

## 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, presidential, 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

### **\*SUBMISSION FORM ENHANCEMENTS\***

As a friendly reminder, entries for Honors Convocation Awards are completed online for both academic and non-academic categories. The form introduced last spring will be used again for the 2025 season with a couple enhancements:

- Additional Presenter Field
- Additional Recipient Fields

This form can be accessed from the Registrar's Office [website](#) Faculty Resources *menu*:

### **[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>

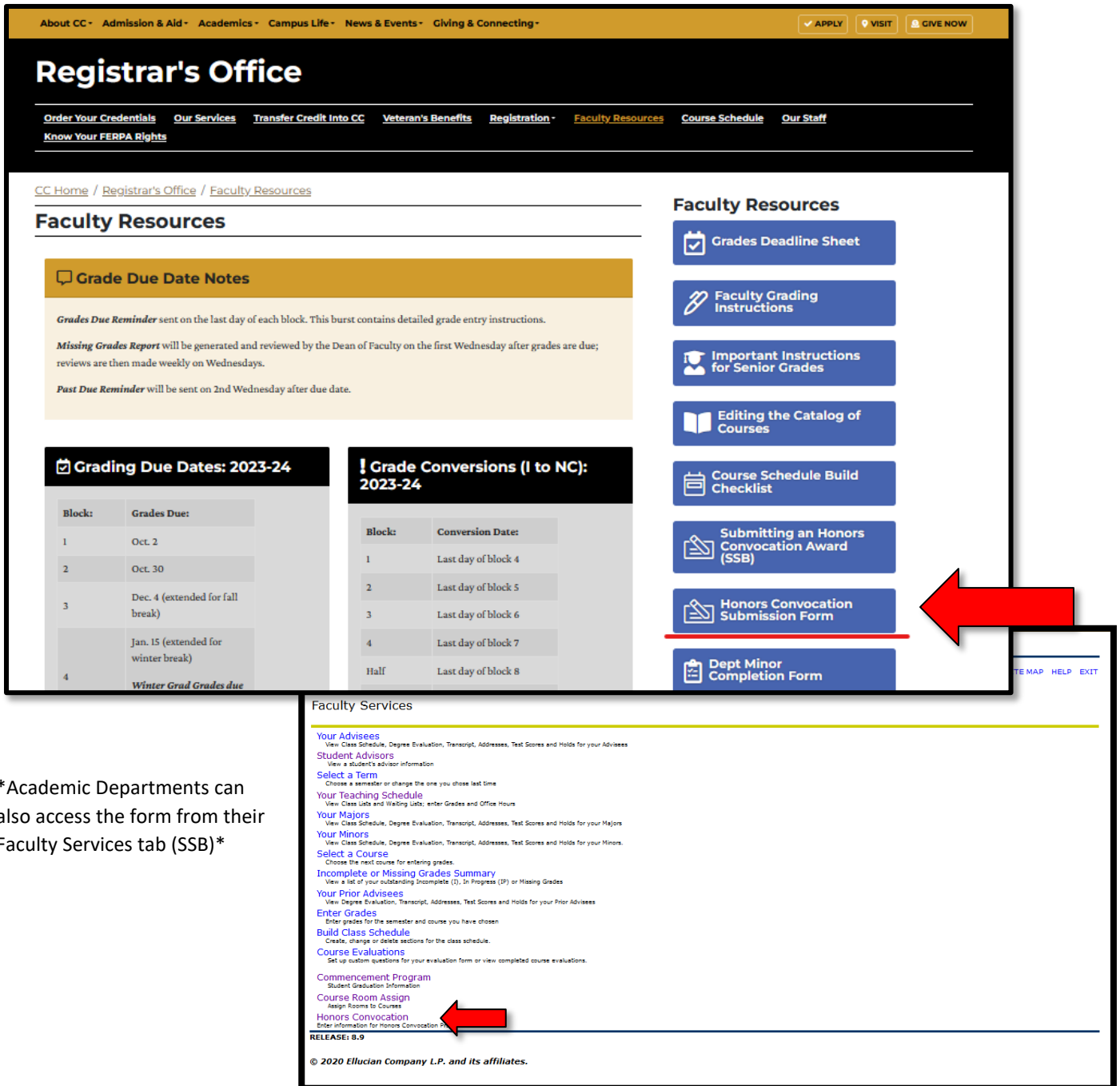


The screenshot shows the Registrar's Office website. At the top, there is a navigation bar with links for "About CC", "Admission & Aid", "Academics", "Campus Life", "News & Events", and "Giving & Connecting". A red arrow points to the "Faculty Resources" link in the navigation menu. Below the navigation menu, there is a section titled "Registrar's Office" with a description of the office's mission and functions.

*In support of the academic and college missions, the Registrar's Office implements, administers, monitors, and supports the academic policies of Colorado College in a highly accurate, honest and ethical manner.*

*The Registrar identifies functions which can be improved upon, identifies and resolves problems, and defines issues through the systematic application and analysis of academic and student data maintained by the office.*

- 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.

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>

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:

### 2025 Honors Convocation Award Submission Process



The submission portal will close after April 15.

You are currently logged in as Ashley Nicholas.

Welcome to the 2025 Honors Convocation Award submission page.

If you have already submitted awards for this year's ceremony, you will see them in the table directly beneath this text. Please see the email receipt sent to your inbox for the submission's full information.

**Your Submitted Award Recipients**  
3 of 3 items

Award Plus Recipient	Award Placement
Philip J. McKenna Rocky Mountain Association of Geologists Award - Tatum Goldberger	First
H. Marie Warrington Award - Dana Mulro	No Placement (last)
H. Marie Warrington Award - Tala Cardin	No Placement (last)

For your reference, below is a list of the awards available for your department.

**Available Registrar's Office Awards and Descriptions**  
0 of 0 items

Award Name	Award Description
No items to display.	

Use the form below to enter the department of the award, and up to 3 presenters of the award.

**Department & Presenter Information**

\* Department Name:

\* Award Presenter:

Presenter's Preferred/Chosen Name:

Additional Award Presenter:

Additional Award Presenter Preferred Name:

Second Additional Award Presenter:

Second Additional Award Presenter Preferred Name:

Use the form below to enter the information for the award.

**Award Information**

\* Award Name:

\* Award Type:

Please fill out the award recipient's information in the fields below. Click the "Add" button below if this award has additional recipients.

\* Recipient Name:

Recipient Preferred/Chosen Name:

Award Title (if different than Award Name):

Award Placement (if applicable):

How Type:

What will the recipient receive?

\* Presentation Status:

Please note that 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!

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 are awarding money to a security or staff member, taxes are also taken out. These must be processed through payroll. Please contact Christian Voblic or David Bedinger.

## Getting Started: Completing the Form

The submission form is separated into three sections:

- a. Submission Highlights
- b. Department & Presenter Information
- c. Award & Recipient Information

## Submission Highlights

1. This preview table will begin empty.
2. Once an award entry is submitted, this table will populate with confirmed submissions.
3. A confirmation receipt is emailed with fuller details of each submission received.
4. A reference table for your department's awards and descriptions

Welcome to the 2025 Honors Convocation Award submission page.

If you have already submitted awards for this year's ceremony, you will see them in the table directly beneath this text. Please see the email receipt sent to your inbox for the submission's full information.

Your Submitted Award Recipients	
3 of 3 items	
Award Plus Recipient	Award Placement
Phillip J. McKenna Rocky Mountain Association of Geologists Award - Tatum Goldberger	First
H. Marie Wormington Award - Dana Mulco	No Placement (tied)
H. Marie Wormington Award - Talia Cardin	No Placement (tied)

For your reference, below is a list of the awards available for your department.

Available Registrar's Office Awards and Descriptions	
0 of 0 items	
Award Name	Award Description
No items to display.	

\*If you have not received a confirmation email after making an award submission, check your spam/junk folder. If you still have not received a confirmation email, please reach out to [Ashley Belton](#) to ensure an unmissed submission.

## Entering Your Department & Presenter Information

5. Select the **Department Name** (choose “*Non-Departmental*” for any all-college, president-presented, or student government award) *\*this may be selected for you if you do not oversee multiple department awards*
6. Type the **Award Presenter** (potential matches will begin to appear as you type, please select the correct one)
7. 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:

Use the form below to enter the department of the award, and up to 3 presenters of the award.

▼ Department & Presenter Information

Department Name:  
Non-Departmental

\* Award Presenter:  
Marya Whitaker

Presenter's Preferred/Chosen Name:  
Interim President Marya Whitaker

Additional Award Presenter  
Search Contacts...

Additional Award Presenter Preferred Name

Second Additional Award Presenter  
Search Contacts...

Second Additional Award Presenter Preferred Name

**PLEASE NOTE:** 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 one representative from the 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. Select the **Award Type** (*Departmental, All-College, President-presented, Student Government Association Awards*)
3. Type the **Recipient Name** (potential matches will begin to appear as you type, please select the correct one)
4. **Award Placement** (*First* and the representative of the *No-Placement (tied)* recipients are awarded on stage at the ceremony; remaining *No-Placement (tied)* recipients, *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)
  - 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)
  - c. Select **Prize Type** (*Monetary, Gift, or Both*)
  - d. Indicate **what the recipient will receive** (i.e. \$ amount of monetary prize, engraved clock, or \$ plus books)
7. Use the (+ Add) for additional recipients.



## Entering Your Award & Recipient Information (cont'd)

See Below Example:

Use the form below to enter the information for the award.

▼ Award Information

\* Award Name:  
Crown-Goodman Presidential Scholarship

· Award Type:  
President -Presented Award

Please fill out the award recipient's information in the fields below. Click the "Add" button below if this award has additional recipients.

\* Recipient Name:  
RoCCy

Select an option from the picklist or remove the search term.

Recipient Preferred/Chosen Name: ●  
RoCCy Test Student

Award Title (If different than Award Name) ●  
Film Works of CC

Award Placement (if applicable):  
No Placement (tied)

Prize Type:  
Monetary (Encouraged)

What will the recipient receive? ●  
200

· Presentation Status:  
Presented

Remove

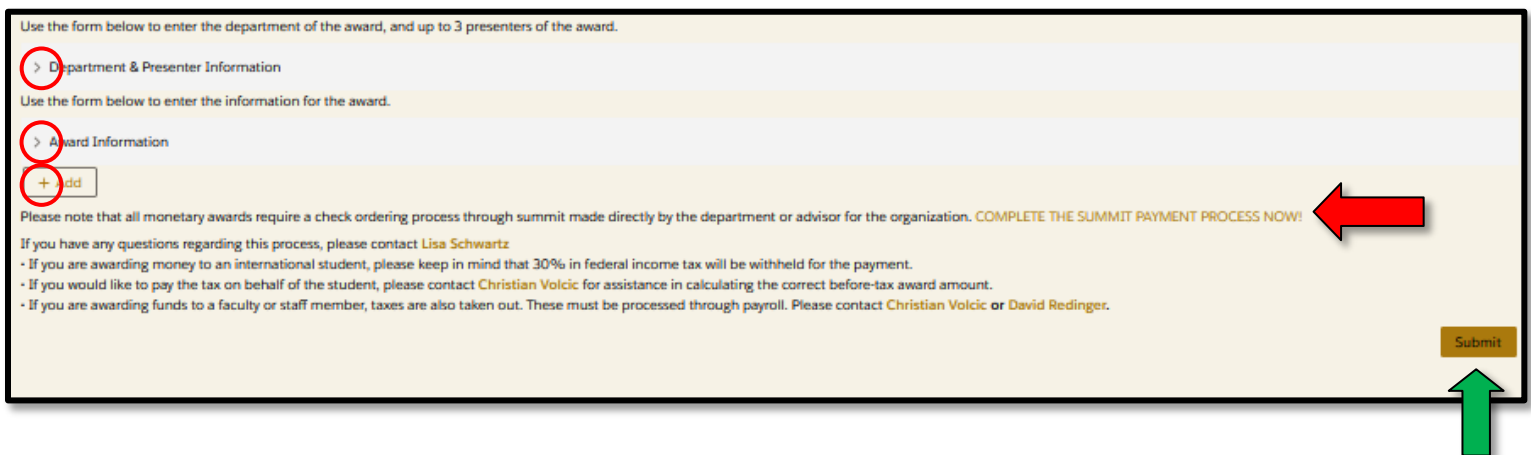
+ Add



## 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 Belton](#) for general support.

See Below Example:



Use the form below to enter the department of the award, and up to 3 presenters of the award.

> Department & Presenter Information

Use the form below to enter the information for the award.

> Award Information

+ Add

Please note that 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!**

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

The screenshot shows a web form with two expandable sections: 'Department & Presenter Information' and 'Award Information'. A red circle highlights the expandable icon (>) for the 'Award Information' section. Another red circle highlights a '+ Add' button below it. A red arrow points to the text 'COMPLETE THE SUMMIT PAYMENT PROCESS NOW!' which is a hyperlink. A green arrow points to the 'Submit' button at the bottom right of the form.

## 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).

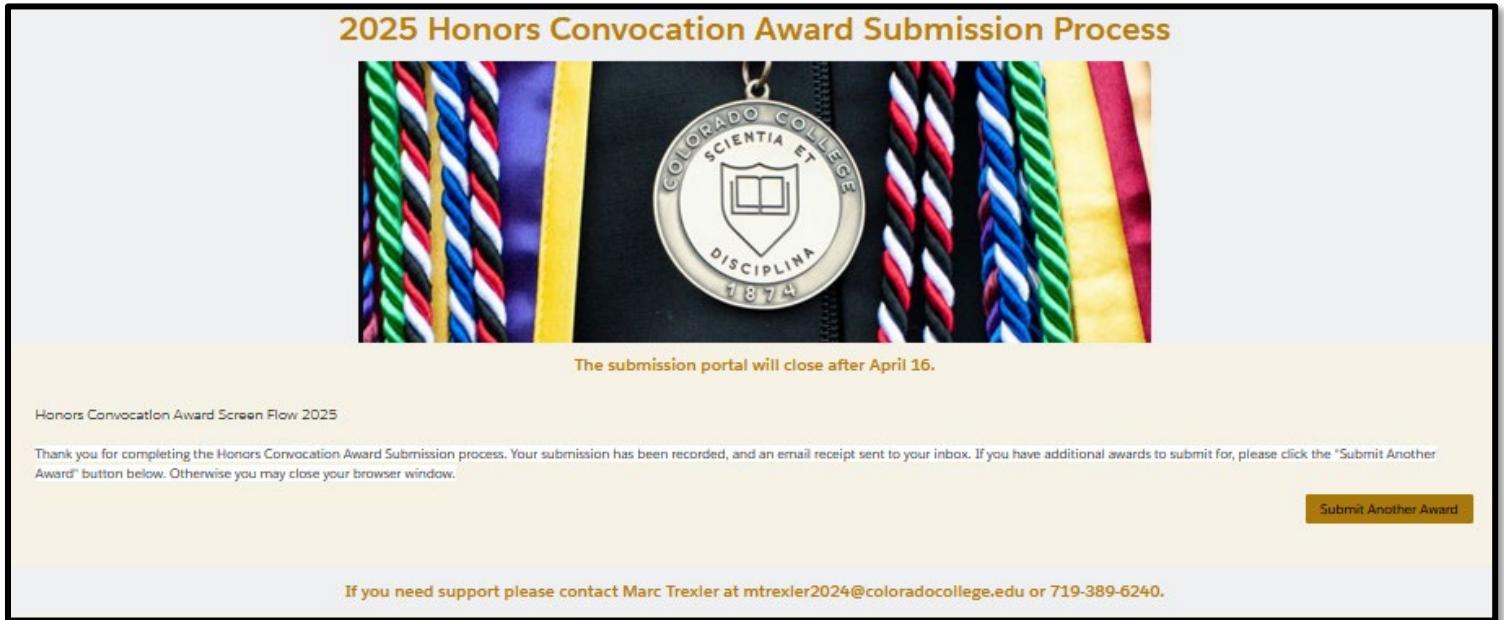
It can also be accessed here: [COMPLETE THE SUMMIT PAYMENT PROCESS NOW!](#)

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 need to submit information for another award in your department.



**2025 Honors Convocation Award Submission Process**

The submission portal will close after April 16.

Honors Convocation Award Screen Flow 2025

Thank you for completing the Honors Convocation Award Submission process. Your submission has been recorded, and an email receipt sent to your inbox. If you have additional awards to submit for, please click the "Submit Another Award" button below. Otherwise you may close your browser window.

[Submit Another Award](#)

If you need support please contact Marc Trexler at [mtrexler2024@coloradocollege.edu](mailto:mtrexler2024@coloradocollege.edu) or 719-389-6240.

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 Belton](#) 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.