

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 each are provided a deadline for submissions in order to achieve a successful event:

- Presenter Information
- Recipient(s) Information
- Fund and/or Gift Information
- Confirm Awarding Awards

Department Awards

Honors Convocation submissions are entered into Banner for convenience and accuracy! Departments will select their awards, enter the ID#s of their presenters and recipients, and select and provide award type information. Additional features that may be used but are not required are project titles (film for example) and the award placement for co-recipients (first, second, third, etc.).

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

In order to access the **Honors Convocation Award Submissions Portal**, you need to be able to log into Banner. If you experience any technical issues or have trouble logging in from off-campus, please review ITS's [webpage](#) for further assistance or contact the Help Desk at 719-389-6449 during regular business hours. For the purposes of this guide, we will assume you are able to log into Banner.

Logging In and Getting Started: Accessing Your Faculty Services Menu

1. Logging into Self-Service Banner (SSB) from on campus is easy. First, you will need to navigate to the “**Sign into CC**” Login Page. If you are on the [CC home page](#). Locate “**Sign Into CC**” in the top right-hand corner of the homepage main screen. See Below Example:



The screenshot shows the Colorado College homepage. At the top left is the college logo and name. Below it is a navigation bar with links for 'About CC', 'Admission & Aid', 'Academics', 'Campus Life', 'News & Events', and 'Giving & Connecting'. On the right side of the navigation bar, there are links for 'Sign Into CC', 'Campus Directory', and 'A-Z Index'. A red arrow points to the 'Sign Into CC' link. Below the navigation bar is a large image of a student in winter gear writing on a clipboard. Below the image is a news item titled 'Students Travel to Wolf Creek Pass for Snow Science Half Block'. At the bottom of the page, there is a 'Block Break 5' section with a grid of numbers 1 through 8 and letters A, B, and C. The 'Block Break 5' section also includes the text 'It's the third day of Block Break 5' and 'February 22 - February 26'. To the right of the grid is a link for 'What's a Block? Block Blogs'.

- At the “Sign into CC” Login Page, click on **Banner (SSB)**
See Below Example:



Our Work and Commitment Toward Becoming an Antiracist Institution

COLORADO COLLEGE EST. 1874

Sign Into CC | Campus Directory | A-Z Index

Search Colorado College

Athletics | Fine Arts Center | Tutt Library | KRCC

About CC | Admission & Aid | Academics | Campus Life | News & Events | Giving & Connecting

APPLY VISIT GIVE NOW

Sign into CC/Information for Staff & Faculty

SIGN IN TO CC

- Email (Office 365)
- Banner (SSB)**
- Canvas
- CARE Team Report
- Employment Portal
- Events Management
- INB 9 (Prod)
- Qualtrics
- Stellic
- Summit
- Zoom

NEWS & ANNOUNCEMENTS



Mental Health & QPR Training

As part of CC's commitment to help our community thrive, the college offers online suicide prevention training to all members of the CC community. QPR is a prevention training for participants to be able to recognize the warning signs of suicidal thinking, behavior, and attempts, and question, persuade, and refer people at risk for help. Our campus is safer when more of us have these skills; we are asking that all staff and faculty complete the training by the start of Block 6, Monday, Feb. 27. If you haven't done so, please [register for the virtual training](#).

Show all buttons

TIGER SERVICE AWARDS

2 years of service	10 years of service
Kevin Beechwood	Darren Ceckanowicz
Dylan Sanchez	Stephanie Daigle
5 years of service	Libby Fletcher
Charles Autry	Kim Taylor
Belinda Barrientos	20 years of service
Mark Cannon	Jenn Sides
Eric Cassavaugh	Donna Sison
Sarah Mascotti	Jeff Verhey
Steve Pattillo	25 years of service
Nick Smith	Andrea Culp
	Brad Fairbanks
	Amy Ingalsbe
	Gerald Mondragon

FEATURED PHOTO

Ian Hauver-Radloff '26 and Theo Ollier '26 enjoy a relatively warm winter afternoon on Feb. 21. Photo by Lonnie Timmons III.

TODAY AT CC

Recent Announcements [see more](#)

An Evening with Michelle Alexander



THE MCHUGH DISTINGUISHED LECTURE ON AMERICAN INSTITUTIONS

RECENT COLLEGE MESSAGES

- [Around the Block – Campus News](#)
- [Gratitude for All](#)
- [Tuition and Fees 2023-24 Academic Year](#)
- [Lots of Opportunities to Engage!](#)

[Message Archive](#)

OUR SHARED GOALS

Major CC Efforts and Commitments

- [Cabinet Mental Health & Wellness Commitments](#)
- [Our Path to Antiracism](#)
- [Project 2024](#)
- [COVID-19 Response](#)

CAMPUS NEWS

Around the Block

- [Students Make the Most of Their Time with American Chemical Society](#)
- [Women of Color in Leadership at CC](#)

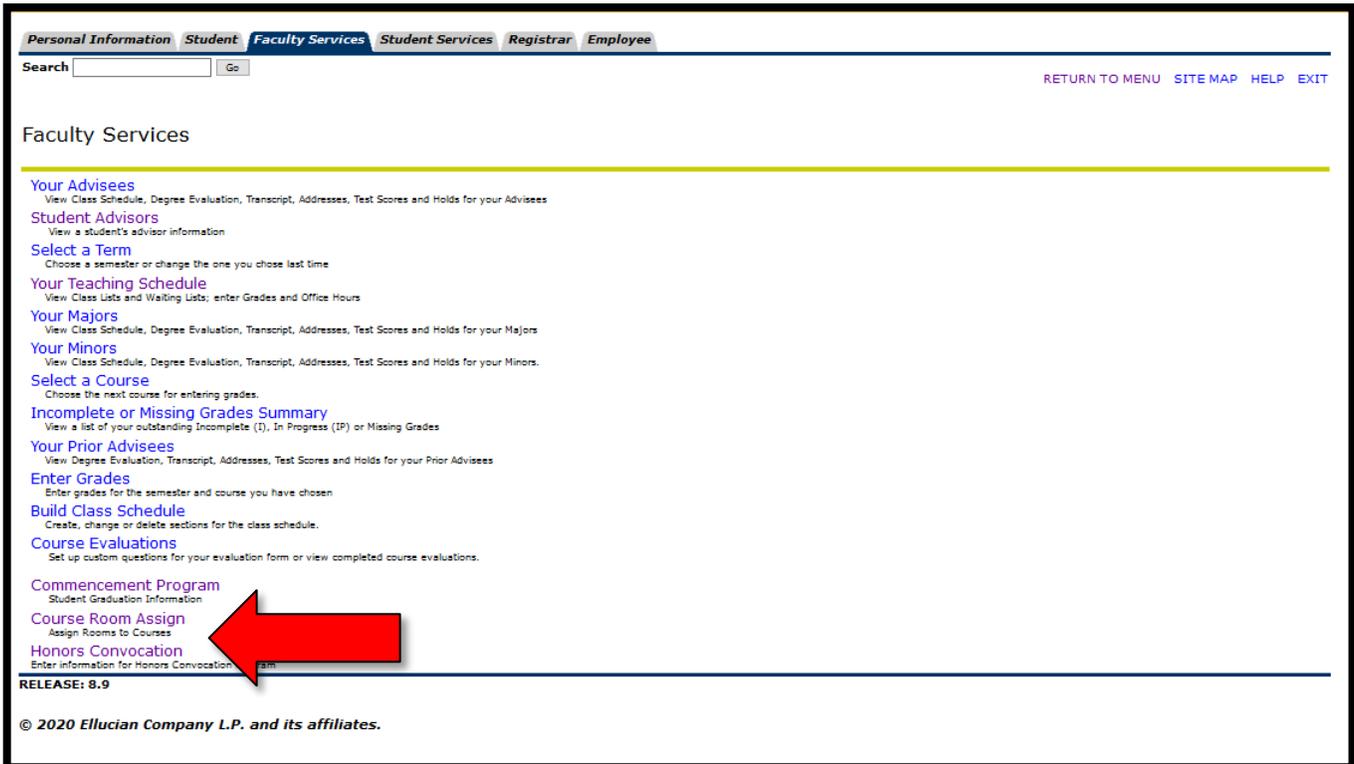
The Bulletin

WELCOME TO CC!

New Arrivals

Melanie Under, OC Patron Experience Guide

3. You are now successfully logged into Self-Service Banner (SSB). Click on the “**Faculty Services**” tab to access **Honors Convocation** located at the bottom of your Faculty Services menu.
See Below Example:



The screenshot shows the Self-Service Banner (SSB) interface. At the top, there are navigation tabs: **Personal Information**, **Student**, **Faculty Services** (selected), **Student Services**, **Registrar**, and **Employee**. Below the tabs is a search bar with a "Go" button and links for [RETURN TO MENU](#), [SITE MAP](#), [HELP](#), and [EXIT](#).

The main content area is titled "Faculty Services" and contains a list of menu items:

- [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

At the bottom of the menu, there is a "RELEASE: 8.9" notice and a copyright notice: © 2020 Ellucian Company L.P. and its affiliates.

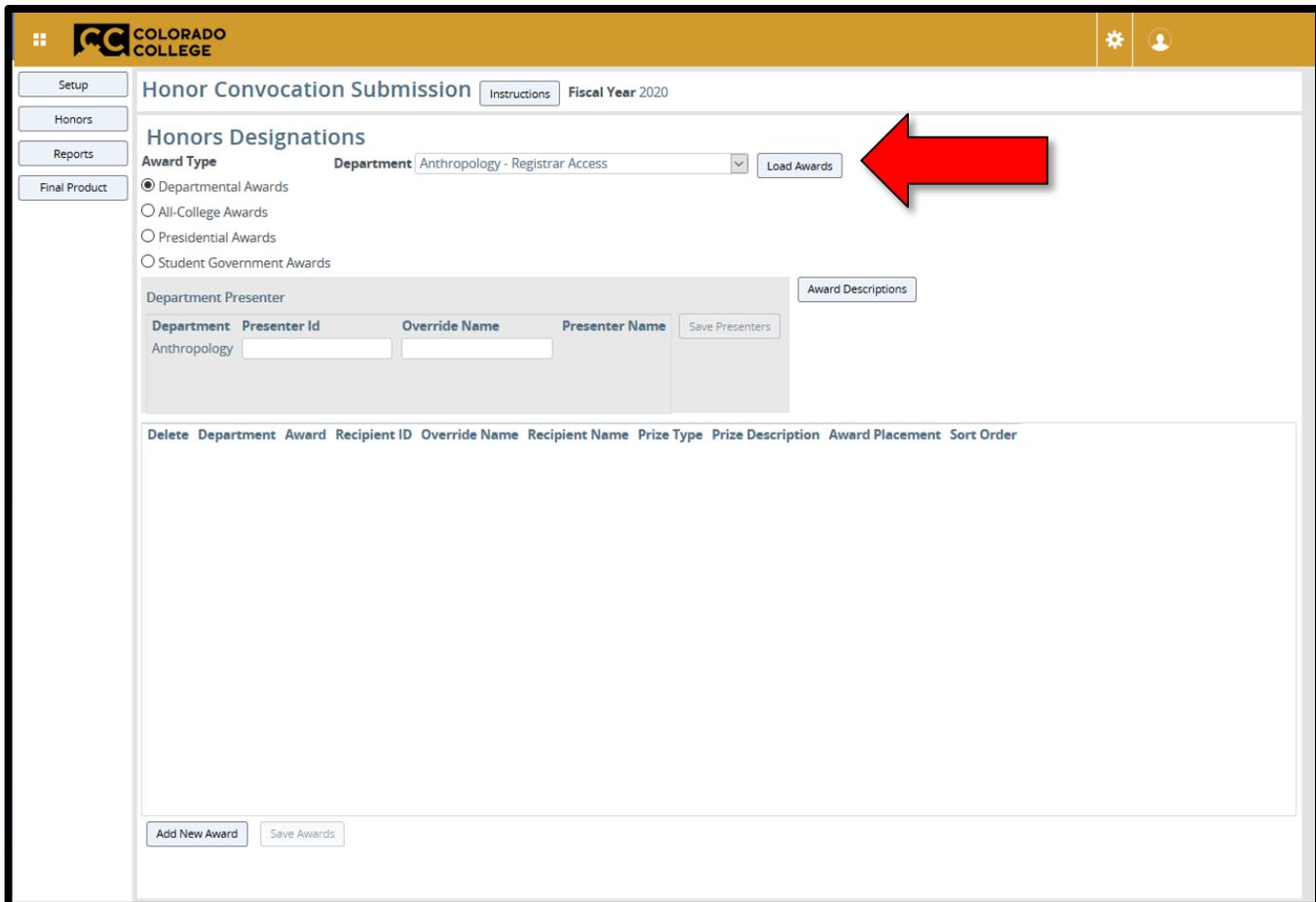
A red arrow points to the "Honors Convocation" link.

Logging In and Getting Started: Honors Convocation Award Submission Portal

1. To begin, select your **Award Type** from the available options: Departmental, All-College, Presidential, Student Government
2. Find and select your Department from the **Department** drop-down menu (if you don't see your department, contact Ashley Nicholas)
3. Click **Load Awards** to continue.
4. Click **Award Descriptions** to review and confirm your Department's eligible awards and the associated descriptions.

(Award titles and descriptions are donor-approved and do not require proofing any longer! If a change is requested, please email [Kathleen Bauer](#) in Advancement for further assistance.)

See Below Example:



Setup Honors Reports Final Product

Honor Convocation Submission Instructions Fiscal Year 2020

Honors Designations

Award Type Department Anthropolgy - Registrar Access Load Awards

Departmental Awards
 All-College Awards
 Presidential Awards
 Student Government Awards

Department Presenter Award Descriptions

Department	Presenter Id	Override Name	Presenter Name	Save Presenters
Anthropolgy				

Delete	Department	Award	Recipient ID	Override Name	Recipient Name	Prize Type	Prize Description	Award Placement	Sort Order
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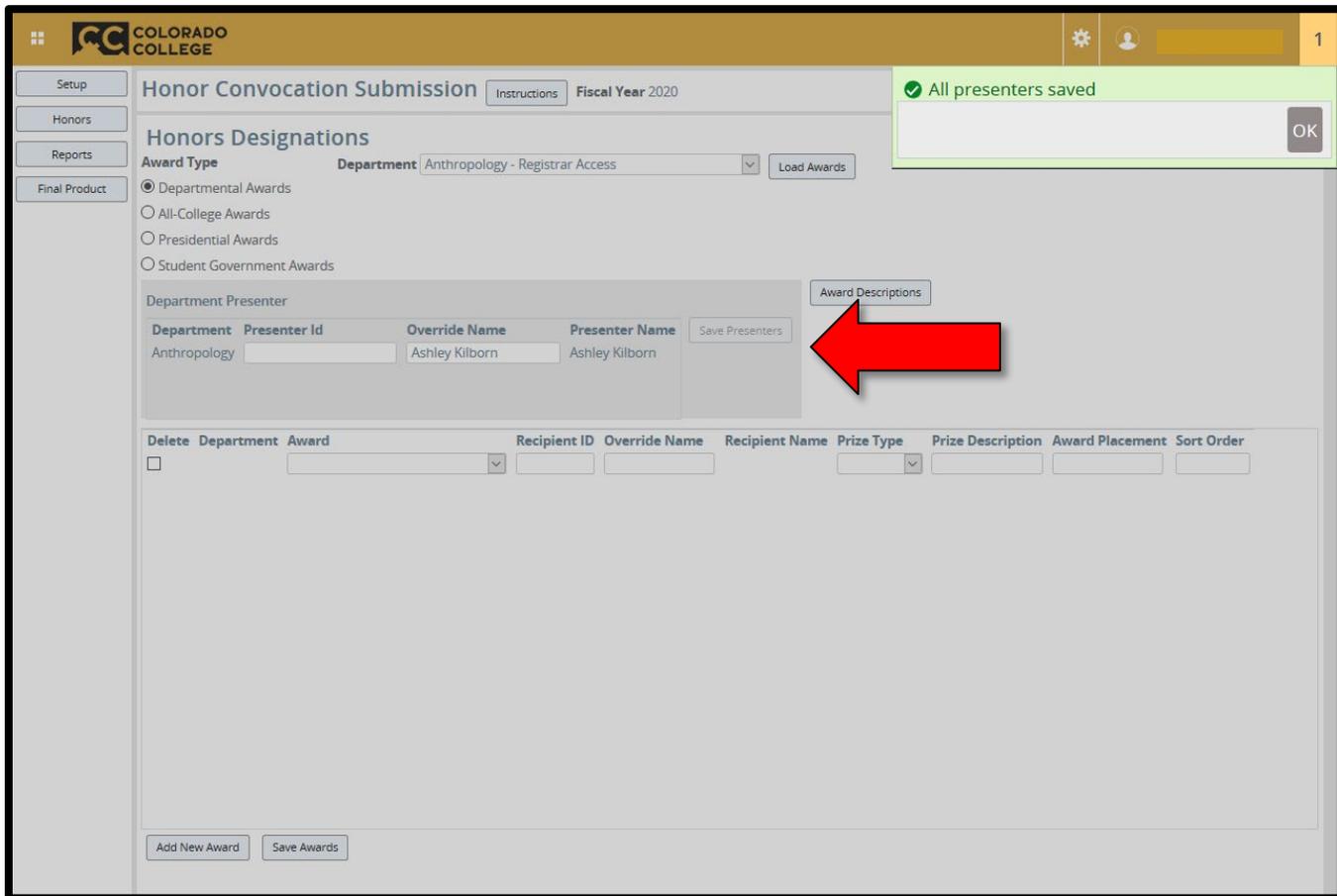
Add New Award Save Awards

Entering Your Presenter Information

1. Type the **Presenter's ID** *optional*
2. Type the Presenter's name in the **Override Name** *optional*
3. Click **Save Presenters**
 - a. If the Presenter's ID number is unknown, please provide their name in the Override Name field and click Save Presenters. Ashley Nicholas will update the Presenter's ID number.
 - b. If an ID number was provided but the ID number was entered wrong, the presenter information will not save.

(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. 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.)

See Below Example:



Setup Honors Convocation Submission Instructions Fiscal Year 2020

Honors Designations

Award Type Department Anthropology - Registrar Access Load Awards

Departmental Awards
 All-College Awards
 Presidential Awards
 Student Government Awards

Department Presenter

Department	Presenter Id	Override Name	Presenter Name	Save Presenters
Anthropology		Ashley Kilborn	Ashley Kilborn	Save Presenters

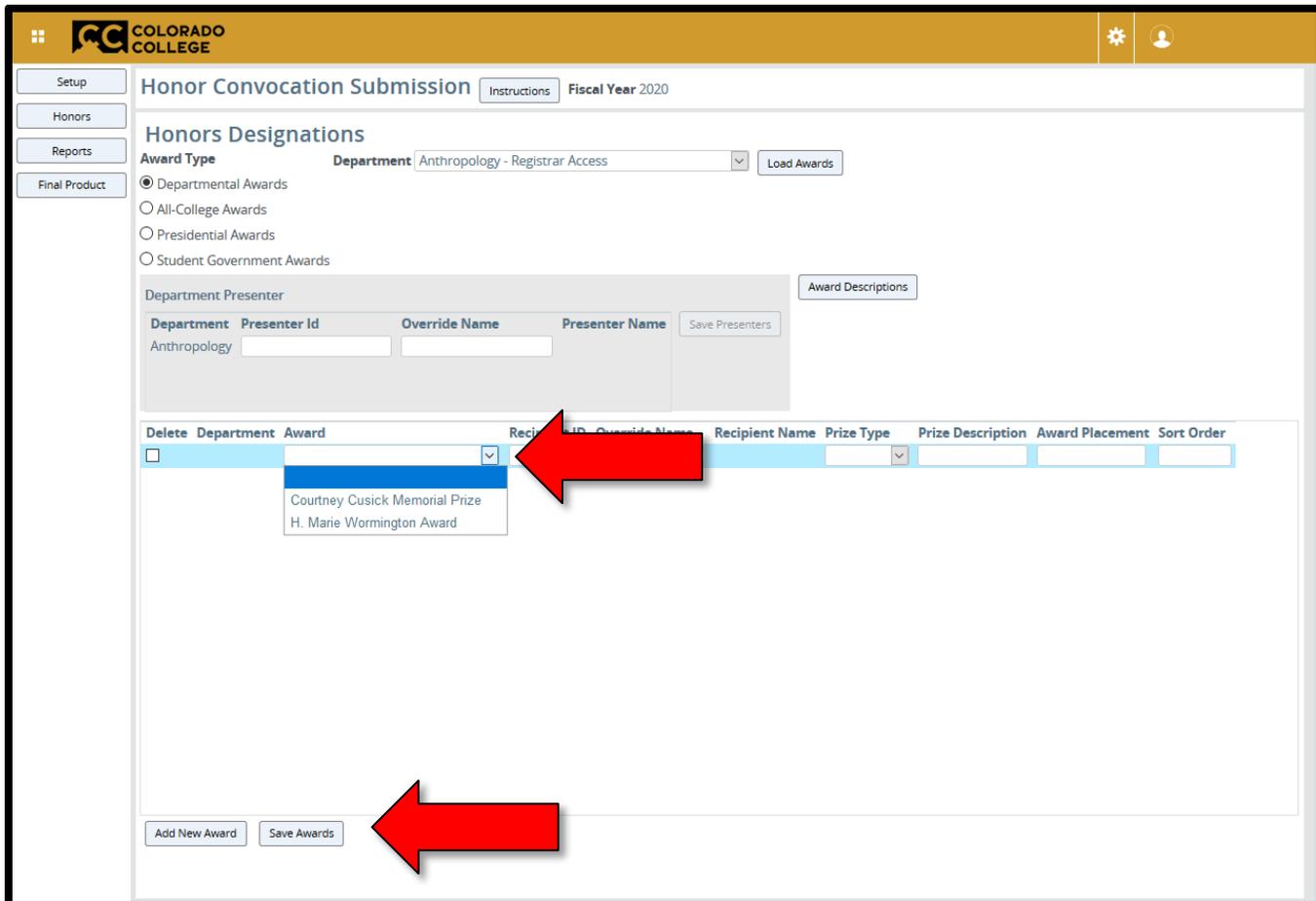
Award Descriptions

Delete	Department	Award	Recipient ID	Override Name	Recipient Name	Prize Type	Prize Description	Award Placement	Sort Order
<input type="checkbox"/>									

Add New Award Save Awards

Selecting an Award

1. If this is your first time entering the submission form, this area will be blank.
2. To add more entry lines, click **Add New Award** located at the bottom of your screen.
3. Select the **Award** from the available awards drop-down menu. If an award entry is entered, the recipient id is required before you can save! (if the id number was entered wrong, the recipient and award information will not save.)
4. Click **Save Awards**, at the bottom of your screen to save your changes for later.
See Below Example:

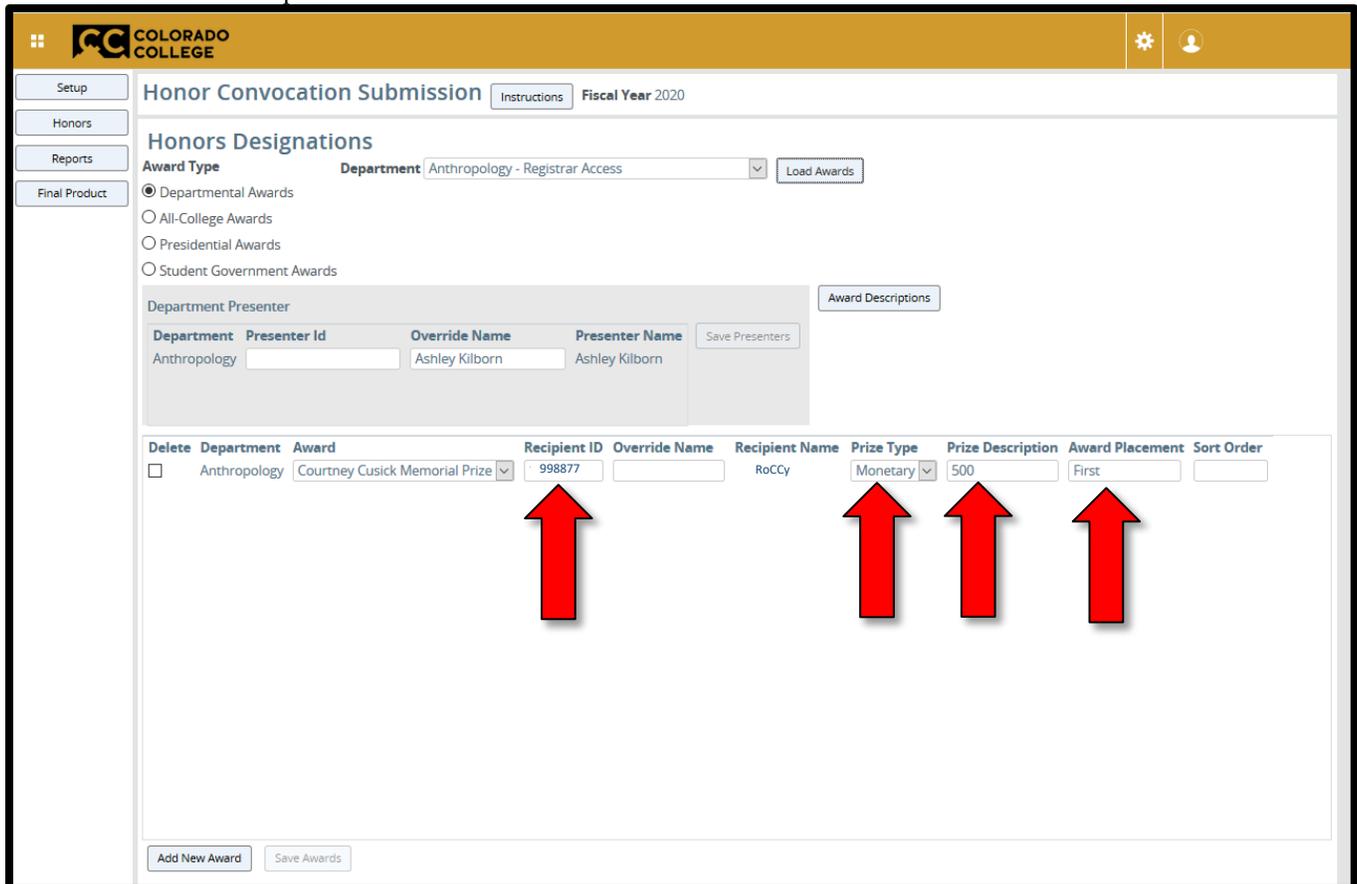


The screenshot displays the 'Honors Convocation Submission' interface. The 'Honors Designations' section is active, showing a 'Department' dropdown set to 'Anthropology - Registrar Access' and a 'Load Awards' button. Below this, there are radio buttons for 'Departmental Awards', 'All-College Awards', 'Presidential Awards', and 'Student Government Awards'. A 'Department Presenter' table is visible with columns for 'Department', 'Presenter Id', 'Override Name', and 'Presenter Name'. At the bottom, a table lists awards with columns for 'Delete', 'Department', 'Award', 'Recipient ID', 'Override Name', 'Recipient Name', 'Prize Type', 'Prize Description', 'Award Placement', and 'Sort Order'. A dropdown menu is open under the 'Award' column, showing 'Courtney Cusick Memorial Prize' and 'H. Marie Wormington Award'. A red arrow points to this dropdown menu. At the bottom left, there are 'Add New Award' and 'Save Awards' buttons, with another red arrow pointing to the 'Save Awards' button.

Entering Your Recipient Information

1. Type the **Recipient ID** *required*
2. Type the recipient's **Override Name** *optional*
3. Select the **Prize Type** and enter the **Prize Description**.
 - a. If the prize type is "**Monetary**" - type the amount in **Prize Description**. Then click the link to submit to complete the fund application process. See "*how to complete a monetary award*" section; for further information.
 - b. If the prize type is "**Gift**" - type what the gift is in **prize description**. (rock picks, books, etc.)
4. The **Award Placement** should be filled out if any of the following are true:
 - a. Does this award have multiple recipients?
 - i. If so, enter the recipient's placement in **Award Placement** (first place, second place, third place, honorable mention).
 - ii. If there is a tie in placement - two first place winners for example - click **Add New Award** and complete a new award entry for the second recipient, and then enter (first place) in both recipient's **Award Placement**
 - b. Does this award acknowledge a student's project name?
 - i. If so, enter the recipient's project name in **Award Placement** using quotations around the project name. ("seal eggs")
 - c. Does this award have multiple recipients and recognize a student's project name?
 - i. If so, please use this format in **Award Placement**: (first place, "seal eggs")
5. Leave the **Sort Order** field blank. Ashley Nicholas will use this field to indicate the print order.
6. Click **Save Award** at the bottom of your screen when you are finished or if you are saving changes to return to for later. It is recommended to save your changes often to avoid any loss of entered information.

See Below Example:



Delete	Department	Award	Recipient ID	Override Name	Recipient Name	Prize Type	Prize Description	Award Placement	Sort Order
<input type="checkbox"/>	Anthropology	Courtney Cusick Memorial Prize	998877		RoCCy	Monetary	500	First	

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.

Please click this link to get started: [start your summit payment process now!](#)

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 [Catherine Tobin](#) 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 [Catherine Tobin](#) or [David Redinger](#).