Frequently Asked Questions

When is the application available and where do I find it? Applications will be available after Oct. 30, 2015 but before you begin completing the application, visit our website, click on the learn more about applying for a scholarship and look at the Application Guidelines, Scholarship Brochure, Responding to Scholarship Essay Questions, Major Codes and District Map documents. Then, when you are sure you have everything you need and know how to proceed, click on the Apply Now on STARS Online link on our webpage to get to the application.

What parameters should I use for my STARS username and password? You will receive a confirmation email from STARS with your login information; however, be sure to pick a username and password that you will remember, but not one that is so easy others could get into your application. Waubonsee Community College recommends passwords contain a minimum of eight characters with at least one being a lowercase alpha character (a b c), at least one being an uppercase alpha character (A B C), at least one being a number (1 2 3) and at least one being a special character (! @ #). Spaces are not allowed in usernames or passwords.

What if I am unsure what my major will be? If you have not decided on an area of study or major, under the type of degree question on the Opening Questionnaire tab choose the Associate in General Studies option. If you are unsure where your major fits under Major Area of Study question on the Academic Information tab, please call us for assistance (630-466-2983). You can update your application if you decide on a major before the application deadline of Feb. 8, 2016.

What if I do not have or cannot remember my GPA from a former educational institution? You may enter 0.0 under this required field. However an unofficial copy of your most recent educational institution transcript IS required so you should be able to include your GPA; please see the next question for more information on transcripts.

Where do I provide my current transcripts? It is your responsibility to obtain a copy of your complete transcripts from your current or most recent educational institution attended. Scan all transcript pages and upload the document into your application on the Documents tab. If your high school will not release your transcripts to you, please have them contact our office. But remember, transcripts MUST be received in our office no later than three days prior to the scholarship application deadline. Please note we do NOT require official transcripts, but they MUST be complete. Also note if you have provided your transcripts to the Admissions office at Waubonsee, we CANNOT access those transcripts and another copy MUST be uploaded on your application.

Do I need to do an essay? Rather than an essays there are six questions for you to answer under a tab called Student Essay Questions. Length is indicated for each question on the application.
**Where do I talk about my community service, campus activities or extracurricular activities?** The **Student Essay Questions** tab of your application includes a question about community/volunteer service and extracurricular activities. Note several scholarships require community or volunteer service or extracurricular activities so be sure to include all of this information in your answer to this question. If you do not have any of these types of activities to report, please answer the question with an explanation (for example, “Since I worked 20 hours per week as well as attending school, I did not have an opportunity to engage in any extracurricular activities or volunteer service projects.”). You may not leave a question blank.

**What if there are no criteria listed?** These scholarships are open to all applicants. You should apply for open scholarships! As these scholarships are open to everyone, be sure to include any information in your answers on the **Student Essay Questions** tab that would help the Selection Committee choose you to receive the scholarship.

**Should I apply for the smaller scholarships?** Yes, as long as you qualify! Not all recipients receive large awards, so it is worth your time to apply for all of the scholarships that you can…if you don’t apply for all of the ones you qualify for, you might not get any awards. Just be sure you meet a scholarship’s selection criteria before you apply!

**How will I know if I receive a scholarship?** All applicants will receive an email from our office the first part of April advising you whether or not you received a scholarship.

**How do I gain access to any scholarship award?** Most scholarship awards are credits on your student account to cover tuition, fees or books for the fall semester (and can be used the following spring or summer). There are a few awards called “Refundable Credit” awards. These awards are given as a credit on your student account, but unlike the “Credit” awards you may use the “Refundable Credit to pay for a past due balance; to pay for the upcoming semester tuition, fees or books; or you may request a refund be sent to you. This request should be made through the Bursar’s office – information will be provided to recipients of these awards.

Scholarship credits may not show up right away on your account, but they are there! If you register for classes and it shows a balance due, but you know you have a scholarship from the Foundation to cover the fees, please check back a day or so later to see if the credit has shown up. If it has not, please contact Financial Aid (630-466-7900 ext. 5774) or our office at the number above. If your scholarship allows you to use any funds for books, you must receive a voucher from the Financial Aid office to take to the Bookstore. Note awards may ONLY be used for books, not supplies unless the scholarship description specifically indicates otherwise.

**Are there any other requirements of me if I receive a scholarship?** If you find you will not be attending Waubonsee, you must contact the Advancement Office right away so we can award the scholarship to another student. All recipients are REQUIRED to attend one of two workshops scheduled for the end of April; more information will be sent to you if you receive a scholarship. We also host a celebration event in the early fall where recipients may be able to meet their donors, and your attendance at this event is very important.

**If I have questions who do I turn to?** If you have questions about the application or the scholarships themselves, please call or email us.

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**REMEMBER!** The application deadline is midnight, Feb. 8, 2016.
No exceptions will be made and paper applications will not be accepted.