



Before You Start

All applicants must have a Waubonsee-issued ID number (x-number). If you are a scholarship applicant who will be attending Waubonsee for the first time and do not yet have an x-number, visit waubonsee.edu/apply. You may begin your application Within 1-2 business days after you have been issued your x-number.

Logging In

Visit <https://waubonsee.academicworks.com/> to access the General Application. On our *Opportunities* homepage, you will find a listing of scholarships available to students with brief information about the scholarship qualifications and deadline.

Current Waubonsee students:

1. Click on the “Sign Up” button.
2. Click the “Continue with Blackbaud ID” button.
3. Click on the “Continue with Email” link.
4. Enter your Waubonsee student email address and click “Continue”.
5. A message with a confirmation code will be sent to your email account for verification. Enter the confirmation code and click “Next”.
6. Create a password, enter your name, and click the “Sign up” button.
7. Your Blackbaud ID account requires that multi-factor authentication is enabled for your security, so you will be prompted to set up MFA at your next login.

New students:

1. Click on the “Sign Up” button.
2. Click the “Continue with Blackbaud ID” button.
3. Click on the “Continue with Email” link.
 - a. If you have never registered for or taken courses at Waubonsee, your username will be the personal email address used to complete your New Student Application.
 - b. If you have registered for classes at Waubonsee and/or taken dual credit courses, you have been assigned a Waubonsee student email, which will serve as your username.
For assistance, contact foundation@waubonsee.edu or (630) 466-2316.
4. A message with a confirmation code will be sent to your email account for verification. Enter the confirmation code and click “Next”.
5. Create a password, enter your name, and click the “Sign up” button.
6. Your Blackbaud ID account requires that multi-factor authentication is enabled for your security, so you will be prompted to set up MFA at your next login.

You only need to use the “Sign Up” button the first time you access the software to create a password. After that, you can use the “Sign In” button to access the application using your Blackbaud ID information. Access the application system using any newer browser, such as Microsoft Edge, Google Chrome, Mozilla Firefox, or Apple Safari, for optimal compatibility.

General Application

Most scholarship opportunities offered by Waubonsee are auto-matched through our General Application. When you submit the General Application, the software will determine which scholarships you are eligible for based on your answers and apply you to those.

If you are eligible for additional opportunities that require supplemental information, these will be displayed for you once you have completed and submitted the General Application. These are identified as Recommended Opportunities.

Information about the General Application may be found below:

Applicant Record

When you click on the “Applicant Record” button, the information on this page is populated from your official student file. You cannot edit this information from the scholarship portal. To update or change information here, please contact Registration and Records at (630) 466-2370 or registration@waubonsee.edu.

Academic Information

This section covers information such as enrollment status, anticipated graduation date, etc. This is where you will upload a copy of your unofficial transcript.

All applicants must upload a complete copy (all courses, grades, and cumulative GPA) of their UNOFFICIAL transcript from their most recent educational institution attended, whether that is high school, Waubonsee, or another college or university. Transcripts submitted to Admissions are NOT available for the purposes of this scholarship application. The required format is PDF.

Uploading your unofficial transcript is just like attaching a file to an email. If your unofficial transcript is unreadable or cannot be opened, your scholarship application will be considered INVALID.

High School Information

Current High School students must complete all questions in this section to qualify for specific scholarships. Continuing Waubonsee students may skip this section.

Financial Information

This section includes basic financial information for your household.

General Information

Your answers to these questions will allow the application software to match you to all scholarships for which you meet the required criteria and automatically apply you to these. It is important that you answer ALL questions accurately to the best of your ability

Tell us about yourself...

The section is broken down into six individual questions. Combined, these six pieces comprise the components of a whole, complete scholarship essay. You should answer each question completely and adhere to the maximum word count indicated. This section is one of the most important components of your application, as this is how the selection committee members will get to know you and determine if

you are the right person to receive a scholarship. Refer to the resources available at www.waubonsee.edu/foundationsscholarships for writing tips.

Recommendation

We encourage you to get a recommendation from someone, but it's not required. You can ask a teacher, counselor, coach, work supervisor, etc. Choose someone who knows you well and can highlight why you'd be a great fit for the scholarship. Just remember, please don't ask friends or family for recommendations.

When you submit your request, your reference will get an email with instructions on sending in their recommendation. It's a great idea to let them know in advance to look for the email so they don't accidentally delete it, thinking it's spam.

Authorize and Release Statement

This section details the terms and conditions of the Waubonsee Community College Foundation Scholarship Program.

Submitting Your Application

Once you have completed the application, the option to SUBMIT your application will become available. If you are not ready to submit your application, you may log out and finish it at another time. You may edit your application up until the application deadline. Ensure all information is accurate, as scholarships are awarded based on the information provided.

When your application is complete, and you click the "SUBMIT" button, you will be matched to all scholarships for which you meet the required criteria. Incomplete applications (including those with missing or invalid documents) cannot be submitted for scholarship consideration.

Questions?

Contact the Development Office at (630) 466-2316 or foundation@waubonsee.edu.