Scholarship Application Student Guide

https://hcc.awardspring.com/

Hillsborough Community College Foundation   August 2019

BEFORE YOU APPLY FOR A SCHOLARSHIP

STUDENTS WILL NEED TO:

- Have an HCC student ID and login with the username and password you have established for your HCC student access.

- Complete the FAFSA and apply for financial aid even if you are unsure if you qualify (see the HCC Financial Aid website for more information). Students who don't have a complete FAFSA on file with HCCs Financial Aid department can still apply but consideration for scholarships may be limited.

- Submit electronic documents, including your transcript. **Your application will not be considered if you do not attach the required documents. The website accepts common file extensions.**

  - **New students** - electronic copies of unofficial high school or college transcripts or GED scores.

  - **Current Students** – electronic copies of HCC unofficial transcript copied from the website. **IMPORTANT**: even if you are in your **first** semester with no completed credits, you MUST supply your current unofficial transcript showing your current registration.

- Complete short-answer responses (additional instructions follow)

STUDENT RESPONSIBILITIES:

- All notices and emails will be sent to your hawkmail email address. It is your responsibility to check it regularly.

- Answer questions accurately and honestly.

- Make a personal request to a potential recommender **before** sending the email request via the scholarship application. Then check the status of your letters of recommendation and follow up with your recommendation sources if not completed. Start early to give your recommender time to complete.

RESOURCES:

CAMPUS SCHOLARSHIP COORDINATORS:

- Brandon Coordinator: Theresa Lewis, BSSB 111
- Dale Mabry Coordinator: Elizabeth Key-Raimer, DSTU 244
- Plant City and MacDill Coordinator: Charlene Bell, PSTU 110
- Ybor Coordinator: Frances Cox, YSSB 207C
- SouthShore Coordinator: Joi James, SMPF

HCC Foundation:

- Josette Bulnes, 813.253.7191
- HCC Foundation, 813.253.7114

IF YOU EXPERIENCE PROBLEMS WITH YOUR APPLICATION TRY A DIFFERENT BROWSER SUCH AS CHROME OR SAFARI.

If you have an HCC student ID, you already have an account! Log in using your HCC credentials.

Upon login, you will land on the "Dashboard" page. In future logins, your Dashboard will highlight items needing completion and/or the scholarships to which you have applied. Select "Complete Application" to begin your application. For your information, you may view the scholarships available by selecting "Scholarships", in the left navigation bar. However, the application will automatically match you to scholarships for which you may qualify.

There are 4 required sections to complete. Each section will indicate "in process" or "completed". **You will not be able to apply for a scholarship until all 4 required sections indicate "completed"**. Step 5 is an optional section to upload additional documents, if needed.

You can move between sections of the application and log in and out as you wish until you have completed all sections. A section does not have to be fully complete before moving on to another section. However all required sections need to be completed before you can apply for scholarships and you MUST select the **Submit Application** button at the bottom of the application to actually have your application applied to scholarships.

STEP 1   GENERAL INFORMATION SECTION

Phone number: enter the best phone number to reach you, if needed. The HCC Foundation may occasionally send text messages with reminders or important information. Providing a mobile phone number that can receive text messages will allow you to receive these messages.

Some questions are marked as "optional" and you are not required to answer these; however, not answering some of those questions could limit your consideration for certain scholarships.

STEP 2   ACADEMIC INFORMATION SECTION

Access HCC WebAdvisor to get answers to many of these questions, if you are unsure, and to get your unofficial HCC transcripts. After you login into HawkNet, click on the WebAdvisor link.

You will be asked to answer two required and one optional short essay questions (250 words or less). **This section is very important**. Our application reviewers will score your responses based on
- content
- logic
- flow
- spelling and grammar

Note:
- use appropriate capitalization and avoid abbreviations
- answer each question separately and do not copy responses from one question to the next
- If you would like assistance writing your essays, please visit the Writing Center on your campus.

How do I fill out the short answer questions?

You may do this in one of two ways:
1. You may type your response directly in the application. Be aware that you could be "timed out" while doing this, so save often.

2. You may compose your responses in Word or another text editing program and then copy and paste to efficiently complete this section without timing out. Remember the word count is limited to 250. Be sure to review the text after pasting to ensure it contains no unusual characters.

Attach Documents

How do I upload my Unofficial Transcript? (Please do **not** upload your "Progress Toward Degree" document)

Your application will not be considered if you do not upload transcripts. From webadvisor, locate "unofficial transcript", right click and save the file where you can find it. Then, on the application, click on "Upload File". Navigate to the location where you have saved your transcript (the site accepts common file extensions). Select the appropriate file, click "Open". You will then see the file name listed on your application. Check your uploaded file for accuracy. If you need to replace a previously uploaded file, you may do so by selecting "Upload New File".

STEP 3   QUALIFICATION QUESTIONS SECTION

This section contains questions that may qualify you for particular scholarships that have very specific criteria. Do not be alarmed if you mark many of them "no"; there are many general scholarships available with few criteria.

There is a question for you to identify your home campus. Even if you take classes at more than one campus or take only online classes, you will still have a home campus. You should be able to find this on WebAdvisor. If it is not correct, please contact one of the counselors on page 1.

STEP 4   LETTERS OF RECOMMENDATION SECTION

Letters of recommendation are very important. **A minimum of one letter of recommendation is required.** Additional recommendations are encouraged and will also be considered. A recommendation from a current or recent instructor is strongly encouraged and will be given additional weight.

You may request letters of recommendation via the scholarship application. It will provide the recommender with instructions and a link to put their recommendation directly into your application. **It is important to note the following**:
- You should only send the automated recommendation letter request **AFTER** you have **personally made a request** for a recommendation from this person.
- Enter the email address of the recommender carefully and check it before sending. If the email address is incorrect or not valid, you will **NOT** receive a bounce notice.
- You may edit the request message, if you wish.
- Once you have requested letters of recommendation, they will appear on the right side of the page and show as "pending". Once a recommender has completed the recommendation, it will display as "completed". You should check this periodically and follow up prior to the application deadline if the recommendation has not been completed.
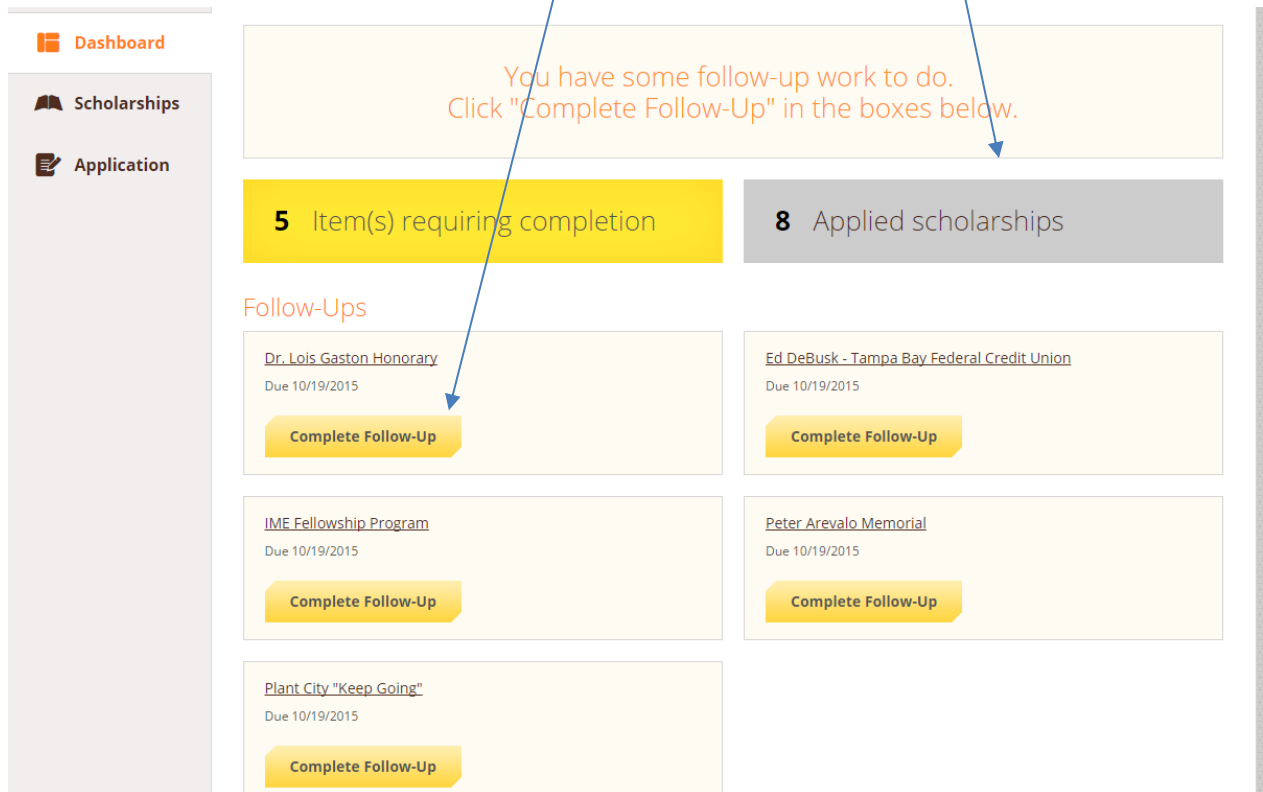
If you have a **paper recommendation letter**, you may scan it and upload it in this section.

ONCE ALL FOUR SECTIONS APPEAR AS "COMPLETED" THE "SUBMIT APPLICATION" OPTION AT THE BOTTOM RIGHT OF THE SCREEN WILL BE LIVE AND YOU WILL BE ABLE TO CLICK ON IT TO APPLY.

Next Steps:

You are almost done with the application process! You will automatically be applied for scholarships for which you qualify, based on your application responses.

Some scholarships will have additional criteria or requirements. Follow the "Complete Follow-up" link to complete the required information and to apply for these additional scholarships. Do not apply for these if you do not meet the additional criteria.

- Dashboard
- Scholarships
- Application

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

5 Item(s) requiring completion   **8** Applied scholarships

Follow-Ups

Dr. Lois Gaston Honorary	Ed DeBusk - Tampa Bay Federal Credit Union
Due 10/19/2015	Due 10/19/2015
Complete Follow-Up	**Complete Follow-Up**
IME Fellowship Program	Peter Arevalo Memorial
Due 10/19/2015	Due 10/19/2015
Complete Follow-Up	**Complete Follow-Up**
Plant City "Keep Going"	
Due 10/19/2015	
Complete Follow-Up	

YOU MAY CONTINUE TO VISIT THE APPLICATION UNTIL THE DEADLINE TO CHECK THE STATUS OF LETTERS OF RECOMMENDATION OR TO POLISH YOUR ESSAYS. FOLLOWING THE DEADLINE, PLEASE ALLOW UP TO 6 WEEKS FOR THE REVIEW AND AWARDING PROCESS TO BE COMPLETED. YOU WILL RECEIVE AN EMAIL NOTICE TO YOUR HAWKMAIL ACCOUNT OF THE DECISION. PLEASE CHECK HAWKMAIL OFTEN FOR UPDATES AND NOTICES.