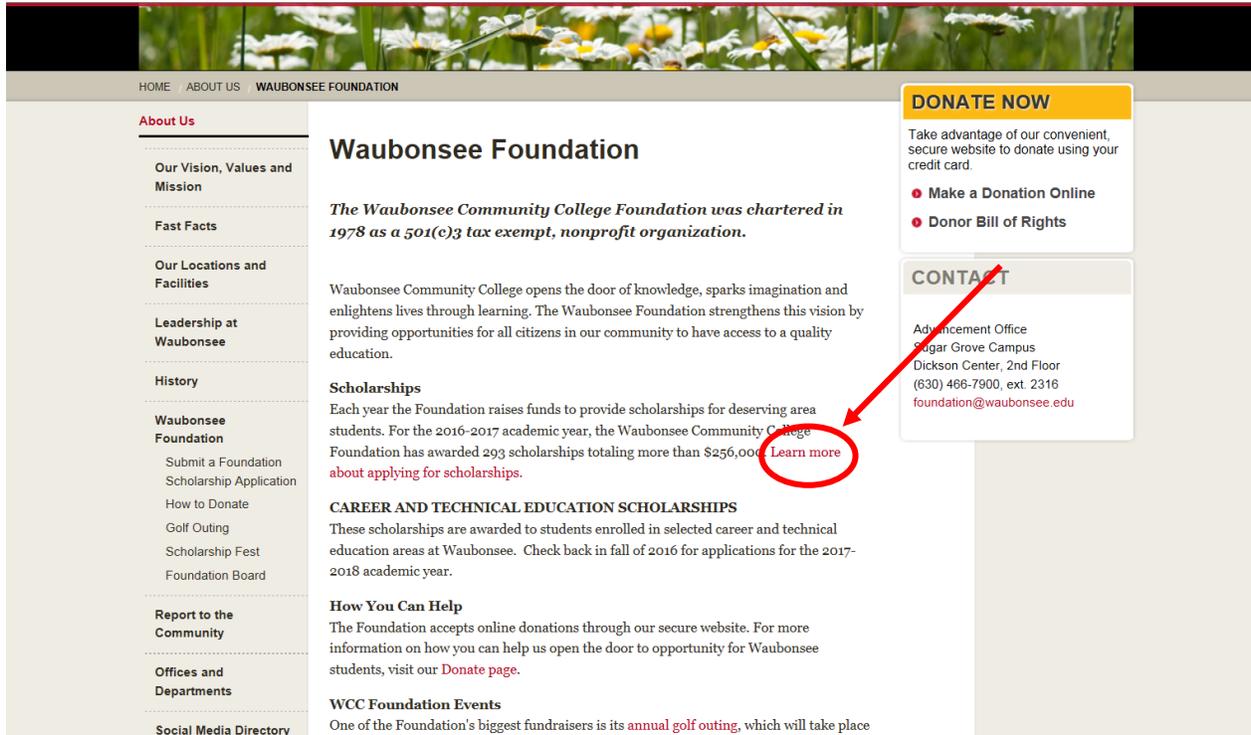


Navigating AwardSpring

A Guide for Scholarship Applicants

The purpose of this guide is to walk you through the process of applying for scholarships using the AwardSpring platform.

To start your application, go to Waubonsee.edu/foundation. Click on the link that says **Learn more about applying for scholarships**.



HOME / ABOUT US / WAUBONSEE FOUNDATION

About Us

- Our Vision, Values and Mission
- Fast Facts
- Our Locations and Facilities
- Leadership at Waubonsee
- History
- Waubonsee Foundation
 - Submit a Foundation Scholarship Application
 - How to Donate
 - Golf Outing
 - Scholarship Fest
 - Foundation Board
- Report to the Community
- Offices and Departments
- Social Media Directory

Waubonsee Foundation

The Waubonsee Community College Foundation was chartered in 1978 as a 501(c)3 tax exempt, nonprofit organization.

Waubonsee Community College opens the door of knowledge, sparks imagination and enlightens lives through learning. The Waubonsee Foundation strengthens this vision by providing opportunities for all citizens in our community to have access to a quality education.

Scholarships

Each year the Foundation raises funds to provide scholarships for deserving area students. For the 2016-2017 academic year, the Waubonsee Community College Foundation has awarded 293 scholarships totaling more than \$256,000. [Learn more about applying for scholarships.](#)

CAREER AND TECHNICAL EDUCATION SCHOLARSHIPS

These scholarships are awarded to students enrolled in selected career and technical education areas at Waubonsee. Check back in fall of 2016 for applications for the 2017-2018 academic year.

How You Can Help

The Foundation accepts online donations through our secure website. For more information on how you can help us open the door to opportunity for Waubonsee students, visit our [Donate page](#).

WCC Foundation Events

One of the Foundation's biggest fundraisers is its [annual golf outing](#), which will take place

DONATE NOW

Take advantage of our convenient, secure website to donate using your credit card.

- Make a Donation Online
- Donor Bill of Rights

CONTACT

Advancement Office
Sugar Grove Campus
Dickson Center, 2nd Floor
(630) 466-7900, ext. 2316
foundation@waubonsee.edu

To complete the AwardSpring application, you must have a Waubonsee ID number (X number). Returning students will also need to use their Waubonsee email and password. If you do not have an X number, please complete a New Student Information Form found at waubonsee.edu/nsif; 24-48 hours after you receive your X number, you will be able to get into AwardSpring.

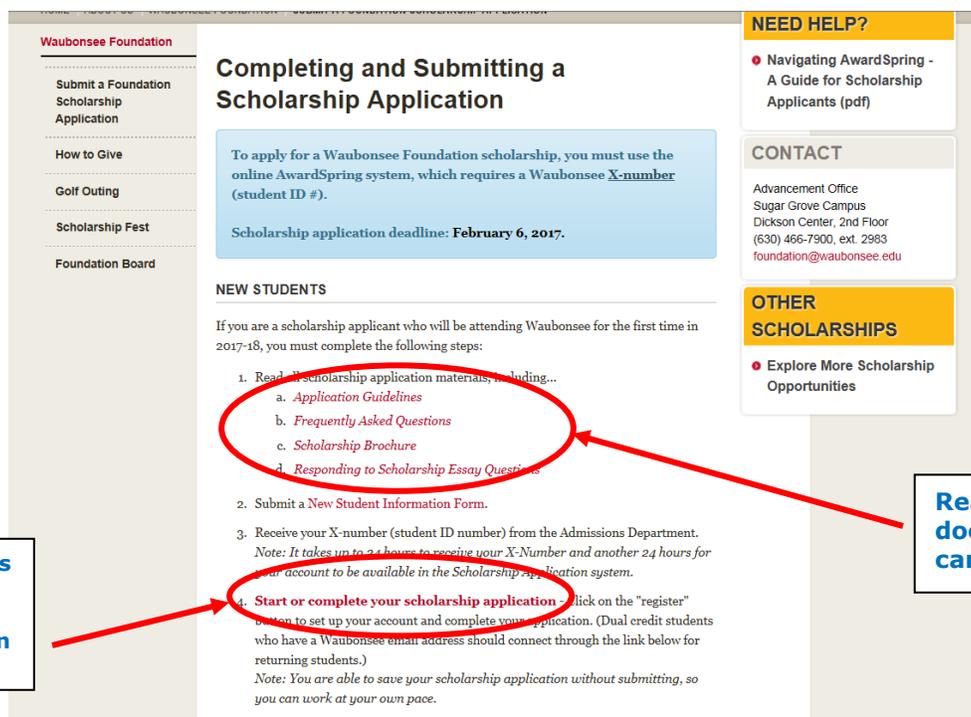
Navigating AwardSpring

Getting Started

On the Foundation web page, it is important that you review all of the documents we have attached for you:

- ✓ "Application Guidelines" gives you step-by-step instructions on applying for a scholarship
- ✓ "Frequently Asked Questions" may answer questions that come up as you are working on your application
- ✓ "Scholarship Brochure" lists all scholarships available along with the required criteria, scholarship amounts and brief instructions for completing the application (note all scholarship awards are subject to funding)
- ✓ "Responding to Scholarship Essay Questions" will help you with answering six short essay questions included on the application.

When you have reviewed all documents and have your Waubonsee X number, click **Start or complete your scholarship application** to begin! New students (those who do not have a Waubonsee email address) must use the link under NEW STUDENTS, and Returning students (those with a Waubonsee email address) must use the link under CURRENT OR RETURNING WAUBONSEE STUDENTS.



Waubonsee Foundation

Submit a Foundation Scholarship Application

How to Give

Golf Outing

Scholarship Fest

Foundation Board

Completing and Submitting a Scholarship Application

To apply for a Waubonsee Foundation scholarship, you must use the online AwardSpring system, which requires a Waubonsee X-number (student ID #).

Scholarship application deadline: **February 6, 2017.**

NEW STUDENTS

If you are a scholarship applicant who will be attending Waubonsee for the first time in 2017-18, you must complete the following steps:

1. Read all scholarship application materials, including...
 - a. [Application Guidelines](#)
 - b. [Frequently Asked Questions](#)
 - c. [Scholarship Brochure](#)
 - d. [Responding to Scholarship Essay Questions](#)
2. Submit a [New Student Information Form](#).
3. Receive your X-number (student ID number) from the Admissions Department.
Note: It takes up to 24 hours to receive your X-Number and another 24 hours for your account to be available in the Scholarship Application system.
4. **Start or complete your scholarship application** - click on the "register" button to set up your account and complete your application. (Dual credit students who have a Waubonsee email address should connect through the link below for returning students.)
Note: You are able to save your scholarship application without submitting, so you can work at your own pace.

NEED HELP?

- [Navigating AwardSpring - A Guide for Scholarship Applicants \(pdf\)](#)

CONTACT

Advancement Office
Sugar Grove Campus
Dickson Center, 2nd Floor
(630) 466-7900, ext. 2983
foundation@waubonsee.edu

OTHER SCHOLARSHIPS

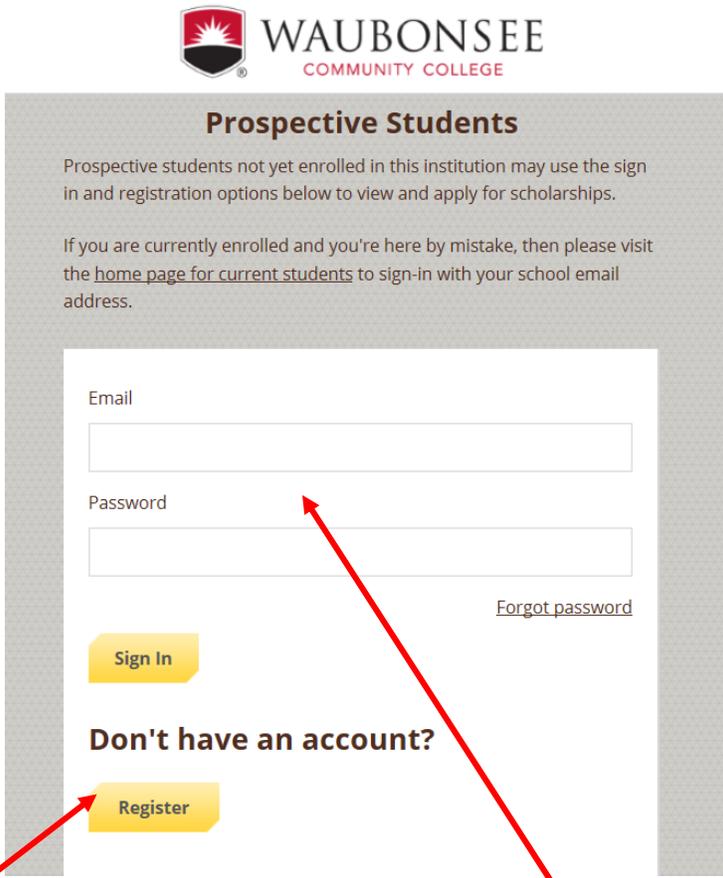
- [Explore More Scholarship Opportunities](#)

NEW students ready to apply? Click here and then REGISTER!

Read these documents carefully!

Navigating AwardSpring

NOTE: For New students, after you have created your username (email address) and password, the next time you log in to Award Spring you will come to the same screen but insert your information into the screen.



Prospective Students

Prospective students not yet enrolled in this institution may use the sign in and registration options below to view and apply for scholarships.

If you are currently enrolled and you're here by mistake, then please visit the [home page for current students](#) to sign-in with your school email address.

Email

Password

[Forgot password](#)

Sign In

Don't have an account?

Register

NEW students - use THIS option the first time you sign in...

...and insert your Email and Password in the future to log in.

Navigating AwardSpring

● Explore More Scholarship Opportunities

1. Read all scholarship application materials, including...
 - a. [Application Guidelines](#)
 - b. [Frequently Asked Questions](#)
 - c. [Scholarship Brochure](#)
 - d. [Responding to Scholarship Essay Questions](#)
2. Submit a [New Student Information Form](#).
3. Receive your X-number (student ID number) from the Admissions Department.
Note: It takes up to 24 hours to receive your X-Number and another 24 hours for your account to be available in the Scholarship Application system.
4. **Start or complete your scholarship application** - Click on the "register" button to set up your account and complete your application. (Dual credit students who have a Waubonsee email address should connect through the link below for returning students.)
Note: You are able to save your scholarship application without submitting, so you can work at your own pace.

CURRENT OR RETURNING WAUBONSEE STUDENTS

1. Read all scholarship application materials, including...
 - a. [Application Guidelines](#)
 - b. [Frequently Asked Questions](#)
 - c. [Scholarship Brochure](#)
 - d. [Responding to Scholarship Essay Questions](#)
2. **Start or complete your scholarship application** by logging in via mywcc using your X-number and password.
Note: You are able to save your scholarship application without submitting, so you can work at your own pace.

Read these documents carefully!

RETURNING students ready to apply? Click here!

Returning students will land on the mywcc login page for Waubonsee Community College. Enter your X number and password then click Secure Login. You will then be in the AwardSpring application.

mywcc

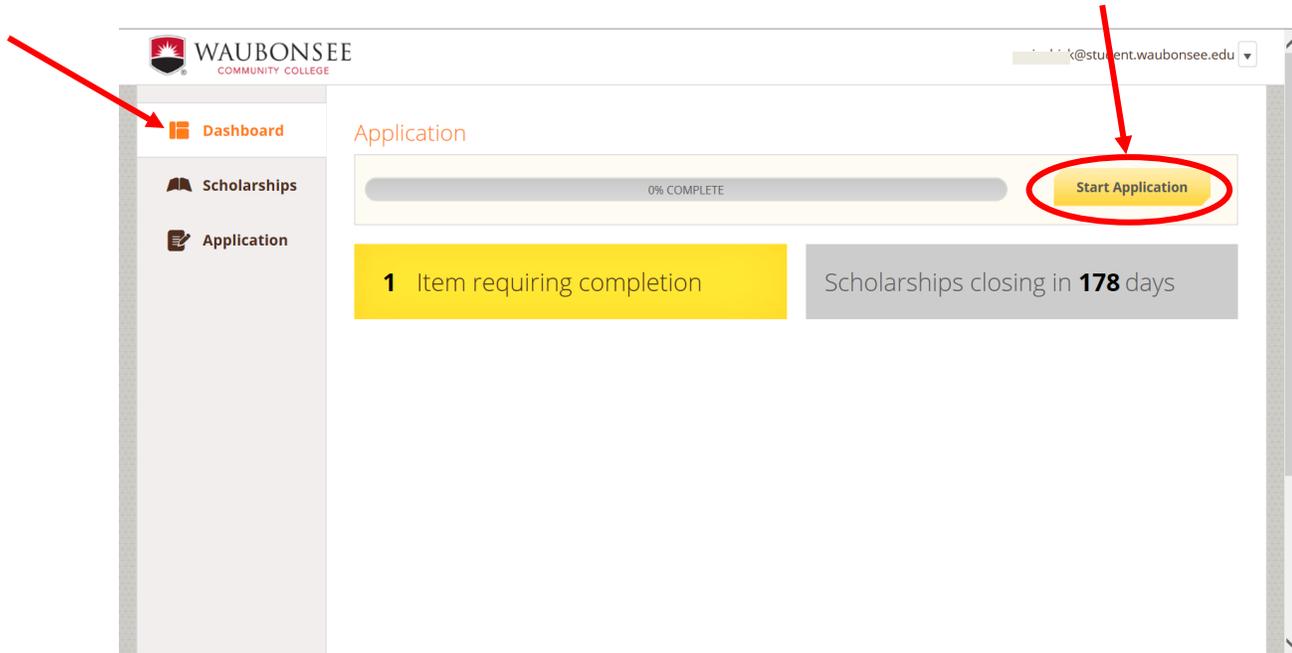
🔒 **Secure Login**

| | |
|----------------------|-----------------|
| Forgot Password? | About Passwords |
| Forgot X-number? | About X-numbers |
| Is this site secure? | About mywcc |

Copyright © 2016 Waubonsee Community College
Acceptable Usage Agreement

Navigating AwardSpring

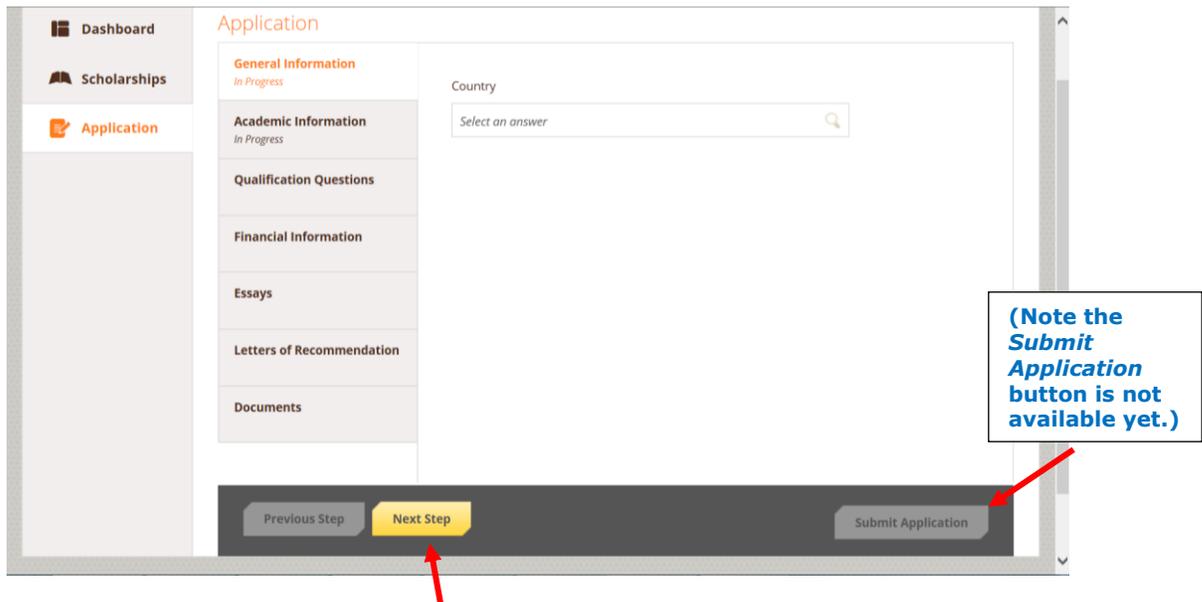
Once you REGISTER (New students) or sign in to AwardSpring through mywcc (Returning students), you will see your Dashboard. This is where you start your application and where you will track your progress. To begin, click **Start Application**.



There are seven tabs which make up your application. Answer all questions and fill in all blanks that appear on each tab. You must complete all tabs to be able to submit your application, but you do not need to do the tabs in order, and you do not need to complete the entire application in one sitting – you may log out and, when you log back in next time, you can continue.

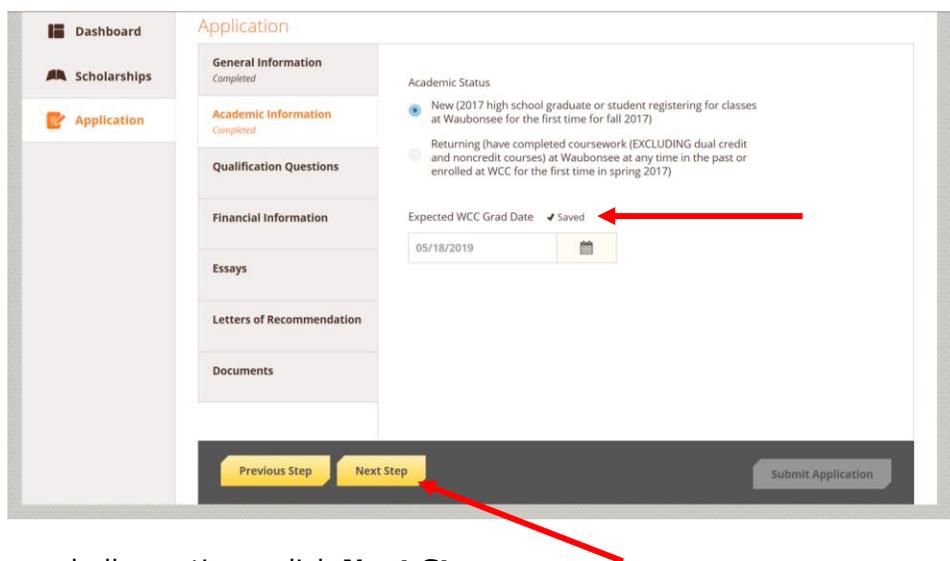
Navigating AwardSpring

Application Contents



When done with one tab, click on the "Next Step" button at the bottom. The tabs on the left (General Information, Academic Information, Qualification Questions, Financial Information, Essays, Letters of Recommendation and Documents – all explained further in this Guide) let you know your progress on each step.

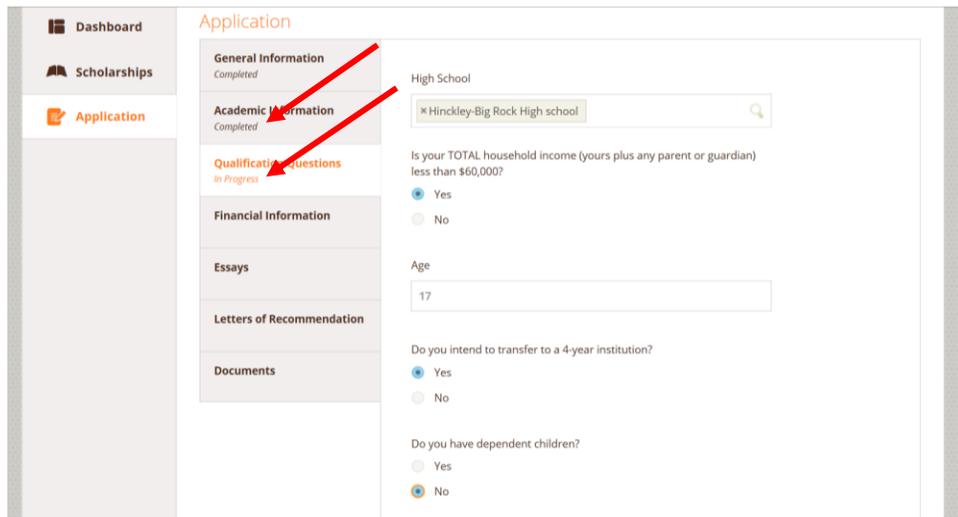
As you answer a question, your answer will be marked "Saved."



When you've answered all questions, click **Next Step**.

Navigating AwardSpring

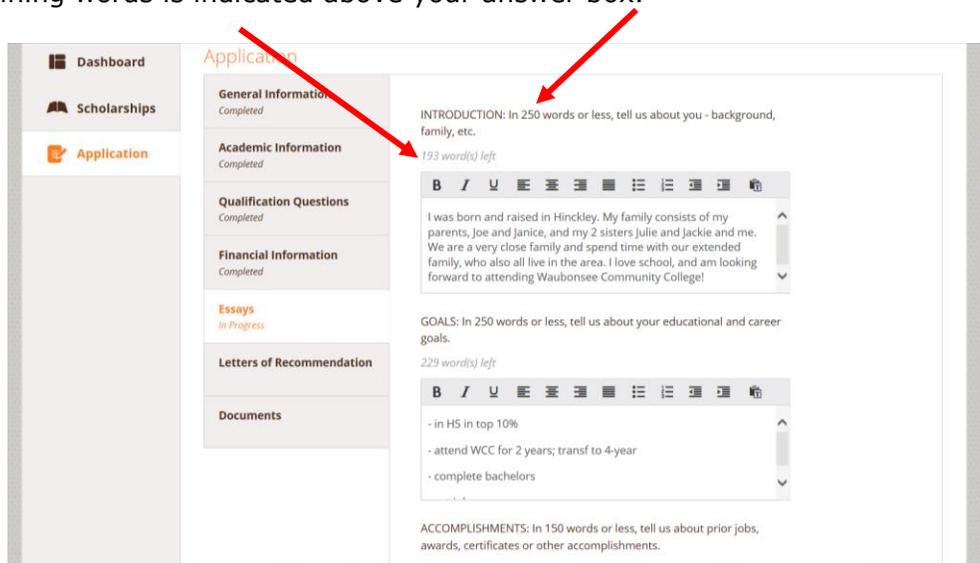
As you complete a Tab, "In Progress" will change to "Completed."



Although they do not all show here, there are several questions to answer on each tab. Remember, you must complete all questions before you can submit your application. You may, however, make changes to your application any time *before* you submit it, but remember that the application **MUST** be submitted no later than midnight on **Feb. 5, 2018**.

Essays

There are six questions on the "Essays" tab. You must complete each one using correct spelling, grammar and sentence structure. Please see the "Responding to Essay Questions" document at waubonsee.edu/foundation. The maximum word count is indicated next to each essay subject, and the number of remaining words is indicated above your answer box.



To remember what you want to say later, you may use bullet points (see essay question on Goals in the answer box above) but be sure to go back and change your answers to complete sentences before you submit your application!

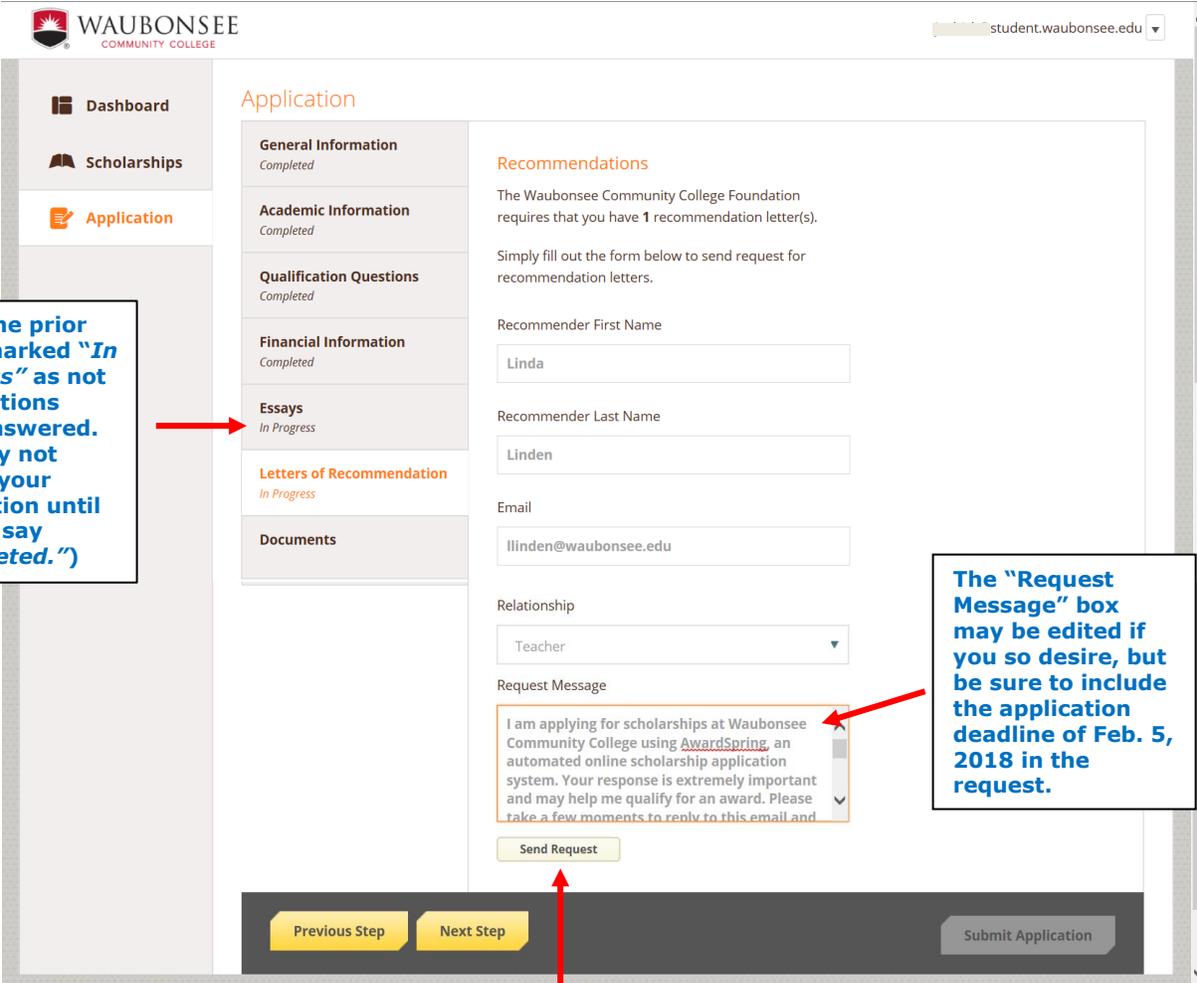
Navigating AwardSpring

Letters of Recommendation

The next tab is for Letters of Recommendation. This tab allows you to send a request for a letter of recommendation via email, so be sure you have a good email address for your prospective recommender.

TIPS:

- ✓ You must have at least one and you may have up to three letters.
- ✓ You should ask a teacher, coach, supervisor at work, clergy person, etc. – DO NOT ask a friend or family member to provide the recommendation!
- ✓ Contact the prospective recommender in advance, so they anticipate receiving your email.
- ✓ Allow your recommender enough time to complete your request by the due date of **Feb. 5, 2018**.



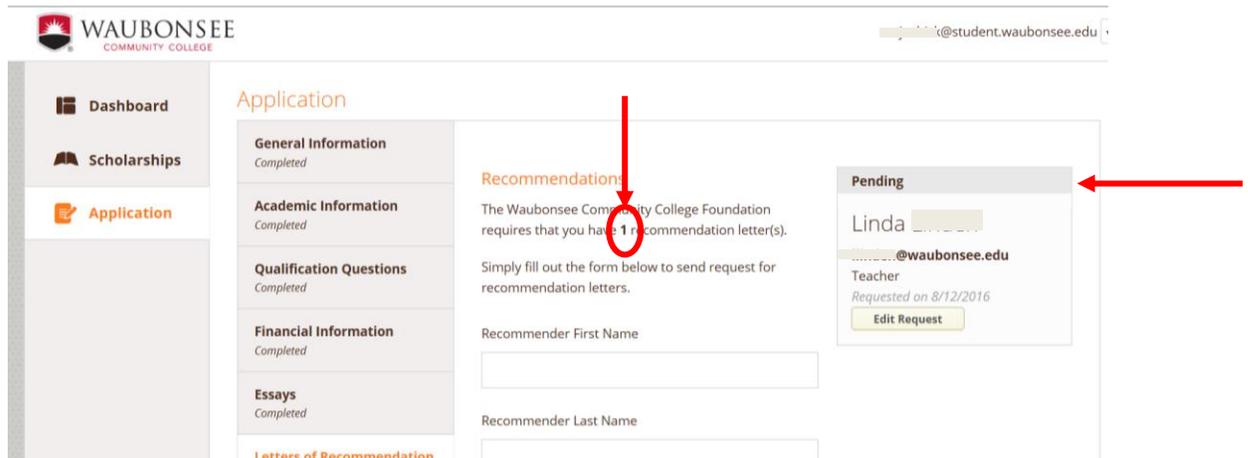
(Note the prior tab is marked "In Progress" as not all questions were answered. You may not submit your application until all tabs say "Completed.")

The "Request Message" box may be edited if you so desire, but be sure to include the application deadline of Feb. 5, 2018 in the request.

Complete the information and click the **Send Request** button.

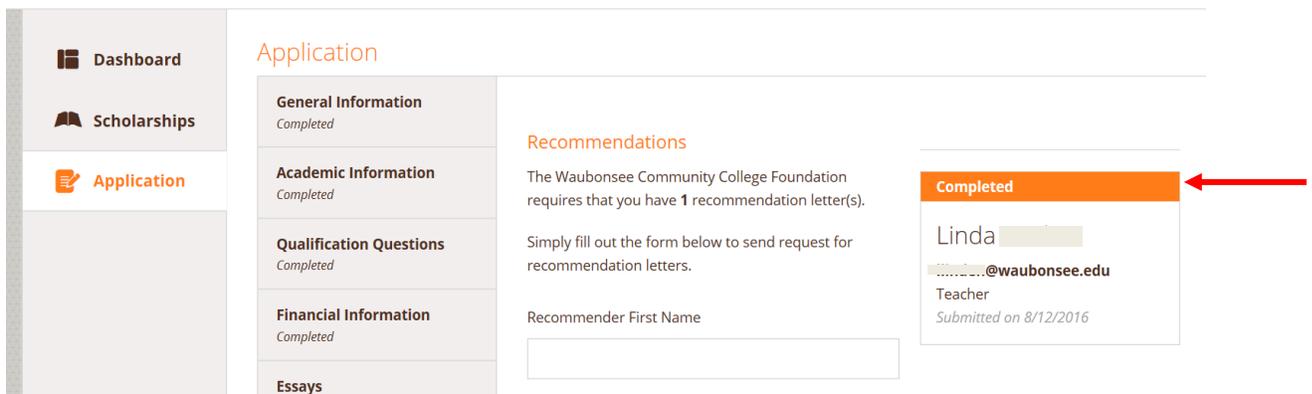
Navigating AwardSpring

Note the required number of letters is marked in bold. Your application will indicate to whom you sent requests for letters. The request will sit in a pending state until it is completed by the recommender. You should check back to see when the request has been answered, and follow up if it gets close to the due date so you can be sure to submit your completed application by **Feb. 5, 2018**.



The screenshot shows the 'Application' section of the AwardSpring dashboard. On the left, a sidebar lists 'Dashboard', 'Scholarships', and 'Application' (highlighted). The main content area is titled 'Application' and includes a progress bar with sections: 'General Information' (Completed), 'Academic Information' (Completed), 'Qualification Questions' (Completed), 'Financial Information' (Completed), 'Essays' (Completed), and 'Letters of Recommendation' (in progress). The 'Recommendations' section states: 'The Waubonsee Community College Foundation requires that you have **1** recommendation letter(s). Simply fill out the form below to send request for recommendation letters.' Below this are input fields for 'Recommender First Name' and 'Recommender Last Name'. To the right, a 'Pending' box shows a request from 'Linda [redacted]@waubonsee.edu', a Teacher, requested on 8/12/2016, with an 'Edit Request' button. Red arrows point to the '1' in the requirements text and the 'Pending' box.

Recommendation letter has been submitted:



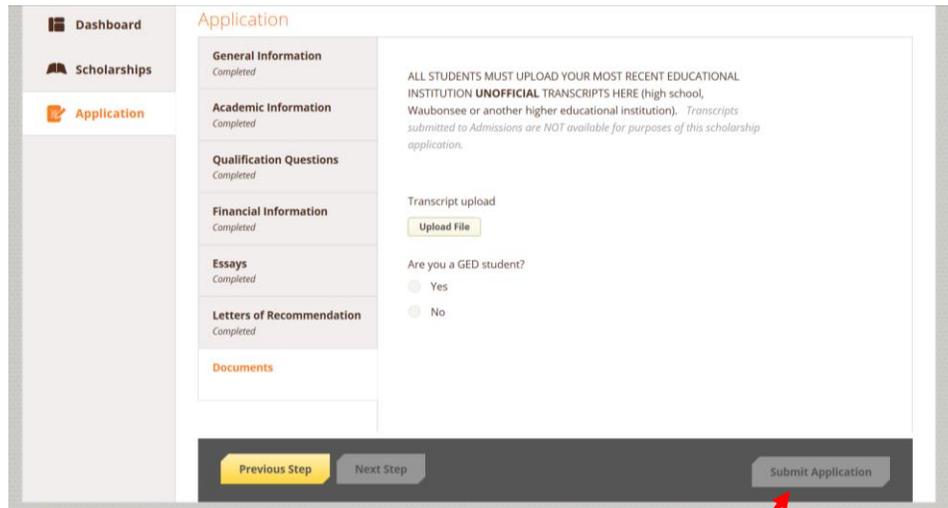
This screenshot shows the same 'Application' dashboard after the recommendation has been submitted. The 'Letters of Recommendation' section is now complete. The 'Recommendations' section text remains the same. The 'Completed' box on the right now shows the request from 'Linda [redacted]@waubonsee.edu', a Teacher, submitted on 8/12/2016. A red arrow points to the 'Completed' box.

You will not be able to see the recommendation, but you will know when it has been submitted. Again, you should check back to ensure at least one Letter has been submitted, as you cannot submit your application until it includes at least one Letter of Recommendation.

Navigating AwardSpring

Documents to Upload

Note that all applications **REQUIRE** your most recent, complete, unofficial transcripts. Upload them here as a Word or PDF document *only*. Any other documents required by a scholarship for which you have qualified will also be listed on this page.

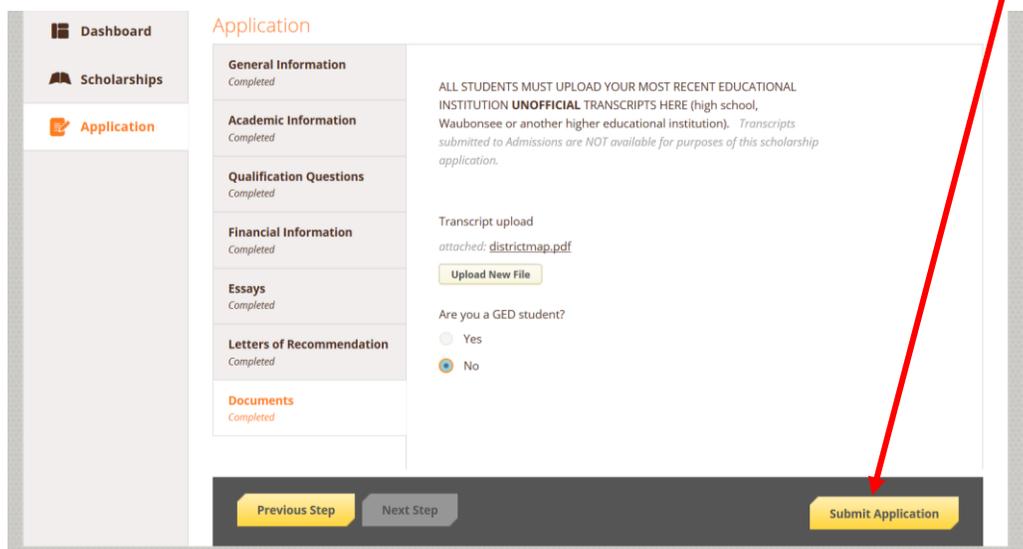


The screenshot shows the 'Application' page with a sidebar menu containing 'Dashboard', 'Scholarships', and 'Application' (highlighted in orange). The main content area has a left-hand navigation pane with sections: 'General Information' (Completed), 'Academic Information' (Completed), 'Qualification Questions' (Completed), 'Financial Information' (Completed), 'Essays' (Completed), 'Letters of Recommendation' (Completed), and 'Documents' (highlighted in orange). The main content area contains instructions: 'ALL STUDENTS MUST UPLOAD YOUR MOST RECENT EDUCATIONAL INSTITUTION **UNOFFICIAL** TRANSCRIPTS HERE (high school, Waubonsee or another higher educational institution). Transcripts submitted to Admissions are NOT available for purposes of this scholarship application.' Below this is a 'Transcript upload' section with an 'Upload File' button. A question 'Are you a GED student?' has radio buttons for 'Yes' and 'No'. At the bottom, there are three buttons: 'Previous Step' (yellow), 'Next Step' (grey), and 'Submit Application' (grey). A red arrow points to the 'Submit Application' button.

Submit Application

Note above that the Submit Application button is still not highlighted...

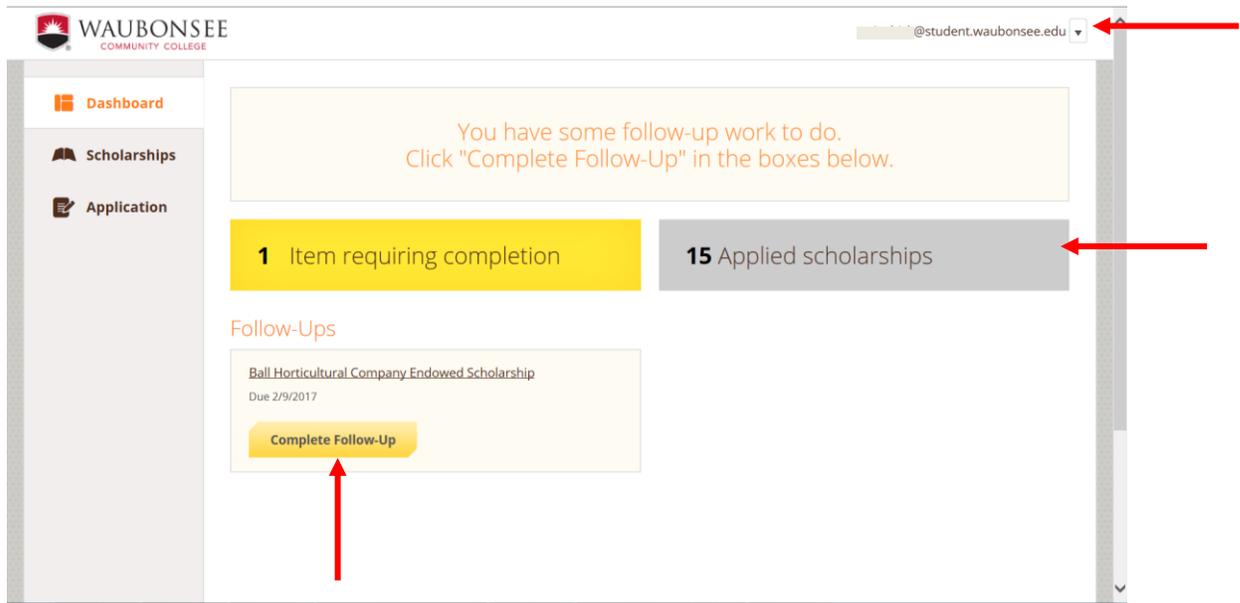
...but as the final tab is complete, and all others indicated they are completed, the "Submit Application" button is now enabled.



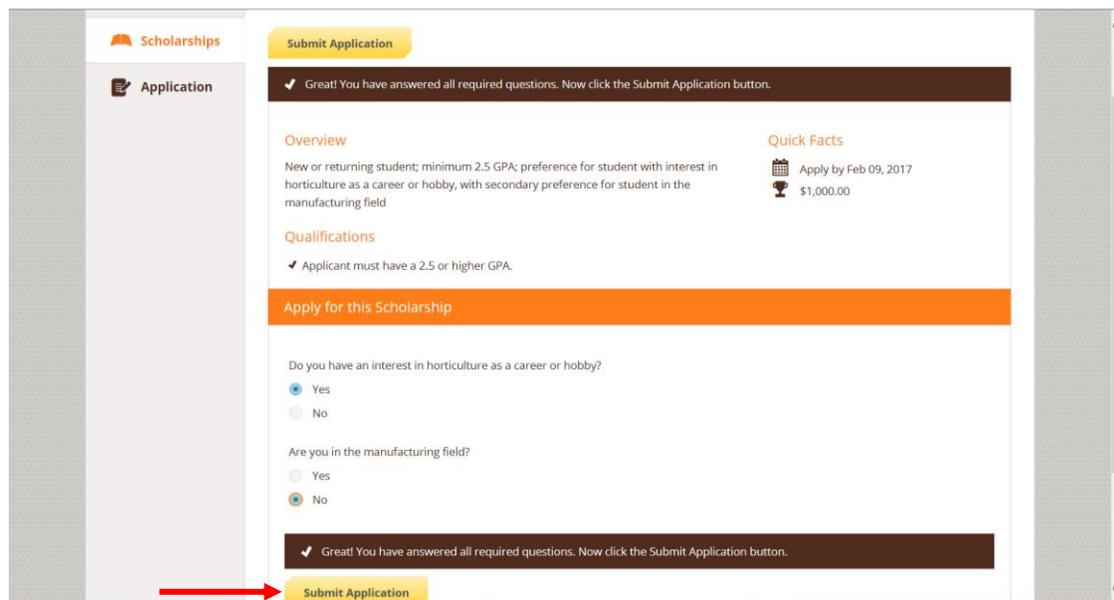
This screenshot is identical to the one above, but the 'Submit Application' button is now highlighted in yellow, indicating it is enabled. A red arrow points to the 'Submit Application' button.

Navigating AwardSpring

If you are not ready to submit your application, simply log off (click on the down arrow next to your email address at the top of the page). You can make changes and submit your application later. After you submit your application, you will be directed back to your Dashboard. In our example here, based on the information provided in the application, the student has been automatically matched to 15 scholarships. Click the gray **Applied scholarships** box to view the full list of applied scholarships.



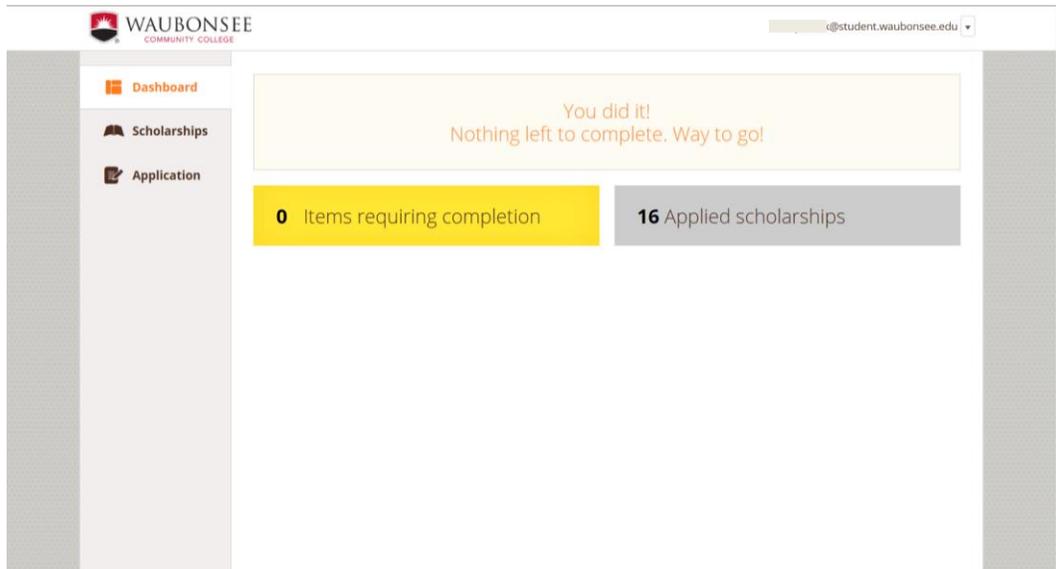
Note that there is one item that requires completion. This is a scholarship for which the student met the criteria, but something else is required before they can apply for that scholarship. Click the **Complete Follow-Up** button to provide the required responses and/or documentation.



Once you have answered the additional required information, you can click "Submit Application" (it may appear as "Resubmit Application" in some cases) to also apply for this scholarship.

Navigating AwardSpring

Your Dashboard now indicates you have completed your application and have nothing left to do except wait for an email in early April to hear whether or not you have been awarded a scholarship!



For your information, if you do receive a scholarship, you may be required to return to AwardSpring to accept the award. Instructions will be included in your award email.

Thank you for your interest in Waubonsee Community College Foundation Scholarships! If you have questions as you complete your application please contact us at 630-466-2316 or email at foundation@waubonsee.edu.