

Frequently Asked Questions

1. What if no one picks my school?

If no one lists your school as a school choice or no one accepts a scholarship to your school, the centralized process establishes a few ways in which the PMS and the system can affect the Mission Set:

- a. PMS/s have the ability to designate On Campus Scholarships to 20% of their total allocation for qualified prospects interested in their school/program. This option opens on 11 Jan.
- b. Cadet Command will conduct a mid-course review of the process to determine if any schools have been adversely affected by the selection process and will make a recommendation to make schools viable. Possible recommendations include:
 - (1) Conducting special OMLs within the remaining boards for those schools.
 - (2) Increasing campus based allocations for those schools.

2. Will Brigades be able to reallocate the 20% between schools?

Brigade will have the ability to reallocate the remaining allocation after 1 June when Brigade controls the fund. This allows all schools to have the opportunity to use their allocation and all eligible applicants be boarded by Cadet Command.

3. How will the disenfranchised schools be helped?

If the school has no applicants by January, the number of campus-based allocations will be increased to offset the deficiency in CCIMS applications. If the school has applicants; however, no one has been selected or accepted offers to those schools, special boards will be run to ensure applicants are selected for those schools and offers made.

4. When is the first time I will see an applicant in CCIMS interested in my school?

The first interview cycle (which causes student's names to appear in CCIMS PMS Review) will be run the beginning of June between the applicant's junior and senior high school year.

5. How will the campus based allocations be determined?

Scholarship allocations will be determined for each battalion based on complex calculations related to each battalion's commission mission and historical data. Each battalion will get 20% of those allocations to be used as campus-based scholarships. For example a battalion might have an allocation of 10 4-yr national-based scholarships. Twenty percent of those 10, or 2 scholarships, will be campus-based.

6. How are the selection board members determined?

Regions will be tasked with providing at least 3 -5 officers (primarily PMS) based on the amount of board files. Tasking will be for the entire year to provide plenty of lead time. Regions will determine the selection process for these board members. That process will ensure the integrity of the board and should take into consideration the mission requirements of those selected.

7. Will I be allowed to interview all the applicants interested in my program?

Yes. However, you are not allowed to dissuade applicants that you interview who are interested in other programs.

8. How do I deselect someone that the board has selected?

After the Centralized Board identifies scholarship winners, the results will be posted on CCIMS. The PMS has 72 hours from the date of posting to select/deselect applicants interested in their school based upon admission eligibility only. All deselected applicants

will be sent via email to HQCC. You can only deselect an individual based on inability to meet the schools admission requirements.

9. How am I notified that winners list is out?

A mass email from USACC Scholarship Branch will notify PMSs that the list has been posted on CCIMS Alerts. You need to download the list to your hard drive first and use the password provided in the mass email to open it, and then save it under a different name to remove the password protection. You can expect to see the list within three working days after the completion of each High School Scholarship Centralized Board.

10. Can I refuse to interview someone who isn't interested in my school?

No, if someone contacts you for an interview, you will be required to conduct it. Applicants are mailed "Interview" letters that explain the interview process. This letter provides a list of the PMS's near their home address zip code. The applicants are also provided the option to conduct their interview at one of the schools they have indicated an interest in attending.

11. Who can conduct the interview?

The PMS or any Army Officer available at the battalion. Overseas applicants are sent a letter requesting them to seek out any available Officer (any service) to conduct the Interview.

12. Will the list of ineligible applicants be available to me?

Yes, 28 February of the applicant's senior year is the last date for students to submit updated information to their application. After an appropriate amount of time for "snail mail" to catch up, the list will be published as an excel file on CCIMS Alerts.

13. What happens if the student applies after all of their school choices have been filled?

Cadet Command will adjudicate, in conjunction with Brigade to increase the schools allocation or provide an alternate school choice to the student.

14. Can I share the winners list with the admissions department to confirm that they would meet admissions criteria?

This process should have already taken place from the PMS Review list; however, if the PMS can coordinate with admissions on individuals not already coordinated on or if the possession of a scholarship would change the admissions decision on allowing a student to attend your school, you may discuss the individuals on the list with admissions.

15. Can I make a campus based offer to someone who has applied nationally?

Yes. However, campus based offers cannot be utilized until after the national application cutoff date of January 10th. If the individual reached Interviewee status in CCIMS, the offer must be recorded in CCIMS Scholarship Processing and a campus based application would not be necessary. This requires coordination with your Brigade ROO and Scholarship Program Manager.

16. When can I offer my campus based offers?

Campus based offers can be utilized after the national application cutoff date of January 10th. In order to utilize a campus based scholarship, the PMS (or ROO) must notify their Cadet Command scholarship program manager through their Brigade ROO.

17. What if my campus based offer declines the scholarship offer, will I get to make another offer?

Yes, Campus based offers that have been declined can be re-offered as long as allocations remain available to be filled. You cannot if your allocations are already filled.

18. Can a PMS change a 4YR scholarship offer to a 3YR AD?

Yes, the PMS can **recommend** that the 4 yr scholarship awarded be changed to a 3YR AD, provided justification is presented to support the change.

19. What is the requirement for re-boarding?

Students are only re-boarded for administrative errors. Administrative errors are any clerical error(s) on an applicant's Army ROTC scholarship application which occur when the scholarship application arrives at USACC. An administrative error is not a situation where the student changes his/her major or school selection. The Incentive Branch Chief, USACC will determine when an error has occurred and submit the packet to the next convening Centralized Scholarship board without prejudice to the student. While every effort is made to prevent this from occurring, there is a small percentage of situations where administrative errors occur during the scholarship boarding process concerning filing of documents. If the student feels that an error has occurred, he/she can request a re-look or request an explanation of the status of his/her application packet.

20. What happens if the student increases their SAT/ACT after being boarded?

There are two situations where this may occur.

1. Students who do not meet the minimum SAT/ACT application score, but subsequently increase their score to meet eligibility requirements
2. Students who meet the minimum SAT/ACT score and subsequently increase their score improving his/her opportunity to receive Cadet Command Centralized Scholarship.

It is the students responsibility to immediately contact USACC informing them of the new scores. The student must also provide official documentation to USACC by forwarding their SAT/ACT via email notification, fax, scanning, or mailing a copy of their official notice. Students can continually update USACC of new scores. If new scores are not received by the last USACC Centralize Scholarship board, they will not be considered.

21. What happens if there is an administrative error?

Board packets that have been verified as having an administrative error will be re-boarded.

22. Is the PMS required to give the Presidential Fitness Test (PFT) or an official weigh in?

No, Prospects should supply PFT results during application process. During interview:

- PMS confirms HT/WT in street clothes just to get an assessment.
- PMS confirms PFT results (and transcript) have been sent to CC since they will not be boarded with out them.

23. How does this new system affect home-schooled prospects?

The new system will not affect home-schooled prospects any differently than the current system. They will be considered based upon their application, transcripts, college board scores, PFT and Interview the same as any other applicant.

24. How long between board conclusion and board results getting posted?

Upon conclusion of the board, results will be posted to the individual applicant records in CCIMS in seven to ten workdays. This time includes the 72 hours for the PMS review and validation of eligibility.

25. What happens if the student doesn't send in the accept/decline form by the cut-off date?

Students that do not send in the accept/decline form within 30 days will receive a letter that their scholarship offer has been withdrawn. In this notification, students will be asked if they wish to be considered for future scholarship boards or have their applications completely withdrawn from future scholarship consideration.

26. What happens if the prospect fails to confirm a choice on 1 May?

Students must confirm a school of choice by 1 May or have their scholarship offers rescinded. Requests to change their school of choice after the 1 May deadline will be taken into consideration and worked on a case by case basis.

27. What happens if a scholarship recipient changes their mind about their school of choice?

Students will be allowed to change their school of choice up to the 1 May deadline. Provided allocations are available, the new school choice will be honored. Students who desire to change their school of attendance after 1 May will have to submit the reasons for their change to Cadet Command for final adjudication and decision.

28. How can I ensure that only people who are the right fit for my program accept the scholarship?

Each PMS has the opportunity to contact applicants as early as June after the student's junior year to begin a dialogue with the student regarding the ROTC program at that particular school. The student may elect to visit the school and can be strongly encouraged to do so. School cadre will have the opportunity to ensure each applicant to their program understands the particular challenges associated with attendance at that school.

29. How will the number of offers made per board be determined?

HQCC determines school scholarship allocations 18 months before the PMS scholarship boards meet. The HQCC Centralized scholarship board will award two scholarships per allocation; offers will continue to be made until allocations are filled; allocation fill is based on accepts/declines. The number of offers made per board is based on the size of the applicant base, time of the board and percentage of scholarship offers determined to be made at that time.

30. How do students know what stage they are in, in the process?

The prospect receives correspondence (letter acknowledging scholarship application, invitation for interview, High School Scholarship Checklist, scholarship offer letter, award "winner's letter") throughout the process explaining the "next steps" available for them to progress. They will also have access via web site and 1-800 number to view the status of their application (<https://schlr4yr.usarmyrotc.com/scholarshipstatus> or 1-888-251-6983

31. What is required to get boarded?

The eligibility requirements for an ROTC scholarship have not changed. To be boarded, the applicant must:

- a. Submit a scholarship application via on line or mail in the paper application
- b. Meet eligibility requirements
- c. Submit SAT/ACT scores
- d. Submit transcripts
- e. Have conducted an interview with an ROTC PMS/APMS. The CC 159 interview sheet must be submitted to HQCC by the interviewing ROTC unit
- f. Have taken the Presidential Fitness Test

32. How are we getting this information out to prospects and parents?

Information on the high school application process is provided on line and in the paper application. Additional information on the process is also provided in a letter sent to all applicants when they apply to explain what is important and essential to submit in order to be considered. Further explanation is provided in the letter instructing them to set up the interview.

33. Do the acceptances from the centralized board affect my 20% allocations?

No, the PMSs' 20 percent isn't affected by how many offers are accepted through the centralized selection board. If more offers are accepted than the allocations allotted to the school, Cadet Command will assume the risk.

34. When do I lose the ability to make campus based offers?

Schools retain the ability to make offers until 1 June as in the current process. After 1 June, the control of the funds will be at the Brigade level. Schools can still make on-campus offers with the Brigades support.