

McNair Scholars Program

Central Michigan University

ANSWERS TO COMMON QUESTIONS

GENERAL FLOW

The McNair Scholars Program is not a scholarship. It is a scholarly program for academically motivated students that plan to continue their education by attending graduate school. The McNair Program is a rigorous, yearlong commitment that helps scholars earn their place in a fully funded graduate program. Below is the general flow. Please refer to the Master Calendar for specific dates.

Spring Semester:

- The McNair Research Writing Seminar will walk you through working with your faculty mentor to create your research proposal. You will be using Blackboard for course materials and assignment submission. (The course is closed on Bb until your first session so don't panic if you don't see it.) Please direct questions about the course directly to the course instructor.
- In April, you will be ready to turn in your official research proposal and work with your mentor to create a PowerPoint presentation that you will present at the symposium. You are expected to attend two practice sessions and the actual symposium, which will replace the seminars on the last three Fridays of April. Proposals and PowerPoints are to be emailed to Kim.

Summer Semester:

- You will continue your research, attend the McNair retreat, Graduate School Camp, and Summer Research Institute (SRI). SRI is led by Lynn on Tuesdays and Thursdays so all SRI assignments should be submitted directly to Lynn. (She will inform you how she would like assignments submitted.)
- August 1st you will email your final paper to Kim.

Fall Semester:

- In September, you will work with your mentor to edit your spring symposium PowerPoint to reflect the findings of your research. You are expected to attend two practice sessions and the actual symposium. PowerPoints are emailed to Kim.

IMPORTANT NOTES:

1. There are **two** sets of dates for McNair to be aware of...dates for the Research Writing Seminar and programmatic dates. Please refer to both the seminar syllabus **and** the Master Calendar when filling in your planner.
2. When submitting your materials via email, please **attach the actual file to the email**, not a link to the file.

FILLING OUT PDFS

As a CMU student, you have free access to Adobe software products that include Adobe Acrobat. Acrobat allows you to type in PDF documents electronically to fill them out. You can request a license for Adobe Express, which includes Acrobat here: <https://www.cmich.edu/research/cmich-library/library-services/academic-support/adobe-creative-campus/get-adobe-creative-campus>

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SCANNING DOCUMENTS

You can scan documents or images as PDFs directly with your phone. (Please note that these instructions may be slightly different based on updates issued. Hopefully they'll get you in the general vicinity of where you need to be to make it happen though.)

iPhone:

- Open the Notes app on your phone
- Click the paper and pen icon at the bottom right to create a new note
- In the tool bar above the keyboard, select the camera icon
- Click Scan Document
- Position the yellow square so it completely covers the document
- It should automatically capture the image once it's squared up
- Save the document

Android:

- Open the camera app and position the document in the center of your view
- Tap the scan button (yellow circle with [T] in it)
- Then tap the thumbnail image to review your scan
- Tap the edit icon if you'd like to edit your scan
- Editing tools will appear
- Save the document

STIPEND DISBURSEMENT

We work with Financial Aid and Student Account Services to disburse stipends and must follow their processes.

- The stipend amount varies based on McNair's budget but will generally be around \$3000. Your stipend will be disbursed to you in four installments. Your first installment is distributed on the last Friday of April with the remainder on the last Friday of May, June, and July. We break it down this way so that you have your stipend before the 1st of the month when rent is due.
- Student Account Services process refunds on Wednesdays so you should see it on your Student Account at that time with the money being refunded to you on Friday. The refunds are distributed however you have your financial aid refunds set up.
- It is important to note that any balance you have due on your account will be taken from your stipend disbursements over the summer **except** for fall tuition. It may appear on your student billing account like they're applying your stipend to your fall tuition bill, but your stipend will be processed as a quick refund to ensure it is not.
- You will receive an email sometime in April with the actual amounts and dates of disbursement.
- Your stipend is included in the 1098 issued by CMU so you do not need to report it separately on taxes.
- If you have any questions about how your stipend may affect your financial aid or work study, please contact Penny Ervin in Financial Aid at 989-774-3271 or ervin1pm@cmich.edu.
- If you have any questions on your stipend being applied to fees on your account, please contact Brittany Drexler in Student Account Services at 989-774-7340 or drex11b@cmich.edu.