

Both the grades and schedule get sent to: scholarships@chasefoundation.com with your LAST, FIRST name in the subject line

Example of Semester Grades: (Notice boxed areas of importance. Names have been blocked out but please be sure we can see your name on the report that you send.)

Term: Fall 2015							
Academic Standing:							
Subject	Courses	Level	Title	Grade	Credit Hours	Quality Points	R
BIOL	3306	UG	Plant Biology	B	3.000	9.000	
BIOL	3320	UG	Cell Biology	C	3.000	6.000	
EDLL	4382	UG	Adolescents & Multiliteracies	A	3.000	12.000	
EDSE	4000	UG	Student Teach Sec Sch	A+	6.000	24.000	
EDSE	4315	UG	Learning and Technology	A+	3.000	12.000	
Term Totals (Undergraduate - TTU)							
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours
							Quality Points
							GPA
Current Term:				18.000	18.000	18.000	3.500
Cumulative:				120.000	114.000	128.000	3.410

Example of Next Semester Schedule: (Notice boxed areas of importance.)

At least 15 credit hours, no more than 6 can be online.)

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
28778	AHS 120 D06	MEDICAL TERMINOLOGY	Dona Ana	3.000	UG	Jan 20, 2016	May 13, 2016	M	5:30 pm - 8:00 pm	DACC, Health & Public Service 182	Vunnamadala
28789	AHS 202 D02	LGL/ETHCL HLTH CARE	Dona Ana	3.000	UG	Jan 20, 2016	May 13, 2016	W	5:30 pm - 8:00 pm	DACC, Health & Public Service 290	Rooker
25278	BIOL 225 D05	HUMAN ANATOMY/PHYS I	Dona Ana	4.000	UG	Jan 20, 2016	May 13, 2016	TR	12:30 pm - 1:45 pm	DACC, Gadsden Center	15 Flores
						Jan 20, 2016	May 13, 2016	R	2:00 pm - 4:30 pm	DACC, Gadsden Center	22 Flores
31955	CHEM 110G D02	PRINC & APPL OF CHEM	Dona Ana	4.000	UG	Jan 20, 2016	May 13, 2016	M	10:00 am - 12:30 pm	DACC, Health & Public Service 183	Miller
						Jan 20, 2016	May 13, 2016	MW	1:00 pm - 2:15 pm	DACC, Health & Public Service 284	Miller
32116	COLL 103 D02	MANAGING YOUR MONEY	Dona Ana	1.000	UG	Mar 21, 2016	May 13, 2016	TBA		DA - Online Web WEB	Quintela
Total Credits:				15.000							

How to capture and save as a pdf from your computer:

1. Bring up the document you are wanting to capture. For example, if it is your full unofficial transcript, bring that document up on your computer screen via your school portal.
2. Put your cursor on the page and press 'Ctrl P' – this is the command to use if you want to print the document out on paper. Instead of actually printing, you should have the option to change the location of where you are printing to 'save' and then you can 'save as a pdf'. You will be prompted to name the file and then be aware of where your computer is saving it. The document should now be a paperless attachment ready to attach to your e-mail.

One e-mail is the ideal situation with all documents attached. Grades/Unofficial transcript of the semester that just finished, your detailed/concise schedule for your next semester of classes and your updated Grad Plan if you are class of 2016 or newer.

Another option for a pdf:

If you have an iPhone, there is an app called iScanner (the icon is a white background with a black scanner). It will let you take a picture with your camera and it will convert it to a pdf file that you can e-mail to yourself. I'm sure there are other app's similar for various phone designers.