

About Honors Convocation

Honors Convocation is an award ceremony held at the end of each academic year honoring outstanding Students, Faculty, and Staff. Honors Convocation includes departmental awards, all-college awards, and awards from the CC Student Government Association. All students are welcome to attend! Each year, the following are requested from awarding departments and advisors of organizations and are provided a deadline for submissions to achieve a successful event:

- Department & Presenter Information
- Award & Recipient Information
- Prize Information

***NEW SUBMISSION FORM ***

Honors Convocation submissions are entered online for convenience and accuracy! Effective starting in the Spring 2024 semester, the submission form is now hosted by Advancement and can be used by all awarding departments to submit their entries.

This form can be accessed from:

[Registrar's Office website > Faculty Resources > select the blue button labeled Honors Convocation Submission Form](#)

(Academic departments have a second access point from the Faculty Services tab in Banner as well)

When submitting an award, departments will select their awards, enter their presenters and recipients, and select and provide award type information. The following pages contain a walk-thru of the submission process.

The following pages are a quick and helpful guide to success for submitting your Honors Convocation Awards *

Getting Started: Accessing the Form

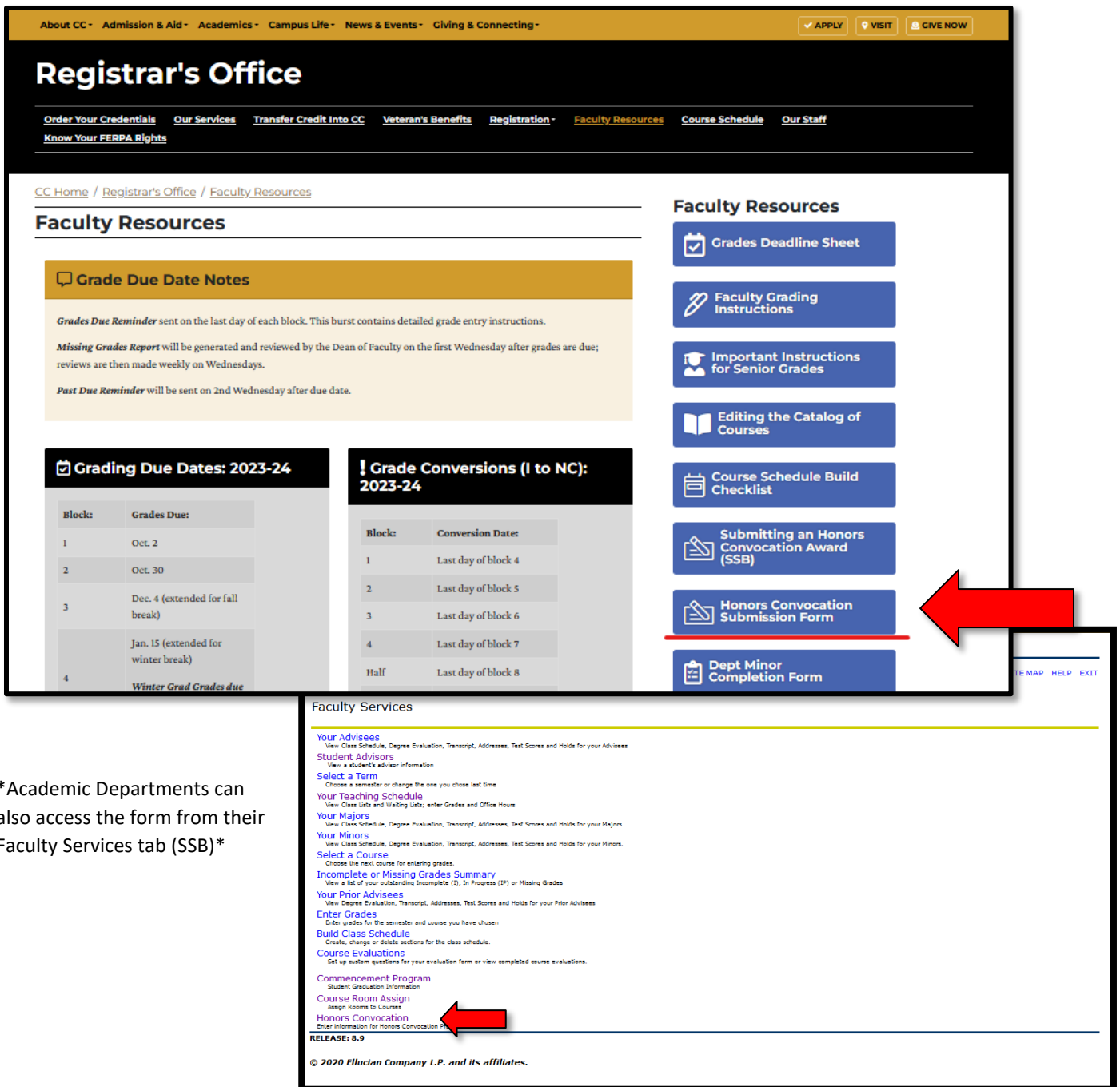
1. Navigate to the Registrar's Office website. Then select the Faculty Resources webpage or click the link below:

<https://www.coloradocollege.edu/offices/registrar/faculty-information/index.html>



The screenshot shows the Registrar's Office website. At the top, there is a navigation bar with links for "About CC", "Admission & Aid", "Academics", "Campus Life", "News & Events", and "Giving & Connecting". A red arrow points to the "Faculty Resources" link in the navigation menu. Below the navigation menu, there is a section titled "Registrar's Office" with a description of the office's mission and a list of services including "Order Your Credentials", "Our Services", "Transfer Credit Into CC", "Veteran's Benefits", "Registration", "Faculty Resources", "Course Schedule", and "Our Staff".

- From the Faculty Resources webpage, locate and select the blue button “Honors Convocation Submission Form”



Registrar's Office

About CC - Admission & Aid - Academics - Campus Life - News & Events - Giving & Connecting - [APPLY](#) [VISIT](#) [GIVE NOW](#)

[Order Your Credentials](#) [Our Services](#) [Transfer Credit Into CC](#) [Veteran's Benefits](#) [Registration](#) - [Faculty Resources](#) [Course Schedule](#) [Our Staff](#)
[Know Your FERPA Rights](#)

[CC Home](#) / [Registrar's Office](#) / [Faculty Resources](#)

Faculty Resources

- [Grades Deadline Sheet](#)
- [Faculty Grading Instructions](#)
- [Important Instructions for Senior Grades](#)
- [Editing the Catalog of Courses](#)
- [Course Schedule Build Checklist](#)
- [Submitting an Honors Convocation Award \(SSB\)](#)
- [Honors Convocation Submission Form](#)
- [Dept Minor Completion Form](#)

Grade Due Date Notes

Grades Due Reminder sent on the last day of each block. This burst contains detailed grade entry instructions.

Missing Grades Report will be generated and reviewed by the Dean of Faculty on the first Wednesday after grades are due; reviews are then made weekly on Wednesdays.

Past Due Reminder will be sent on 2nd Wednesday after due date.

Grading Due Dates: 2023-24

Block:	Grades Due:
1	Oct. 2
2	Oct. 30
3	Dec. 4 (extended for fall break)
4	Jan. 15 (extended for winter break)
	<i>Winter Grad Grades due</i>

Grade Conversions (I to NC): 2023-24

Block:	Conversion Date:
1	Last day of block 4
2	Last day of block 5
3	Last day of block 6
4	Last day of block 7
Half	Last day of block 8

Faculty Services

- [Your Advisees](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Advisees
- [Student Advisors](#)
View a student's advisor information
- [Select a Term](#)
Choose a semester or change the one you chose last time
- [Your Teaching Schedule](#)
View Class Lists and Waiting Lists; enter Grades and Office Hours
- [Your Majors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Majors
- [Your Minors](#)
View Class Schedule, Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Minors
- [Select a Course](#)
Choose the next course for entering grades.
- [Incomplete or Missing Grades Summary](#)
View a list of your outstanding Incomplete (I), In Progress (IP) or Missing Grades
- [Your Prior Advisees](#)
View Degree Evaluation, Transcript, Addresses, Test Scores and Holds for your Prior Advisees
- [Enter Grades](#)
Enter grades for the semester and course you have chosen
- [Build Class Schedule](#)
Create, change or delete sections for the class schedule.
- [Course Evaluations](#)
Set up custom questions for your evaluation form or view completed course evaluations.
- [Commencement Program](#)
Student Graduation Information
- [Course Room Assign](#)
Assign Rooms to Courses
- [Honors Convocation](#)
Enter information for Honors Convocation

RELEASE: 8.9

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Academic Departments can also access the form from their Faculty Services tab (SSB)

- The form is hosted out of Advancement’s database and requires an SSO login. If you are not yet logged in, please follow, and complete the MFA screens. If you are already logged in, please allow the screen to finish loading.

Below is what you will see:

2024 Honors Convocation Award Submission Process



PLEASE USE ONE SUBMISSION FORM PER RECIPIENT. If you are awarding more than one recipient for the same award, please complete a separate submission form.
 All monetary awards require a check ordering process through Summit made directly by the department or advisor for the organization. **COMPLETE THE SUMMIT PAYMENT PROCESS NOW!**

Department & Presenter Information

*Award Type

*Department Name:

*Award Presenter:

Presenter Preferred/Chosen Name: @

Additional Award Presenter

Additional Award Presenter Preferred Name

Award & Recipient Information

*Award Name:

*Will there be more than one recipient for this award?

*Recipient Name:

Recipient Preferred/Chosen Name: @

*Award Placement:

*Presentation Status

Other Information

*Prize Type

What will the recipient receive? @

Award Title @

If you have any questions regarding this process, please contact Lisa Schwartz.
 - If you are awarding money to an international student, please keep in mind that 30% in federal income tax will be withheld for the payment.
 - If you would like to pay the tax on behalf of the student, please contact Chivelan Volicic for assistance in calculating the correct before-tax award amount.
 - If you are awarding funds to a faculty or staff member, taxes are also taken out. These must be processed through payroll. Please contact Chivelan Volicic or David Redinger.

Getting Started: Completing the Form

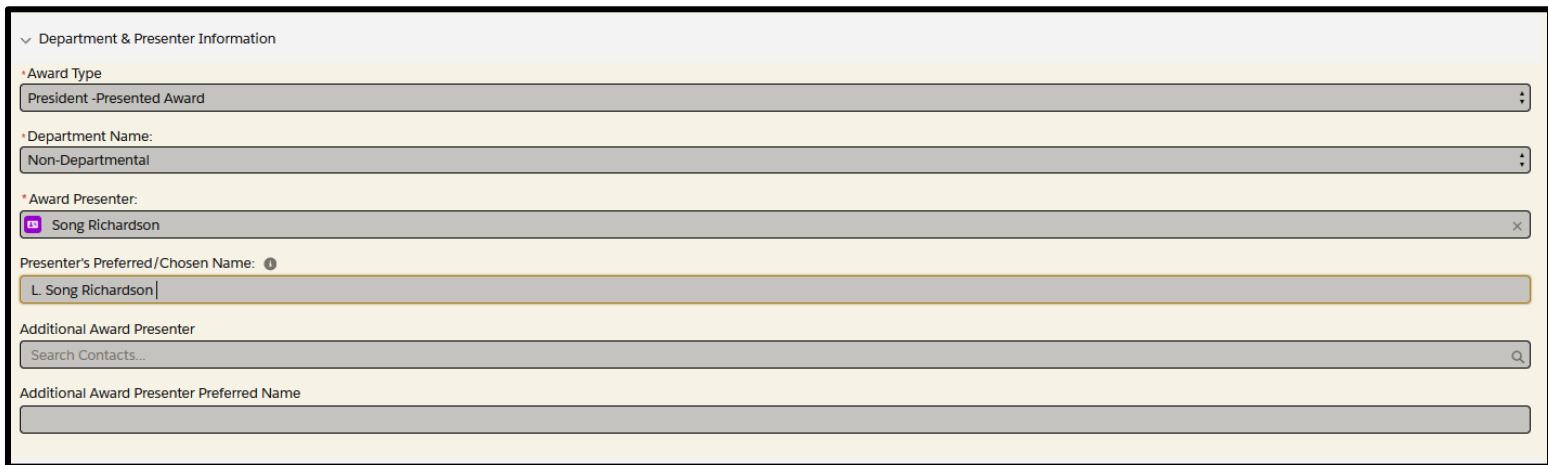
The submission form is separated into three sections:

- a. Department & Presenter Information
- b. Award & Recipient Information
- c. Prize Information

Entering Your Department & Presenter Information

1. Select the **Award Type** (*Departmental, All-College, President-Presented, Student Government Association Awards*)
2. Select the **Department Name** (choose “*Non-Departmental*” for any all-college, president-presented, or student government award)
3. Type the **Award Presenter** (potential matches will begin to appear as you type, please select the correct one)
4. Optional Fields
 - a. The **Preferred/Chosen Name** of the Presenter may be entered (this is not validated against a database, please make sure to check your spelling)
 - b. An **Additional Award Presenter** can be added if applicable along with their **Preferred/Chosen Name**

See Below Example:



The screenshot shows a form titled "Department & Presenter Information" with the following fields:

- Award Type:** A dropdown menu with "President -Presented Award" selected.
- Department Name:** A dropdown menu with "Non-Departmental" selected.
- Award Presenter:** A text input field containing "Song Richardson" with a search icon on the right.
- Presenter's Preferred/Chosen Name:** A text input field containing "L. Song Richardson".
- Additional Award Presenter:** A search input field with the placeholder text "Search Contacts..." and a search icon.
- Additional Award Presenter Preferred Name:** An empty text input field.

In efforts to help keep the ceremony lively and focused and proceed at a reasonable pace, each department may choose one presenter to go on stage unless a second presenter is necessary. Presenters will be asked to announce only one outstanding student for each award (if there is a tie for the award, you may announce co-winners) and keep their remarks brief (1-2 sentences). Please do not restate the information printed in the program.

Entering Your Award & Recipient Information

1. Type the **Award Name** (potential matches will begin to appear as you type, please select the correct one)
2. Indicate whether there will be more than one recipient for the award (if *Yes* is selected, please submit a form for each recipient separately)
3. Type the **Recipient Name** (potential matches will begin to appear as you type, please select the correct one)
4. **Award Placement** (*First* and *No-Placement (tied)* recipients are invited to the ceremony; *Second*, *Third*, and *Honorable Mention* are printed in the program only)
5. **Presentation Status** (*presented*, *name-read only*, or *program only*)
6. Optional Fields
 - a. The **Preferred/Chosen Name** of the Recipient may be entered (this is not validated against a database, please make sure to check your spelling)

See Below Example:

∨ Award & Recipient Information

* Award Name:
Van Diest Award

* Will there be more than one recipient for this award?
Yes

* Recipient Name:
Charlie Robinson

Recipient Preferred/Chosen Name: ⓘ
Charlie RoCCy Robinson

* Award Placement:
Second

* Presentation Status:
Program Only

Entering Your Prize Information

1. Select **Prize Type** (*Monetary, Gift, or Both*)
2. Optional Fields
 - a. Indicate **what the recipient will receive** (i.e. \$ amount of monetary prize, engraved clock, or \$ plus books)
 - b. Award Title (if your award was based on a paper, film, etc. and you would like to include the title, please list it here. This is not validated against a database, please make sure to check your spelling)

See Below Example:

Prize Information

Prize Type
Both (Monetary & Gift)

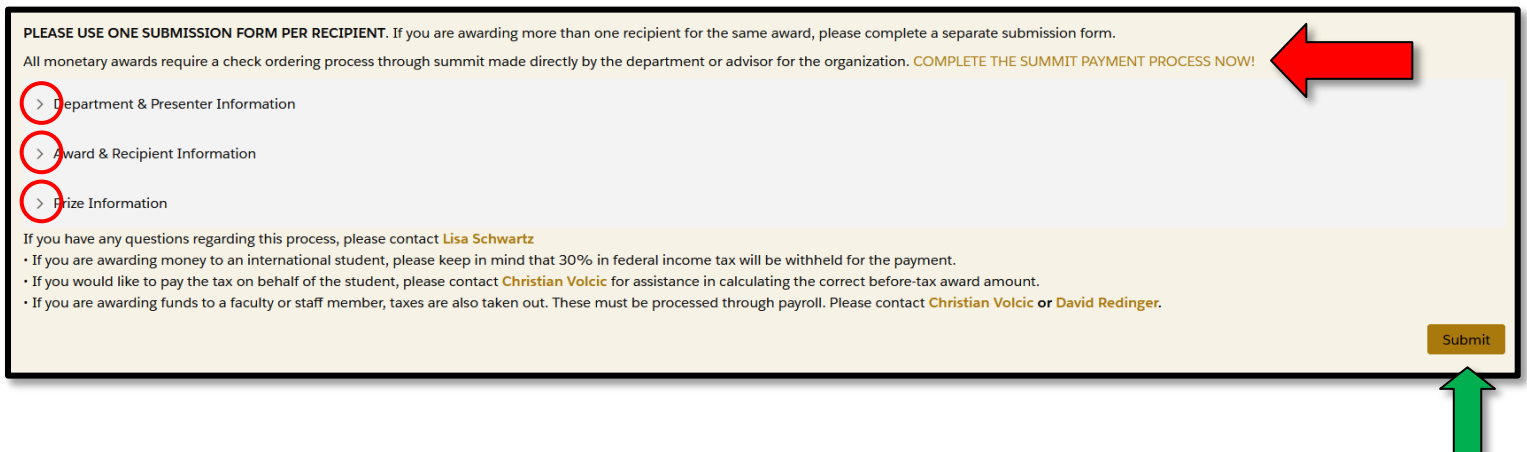
What will the recipient receive?
\$ and textbooks

Award Title
Then and Now

Before You Submit – Review...

- Review all entered information for accuracy before clicking the **Submit** button (see green arrow below)
- The carrot “ > ” next to each section header will collapse/expand the section (see red circled icons below)
- Monetary awards have an extra step! Review **How to Complete a Monetary Award** below.
- Award titles and descriptions are donor-approved! If a change is requested, please email [Kathleen Bauer](#) in Advancement for further assistance.
- Technical troubleshooting – cache out! Deleting your browsing history is recommended as the first step in resolving a technical issue using a web-based process (settings vary by browser). When browsing history is cleared, it is recommended to log out, close browser windows, and start fresh. If further support is needed, contact [Ashley Nicholas](#) for general support or [Chris Kollar](#) for submission form-related issues.

See Below Example:



PLEASE USE ONE SUBMISSION FORM PER RECIPIENT. If you are awarding more than one recipient for the same award, please complete a separate submission form.

All monetary awards require a check ordering process through summit made directly by the department or advisor for the organization. [COMPLETE THE SUMMIT PAYMENT PROCESS NOW!](#)

> Department & Presenter Information

> Award & Recipient Information

> Prize Information

If you have any questions regarding this process, please contact [Lisa Schwartz](#)

- If you are awarding money to an international student, please keep in mind that 30% in federal income tax will be withheld for the payment.
- If you would like to pay the tax on behalf of the student, please contact [Christian Volcic](#) for assistance in calculating the correct before-tax award amount.
- If you are awarding funds to a faculty or staff member, taxes are also taken out. These must be processed through payroll. Please contact [Christian Volcic](#) or [David Redinger](#).

Submit

How to Complete a Monetary Award

All monetary awards require a check ordering process through Summit made directly by the department or advisor for the organization. A hyperlink to the Summit payment process is located at the top of the submission form (see red arrow above).

It can also be accessed here: [COMPLETE THE SUMMIT PAYMENT PROCESS NOW!](#)

If you have any questions regarding the payment process, please contact [Lisa Schwartz](#).

- If you are awarding money to an **international student**, please keep in mind that 30% in federal income tax will be withheld for the payment.
- If you would like to pay the tax on behalf of the student, please contact [Christian Volcic](#) for assistance in calculating the correct before-tax award amount.
- If you are awarding funds to a **faculty or staff member**, taxes are also taken out. These must be processed through payroll. Please contact [Christian Volcic](#) or [David Redinger](#).

After You Submit...

After clicking the **Submit** button on the submission form, you can **Start Another Submission** if you have multiple recipients for the same award or need to submit information for another award in your department.

2024 Honors Convocation Award Submission Process



Honors Convocation Award Screen Flow

Thank you for completing the Honors Convocation Award Submission process. Your submission has been recorded. Please click the button below to start another submission.

[Start Another Submission](#)

A recipients list will populate at the bottom of your submission form screen for reference:

Your Submitted Award Recipients

1. William Brice
2. Danielle Ryans
3. Charlie Robinson
4. Danielle Ryans

A confirmation email with the subject line, **“Your Honors Convocation Award Submission Has Been Received,”** will also be found in your inbox (Outlook) containing details of the information that was submitted and received. Please use this as your department’s first proof. If you need to make an adjustment or correction, please email [Ashley Nicholas](#) for support. Subsequent reminders or emailed proofs will be shared by Ashley throughout the open period for submissions (Blocks 6 and 7). Please don’t ignore your emails as this is the primary communication channel used for reminders, proofs, and for sharing pertinent information about the process.