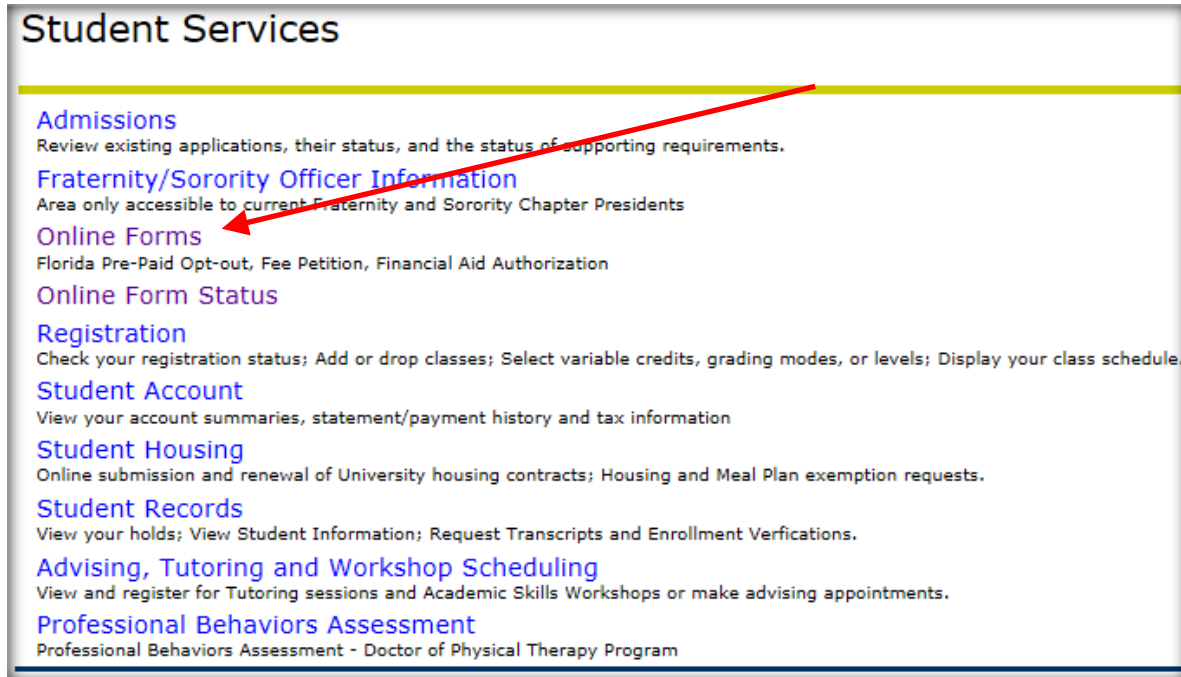
- 2) Click on the Student Records Tile



- 3) Select the "Student Self Service" link



4) Select "Online Forms"



Student Services

Admissions
Review existing applications, their status, and the status of supporting requirements.

Fraternity/Sorority Officer Information
Area only accessible to current Fraternity and Sorority Chapter Presidents

Online Forms ←
Florida Pre-Paid Opt-out, Fee Petition, Financial Aid Authorization

Online Form Status

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

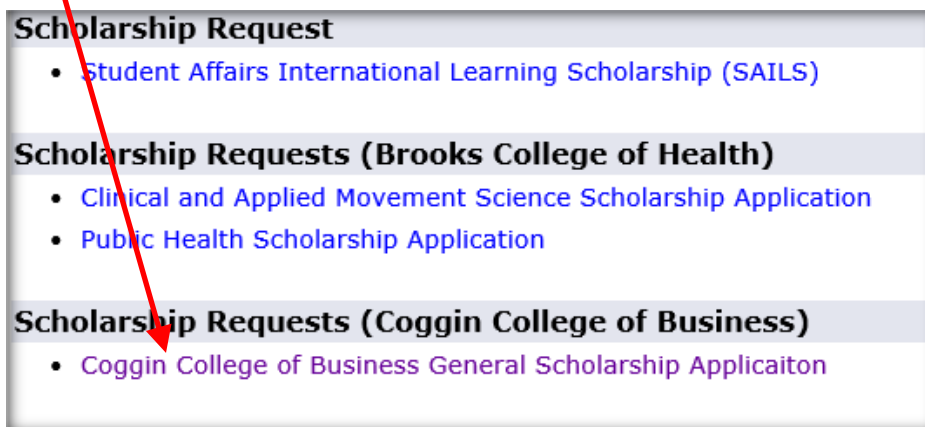
Student Account
View your account summaries, statement/payment history and tax information

Student Housing
Online submission and renewal of University housing contracts; Housing and Meal Plan exemption requests.

Student Records
View your holds; View Student Information; Request Transcripts and Enrollment Verifications.

Advising, Tutoring and Workshop Scheduling
View and register for Tutoring sessions and Academic Skills Workshops or make advising appointments.

Professional Behaviors Assessment
Professional Behaviors Assessment - Doctor of Physical Therapy Program

5) Under **Scholarship Request (Coggin College of Business)** select "Coggin College of Business General Scholarship Application"


Scholarship Request

- [Student Affairs International Learning Scholarship \(SAILS\)](#)

Scholarship Requests (Brooks College of Health)

- [Clinical and Applied Movement Science Scholarship Application](#)
- [Public Health Scholarship Application](#)

Scholarship Requests (Coggin College of Business)

- [Coggin College of Business General Scholarship Application](#)

6) If you don't meet the minimum criteria to apply you will receive an error message letting you know that you will not be allowed to submit an application.

➤ These criteria are the following:

- Application must be available (open from Jan 1st - March 1st)
- Must be seeking actively Bachelor's Degree in a major from the College of Business
- Must have earned 36 credit hours of undergraduate course work.
- Must have a UNF Undergraduate Cumulative GPA > 2.0 to be eligible

*** NOTE:** If you are a new transfer student (Never taken a course at UNF) we will use your undergraduate transfer GPA.

7) Select “Yes” for **Start Application:** and click **Next**.

8) Check your contact information under the Student Information section and correct if necessary.

9) Your Major, Level, and GPA information will auto-populate.

- NOTE: If you are submitting a second application because you are in multiple majors that offer major specific scholarships you will need to select the second major before you can continue (Like Accounting, Transportation and Logistics, Economics, or International Business).

10) Select the term you expect to graduate click **Next**.

11) Select the location where you graduated from High School (Florida, US Non-Florida, Non-US)

- NOTE: If you select “Florida” you will be asked what County.

- 12) A section for the course you have taken in the College of Business will auto-populate from your student record.

COURSES TAKEN AT UNF (Business Prerequisites)		TRANSFERRED IN COURSES (Business Prerequisites)	
No Business Prerequisites taken at UNF		ACG2021	Financial Accounting A
		ECO2013	Princ Macroeconomics A
		ECO2023	Princ Microeconomics A
Grades of 3000-4000 Level Business Courses Taken			
BUL3130	Legal Environment of Business	Spring 2014	---B
ECO3411	Business/Economic Statistics	Fall 2016	---IP
FIN3403	Financial Management	Spring 2015	---C
GEB4113	Entrepreneurship	Fall 2015	---A-
ISM4011	Intro Management Info Systems	Fall 2016	---IP
MAN3025	Administrative Management	Spring 2013	---B
MAN3504	Operations Management	Fall 2013	---C
MAN4201	Organization Theory	Fall 2015	---C+
MAN4240	Organizational Behavior	Spring 2015	---B
MAN4301	Human Resource Management	Spring 2016	---B
MAN4335	Employee Benefits	Summer 2015	---A
MAN4550	Introduction to Mngmt Science	Summer 2016	---C
MAN4600	International Management	Fall 2014	---B
MAR3023	Principles of Marketing	Spring 2014	---B
MAR4400	Professional Selling	Fall 2016	---IP
REE4043	Real Estate Analysis	Fall 2013	---A
TAX3721	Tax Plan in Financial Decision	Spring 2016	---W

- 13) A section with your student Financial Aid Information will auto-populate from your student record.

Student Financial Aid Information				
Have FAFSA: Yes		Information as of: 10/05/2016 10:52:19 AM		
EUND	FALL	SPRING	SUMMER	
Federal Direct Sub Loan	\$2,750.00	\$2,750.00	\$0.00	
Federal Direct Unsub Loan	\$0.00	\$0.00	\$0.00	
TOTAL:	\$2,750.00	\$2,750.00	\$0.00	
GROSS NEED	UNMET NEED		UNMET COA	
Budget	Gross Need	\$9,517.00	Budget	\$21,558.00
- EFC	- Outside Resources	\$0.00	- Outside Resources	\$0.00
= Gross Need	- Need Reducing Awards	\$0.00	- ALL Need Reducing Awards	\$5,500.00
	- Need Based Loans	\$5,500.00	- ALL Non Need Reducing Awards	\$0.00
	= Unmet Need	\$4,017.00	= Unmet Cost of Attendance	\$16,058.00

- 14) Many scholarships have a need component based on the Federal Application for Federal Student Aid (FAFSA). You must agree to release the results of this to the scholarship application committee in order to be considered.

➤ Select "I Agree" and click **Next**.

Statement of Understanding

Many of our scholarships have a need component that require us to review your eligibility per federal regulations. By checking the box below you agree to have your Financial Aid information for this academic year be reviewed by the committee.

*** This consent is required in order to submit this application.**

I agree to release my Financial Aid Information to the Scholarship Review Committee.

I agree No

- 15) Select "Yes" for the terms you plan to be enrolled at UNF and if yes enter the number of Hours you plan to enroll for that term.

Planned Enrollment for Next Year

Fall 2016 Yes No Planned Credit Hours for Fall:

Spring 2017 Yes None

Summer 2017 Yes None

16) Complete the Non-Academic section of the applications.

Student Non-Academic Information			
Extracurricular Activities			
<small>Include college and community activities, volunteer work and honors.</small>			
TO Month/Year	FROM Month/Year	Description of Activity and Leadership Role (if any)	
Work Experience			
TO Month/Year	FROM Month/Year	Company and Description of Work	Hours per Week

17) Answer all the questions in the Local Memberships/Activity Participation section.

Local Memberships/Activity Participation Information	
Are you a past Dreams Come True of Jacksonville, Inc. recipient?	None ▾ *
Are you a current member of the Transportation & Logistics Society?	None ▾ *
Have you completed or are you participating in a Transportation & Logistics internship?	None ▾ *
Have you completed or are you participating in or applying for a paid summer internship with Crowley Maritime Corp?	None ▾ *
Are you currently part of the Osprey Financial Group?	None ▾ *
Have you taken or intend to take a business ethics course before you graduate?	None ▾ *
Are you currently a member of any Coggin College of Business Club?	None ▾ *
Do you or an immediate family member work at Martin Gottlieb & Associates and/or Native Sun Natural Foods, Inc.?	None ▾ *
Have you completed the CCB Career Management Center STAR certification program?	None ▾ *
Have you participated in a JAXPORT sponsored mentorship program with a JAXPORT employee (Big Brothers Big Sisters, Beyond School Walls, etc.)?	None ▾ *

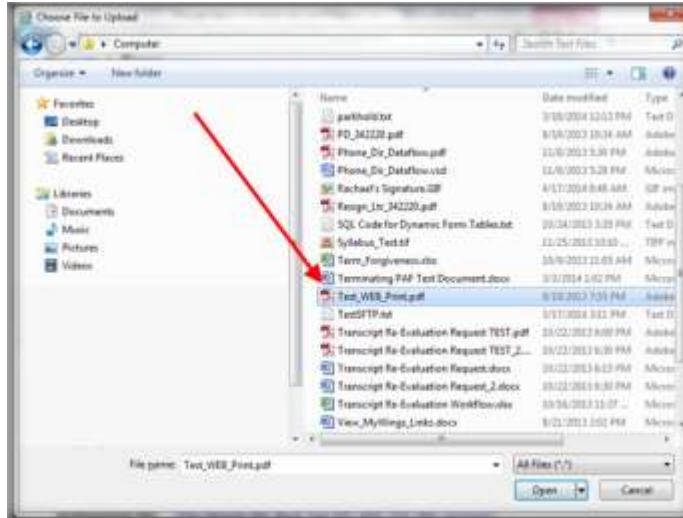
18) Attach your Essay that you saved before starting the application.

NOTE:

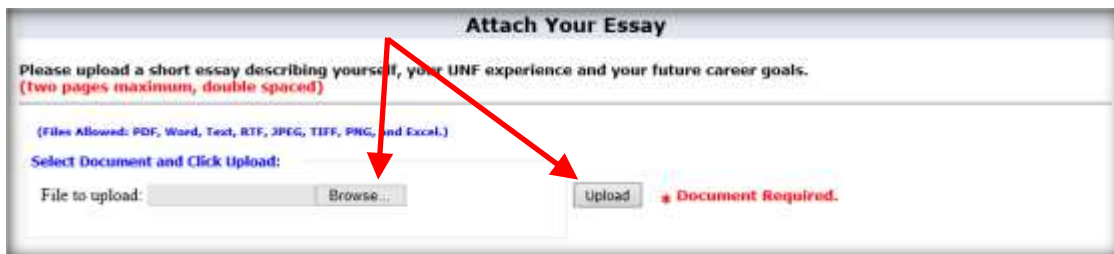
Your essay should be no more than 2 pages double spaced, legible with no smaller than 12 point font.

It should be saved as either a Text (*.txt) file, MS Word (*.doc, *.docx) file, or a PDF file.

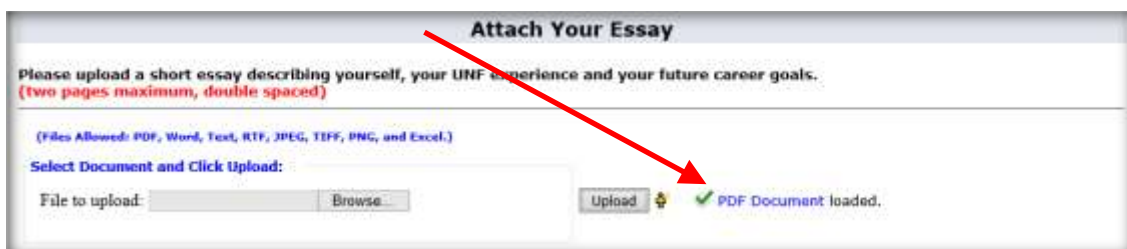
- Click the “Browse...” button to open a popup to find the document you save.
 - It is preferred to be either a PDF or Microsoft word document.



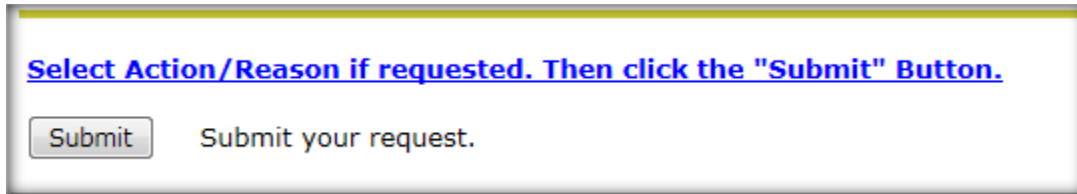
- Select your document and click “Open”
- Once you see the document name next to the browse button, click “Upload”.



- You will see the indicator that the document has been loaded.
 - **NOTE:** you can click on the link to double check that the right document has been attached and it is able to be read.



19) Once you have completed all the questions and uploaded your personal statement click "Submit" at the bottom of the form.

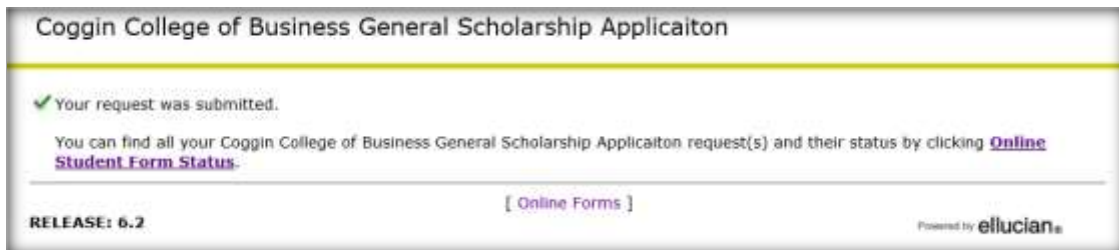


Select Action/Reason if requested. Then click the "Submit" Button.

Submit your request.

20) You will get a confirmation message at the top.

➤ **NOTE:** You can click on "Online Student Form Status" link to view the status of your request.



Coggin College of Business General Scholarship Application

✓ Your request was submitted.

You can find all your Coggin College of Business General Scholarship Application request(s) and their status by clicking [Online Student Form Status](#).

RELEASE: 6.2 [[Online Forms](#)] Powered by [ellucian](#)

Coggin College of Business General Scholarship Application Workflow

