



# Scholarship Program Frequently Asked Questions

## **Where do I find the Foundation scholarship application?**

The Waubonsee Community College Foundation uses a scholarship application software program, accessed at <https://waubonsee.academicworks.com/>. On our opportunities homepage, you will find a listing of scholarships available to students with brief information about the scholarship qualifications.

## **How do I access the application?**

On the opportunities homepage, there are buttons labeled “Sign Up” and “Sign In”.

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. First, submit a New Student Application (NSA): [waubonsee.edu/apply](http://waubonsee.edu/apply). After your form has been processed, you will be assigned a Waubonsee student ID number (x-number). You may begin the scholarship account activation process on the next business day.
2. Click on the “Sign Up” button.
3. Click the “Continue with Blackbaud ID” button.
4. 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](mailto:foundation@waubonsee.edu) or (630) 466-2316.
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.

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.

## **What email address will Waubonsee use to communicate with me?**

If you have registered for classes at Waubonsee or taken dual credit courses, you have been assigned a Waubonsee student email. This email will be the primary way we communicate with you. If you have never registered for classes at Waubonsee, we will use the personal email address you provided on

your New Student Application. However, once you register for classes and receive your Waubonsee email, all communications will be sent to that email

### **How do I apply for a particular scholarship?**

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.

### **Do I need to write an essay?**

The *Tell us about yourself...* section of the Waubonsee Community College Foundation scholarship application is broken down into six individual short answer questions rather than one long essay. When combined, these six parts make up the components of a whole, complete scholarship essay. It is important that you answer each question completely and do not exceed the maximum word count indicated. This section is one of the most important parts of your application, as this is how the scholarship committee members will get to know you and determine if you are the right person to receive a scholarship. It is important that you proofread and correct spelling and grammar errors.

### **How do I request a Recommendation?**

In the *Recommendation* section of the General Application, click on the "Add a New Reference" link. You will then fill in the name and email address of the individual from whom you are requesting a recommendation. This individual will receive an email with instructions for completing a recommendation form which will be uploaded to your application online. Recommendations are optional but highly encouraged.

### **How many recommendations do I need, and who should I ask?**

The scholarship application can only accept one recommendation. A recommendation may be provided by a teacher, counselor, supervisor at work, coach, etc. The recommendation should NOT be from a friend or family member.

### **Where do I provide my current transcripts?**

The last question in the *Academic Information* section directs you to upload your unofficial transcript from your most recent educational institution. All applicants are required to 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.

### **How will I know if I receive a scholarship?**

You will receive an email from our office advising you whether or not you have been selected to receive a scholarship. This email will be sent to your Waubonsee email if you have one. If you do not yet have a Waubonsee email, notifications will be sent to your personal email address on file with the College.

### **Are there any other requirements for me if I receive a scholarship?**

If you are selected to receive a scholarship and find that you will not be attending Waubonsee or otherwise cannot use your scholarship, you must contact the Development Office immediately so we can award the scholarship to another student. After accepting a scholarship award, all recipients are **REQUIRED** to complete post-award acceptance items to secure their scholarships, which includes uploading a photo, writing a thank you message to the donor, and reviewing the scholarship guidelines. More detailed information about these post-award acceptance items will be provided in the email notifying you of your scholarship award if you are selected.

**How do I gain access to my scholarship award?**

Once accepted, Foundation scholarships are added to the recipient's financial aid award letter. They are active for the upcoming academic year, beginning with the fall semester and extending through the summer semester. Foundation scholarships are for use at Waubonsee Community College and may not be transferred to other educational institutions. All Foundation scholarships are split evenly between the fall and spring semesters, just as other forms of financial aid are split. If awarded, you may start to use your scholarship at the time of registration for Fall classes.

**What if I have questions?**

If you have questions about the application or our scholarship opportunities, please contact the Development Office at (630) 466-2316 or [foundation@waubonsee.edu](mailto:foundation@waubonsee.edu).