

2017 LUMBERJACK SCHOLARS AWARD 7th semester transcript verification process

All students who have been or hope to be awarded the Lumberjack Scholars Award (LSA) must submit an **unofficial PDF** copy of their 7th semester transcripts to NAU by February 10th in order to verify their eligibility for this award.

TRANSCRIPTS MUST BE EMAILED DIRECTLY TO [LJSCHOLARS@NAU.EDU](mailto:ljscholars@nau.edu) BY FEBRUARY 10TH FOR VERIFICATION PURPOSES

Transcripts that are received in any other form will not be verified for Lumberjack Scholars Award eligibility and therefore will result in a Hold being placed on the student's LOUIE account. The only exception is if I have advised students send their transcript directly to myself.

When a student is requesting transcripts to be sent to NAU, please confirm for what purpose:

- Admissions Decision
 - Unofficial PDF transcripts can be sent to admissions@nau.edu or Melan Leonardo IF specifically requested
- Lumberjack Scholars Award Verification
 - Unofficial PDF transcripts must be sent to ljscholars@nau.edu or Melan Leonardo IF specifically requested
 - PLEASE do not mail official transcripts for LSA verification purposes
 - If you are encouraging students to send their transcripts via Parchment, please remind them to change the recipient to ljscholars@nau.edu or their transcripts will be sent to the general admissions email.

If a student is in jeopardy of losing their award due to not maintaining their eligibility:

- I will contact them within 3 weeks from the date that their transcript was received via email to the ljscholars@nau.edu email account
- Students will only be contacted if they are in jeopardy of losing their award

Course Retake Verification:

- If a student is retaking courses in order to be eligible for this award, they must also provide proof of enrollment in these course retakes if they are not already listed under their in-progress course work on the high school transcript. Students should have already been in contact with our office regarding their retakes and therefore are already aware that this information is needed.

Communications

- Students have been notified of this 7th semester verification process a number of different times
 - Information was included on their original scholarship award letter
 - Via email communications that began in December
 - Announcements were made at all high school visits and events