Lane Community College™ FOUNDATION

ACHIEVING DREAMS

Scholarship Application Instructions

2015/2016

Updated 01.15.2015

Scholarship Deadline

March 4, 2015 (8:59 p.m.)

For scholarships awarded for the 2015/2016 academic year.

The Lane Community Foundation offered almost \$700,000 in scholarships to Lane students last year!

Lane Community College Foundation Scholarship website: http://www.lanecc.edu/foundation/foundation-scholarship-opportunities

All applications for Lane Community College Foundation Scholarships will be submitted through the STARS Online Application



Covered in these instructions

- Important computer requirements
- Before you apply
- Personal Information
- Opening Questionnaire
- Academic Information
- Essay Questions
- Transcripts Required
- How to Attach Documents to Your Application
- Recommended Scholarships
- Scholarship Eligibility Requirements
- Scholarship Workshops at Lane Community College
- Lane Community College Degrees and Majors

Important Computer Requirements

Students will apply for scholarships offered by the Lane Community College Foundation with the STARS online application. Go to the Foundation's website for the link to the online application:

http://www.lanecc.edu/foundation/foundation-scholarship-opportunities

You must use one of the following web browsers:

In 2015/2016 Mac or PC users, will be able to use STARS in the following browsers:

- Internet Explorer (Version 9 or above)
- Google Chrome
- Mozilla Firefox
- Apple Safari
- Allow pop-ups on your computer.
- Enable cookies on your system.

Log in

The first time you enter the STARS Online system, click "SIGN UP" to create your account. You will create a "User Name" and "Password" to log into STARS Online. Write it down, you cannot access your application without it! NOTE: DO not use your Student L# or email address for your user name or password.

Before You Apply

Email Address

You must provide a valid email address. If your email address changes, notify the Foundation via email at: LCCScholarships@lanecc.edu.

Lane Community College Student ID#

A Lane Student ID# is required to complete your application. If you have never attended Lane before, or if it has been over one year since you last attended, you need to complete an admission or readmission application.

NOTE: It may take up to 5 days to obtain a Lane ID (L#). Go to the following Lane website for instructions:

http://www.lanecc.edu/esfs/admissions

Academic Plans

You will be asked about your academic plans. Most scholarships require a declared major and the type of degree or certificate you are pursuing.

See listings of College Degrees and Majors used in STARS on the last pages of these instructions.

FAFSA

Submit your Free Application for Federal Student Aid (FAFSA) before you apply for scholarships. This is required for scholarships requiring proof of financial need. The FAFSA can be completed online at:

http://www.fafsa.ed.gov

- When you apply for admission to Lane, you are given the voluntary option of providing your Social Security Number. If you want to receive financial aid, or be considered for Lane Foundation scholarships that require a FAFSA, you must provide your Social Security Number. Lane uses the Social Security number to match students with their FAFSA results.
- 2. You must direct FAFSA to send your results to Lane when applying for financial aid.
- 3. If a Lane Foundation scholarship requires submission of a FAFSA, the FAFSA must be submitted by the scholarship deadline and students must have followed the directions in steps 1-2 listed above.

Before You Apply (Continued)

Essay Questions

You will be required to answer six essays questions. You are encouraged to prepare these essays prior to logging into STARS. Then you can cut and paste them into the appropriate section of the application. If you try to write your essays in STARS, it is possible the system will time you out before you finish. This would mean your information will be lost. Essay questions are listed later in these instructions.

Transcripts are required

Transcripts or GED documents are required for all applicants. Documents must be uploaded into the STARS online application in .<u>pdf format</u>. Other file formats will not be accepted. Please be sure <u>all</u> pages of your documents are uploaded and that they are not upside down. Sometimes a PDF file becomes damaged or contains corrupt data. Check your PDF files before you complete your application. Corrupt or damaged files that cannot be viewed will not be scored. Paper copies of documents will not be accepted. NOTE: Uploaded documents are limited to 10MB. If your PDF files exceed this limit, try scanning your documents at a lower resolution.

Applications without a transcript will be automatically disqualified!

Local copy centers can scan documents into a .pdf file. If the transcript or document is more than one page, request that it be scanned into one file. You will need to provide a USB flash drive or disk to save your document. Many home printers have a scanning feature. Be sure to save documents as a .pdf file.

User Name and Password

IMPORTANT: You will be required to create a User Name and Password when you log into the STARS online application for the first time. Write down your STARS User Name and Password. You will use this information to log in and out of your application.

The "Forgot My Password" feature does not work with many email providers. If you have problems logging into your STARS online scholarship application, send an email to:

LCCScholarships@Lanecc.edu

Include your *Full Name* and *Application Problem* in the subject line of your email. Someone will try to get back to you as soon as possible. However, if you wait until the scholarship deadline, it is very unlikely you will get a response in time to complete your application.

Apply Early

It is always possible that network outages, heavy server traffic, or other challenges might occur for students who are trying to apply at the last minute. Apply early to be sure your application will be successfully completed!! We cannot make any exceptions for students who do not have a complete application submitted by the scholarship deadline. NOTE: Applications close at 9:00 p.m. on the day of the scholarship deadline.

Notifying Scholarship Recipients

Scholarship recipients will be notified via email (using the email you listed in STARS). We do not send notifications to non-recipients. The Foundation office does not give out scholarship results over the phone.

Personal Information

A Lane Student ID# is required to complete your application. If you have never attended Lane before, or if it has been over one year since you last attended, you need to complete an admission/new admission. Please go to the following Lane website for instructions:

http://www.lanecc.edu/esfs/admissions

You must complete all fields before you can continue with your application. If you cannot complete this page, click "Save and Exit", obtain the required information and complete the application later. However, you must submit a completed application by the scholarship deadline to be considered for any awards.

When you have filled out all required fields to the best of your ability, click 'Save and Continue' to proceed to the next section.

IMPORTANT: Write down your STARS User Name and Password. You will need your User Name and Password to log back into your application.

Opening Questionnaire

Read each question carefully before answering. You should know which degree/certificate and major you plan to pursue at Lane before you begin your application. The first two questions of the Opening Questionnaire are listed below. Additional questions will appear as you click on your answers.

What degree or certificate are you planning to obtain at Lane?

NOTE: A listing of Lane Community College Degrees and Majors is listed at the end of the Student Instructions.

- AAS (Associate of Applied Science Career/Technical/Trades)
- Associate Transfer Degree or Direct Transfer
- Associate of Science Oregon Transfer: Business
- One-Year or Two-Year Certificate of Completion
- Business Development Center, Workforce or Continuing Education Program

Most scholarships require that you are enrolled in a specific degree or certificate program at Lane Community College. Please choose your field of study from the options below.

- Arts Visual/Media & Performing
- Business/Administrative
- Computer/Engineering/Math/Science
- Culinary/Hospitality
- Education/Teaching
- Energy/Conservation
- Human Services/Criminal Justice/Social Science
- Language/Literature/Communication
- Nursing
- Other Health Professions
- Physical Education/Exercise/Fitness
- Other Career/Technical/Trade Program not listed above
- Undeclared or other field of study not listed
- Non-Credit: Business Development Center, Workforce or Continuing Education Program

Academic Information

The Academic section of your application will ask for information about your educational history and studies at Lane. The specific questions you are asked will be determined by your answers in the "Opening Questionnaire."

High School Information

- High school name. If your high school is not listed, please choose "OTHER SCHOOL NOT LISTED."
- High school graduation or GED completion date.
- Most recent cumulative high school GPA.
- GED students. Select "GED" as your high school and enter 0.00 in the cumulative GPA. Upload proof of completion with your GED score instead of a high school transcript.

College Information

- Major or degree program you have declared.
- Expected college graduation or program completion date.
- Most recent cumulative college GPA.
- Student Grade Status.

Major Area of Study or Program

The answers you provided on the Opening Questionnaire (Questions 1-3) about the degree or certificate you plan to obtain at Lane will determine which major area of study or program shows up on the screen you will see.

If you are not getting the results you expected, please refer to the "Lane Community College Degrees and Majors" included in this instruction packet.

If you entered incorrect information about your degree/certificate in the Opening Questionnaire, go back to question #1 (Which of the following types of student most closely matches you?) to redo this portion of your application.

These are the grade status options you will choose from

- 1st-year in Degree/Certificate Program this fall
- 2nd-year in Degree/Certificate Program this fall
- Currently taking program prerequisites
- Enrolled in Non-Credit Program
- High School Graduating Senior
- Not seeking a degree-taking transfer credits.

Essay Questions

2015/2016 Scholarship Essay Questions. (updated 11.20.2014)

Answers must be limited to no more than 170 words for each question. NOTE: Keep a copy of your essay questions if you want to use them in the future. The Foundation will not be able to provide you with copies of any information you submit on your application.

- 1. Explain your career aspirations and your educational plan to meet these goals.
- 2. Explain how you have helped your family or made your community a better place to live. Please provide specific examples.
- 3. Describe a personal accomplishment and the strengths and skills you used to achieve it.
- 4. Describe a significant change or experience that has occurred in your life. How did you respond and what did you learn about yourself from that experience?

- 5. Tell us about your paid work history. What jobs have you held in the past five years and how many hours did you work at each job? What were your main responsibilities? List any special accomplishments or recognition.
- 6. Besides working and attending classes, what activities are you involved with? Is there a special passion you have for these activities? Summarize time spent on each activity. Highlight leadership roles, special accomplishments or recognition received.

Special Hints

Write your essays in another document, like Microsoft Word, or similar program, before you begin your application. Completed essays can be cut and pasted into the STARS Online Application. If you try to write your essay in STARS, it is possible the system will time you out before you finish and you will lose your information.

Click the 'Edit Answer' button in STARS to open each essay question text box.

Use the 'Paste' icon in STARS to paste information into the essay box. If you try to use your mouse to do the paste command, your text may appear in the box, but will not save.

Click the 'Save' button to save each essay before you proceed.

If you have your browser set to more than 100%, you may not be able to see the save box required to save your essay.

SAMPLE SCREEN from the STARS online application

Paste Icon	Save Button	Edit Answer Button to open essay
Question 1		Edit Answe
Explain your care	er aspirations and your educ	cational plan to meet these goals.
Insert our essay a	answer in this space.	
Question 2		Cancel Delete Save
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NOTE: If you copy text from a word document and paste it into the STARS essay section, you may see a message that says "The content you are trying to paste has MS Word formatting. Would you like to clean it?" You should click "OK".

This step should prevent extra formatting from stretching the essay answer beyond the outer frame which might hide the save/edit buttons. If you already pasted the text and cannot save your edits, use your mouse cursor to select the essay text and highlight and scroll to the right. Eventually you will see the buttons. Click Edit, then cut the text and try repasting it again after you click "OK" to clean the formatting.

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Answers must be limited to no more use them in the future. The Foundar Write your essays in another docun pasted into the STARS Online Appl you finish and you will lose your info	than 170 words for each question. NOTE: Keep a copy of your tion will not be able to provide you with copies of any information nent, like Microsoft Word, before you begin your application. Con ication. If you try to write your essays in STARS, it is possible the prmation.	essay questions if you want to a you submit on your applicatio apleted essays can be cut and e system will time you out befo
Question 1 Explain your career aspirations	Message from webpage 🛛 🕅 The content you are trying to paste has MS Word formatting. Would you like to clean it? OK Cancel	Cancel Delete Save

Transcripts Required

NOTE: All *required documents must be uploaded in PDF format*. Other formats will not be accepted. NOTE: Uploaded documents are limited to 10MB. If your PDF files exceed this limit, try scanning your documents at a lower resolution. *Applications without a transcript will be automatically disqualified!*

IMPORTANT: Transcripts are used to evaluate your academic goals and achievement.

NOTE: Students who have attended international schools must provide an evaluation and English translation of all coursework. Students who do not provide this documentation may not be eligible for scholarships offered through the Foundation.

Transcripts – Unofficial transcripts will be accepted.

High School Transcripts

Graduating H.S. students must electronically upload a transcript which includes all coursework/grades available at the time you apply. Current Lane students should also upload their

H.S. transcripts if they have only a few classes recorded on their Lane transcripts. It will provide more information for the selection committee to review.

GED or Home-Schooled Students

If you have completed a GED, or received a high school diploma through an alternative program, or have completed at least three GED tests, submit proof of this completion.

College Transcripts

You must electronically upload your most recent transcripts of all college coursework completed in the last 10 years. For students whose college coursework is older than 10 years, provide either a complete high school transcript with graduation date, or a complete college transcript.

Adult students with no college coursework, no high school diploma, GED, or home-schooling Electronically upload any high school transcripts with the coursework you did complete.

Additional documents required for individual scholarships

A few scholarships specifically require additional letters of recommendation, or other information. (Example: the Gilma Greenhoot Scholarship requires two letters of recommendation.) These documents must also be electronically uploaded in <u>.pdf format</u> with your application.

Suggestions for obtaining copies of your transcript/s.

High School Transcripts

- Contact your high school. If they no longer retain a copy of your transcript, ask them where your records are available.
- If this is unsuccessful, try contacting the School District Administration Office or the Department of Education in the state where you attended high school.
- If all else fails, try the Educational Service District (ESD) for the county where you attended high school. You may have to contact a different agency in other states.

GED transcripts (Updated 09.20.2013)

Beginning July 7, 2013, you can order an official copy of your GED Transcript or Diploma online using a service called Diploma Sender. Their web address is:

www.diplomasender.com

Home-School Records - Submit the transcript equivalent required by your home-school state.

College Transcripts

- Contact the college or school you attended. If your records are on hold for any reason, you will need to work with the institution to resolve this.
- If you attended a college that has closed, contact the Department of Education in that state. (You might also try doing an internet search "State Name + department of education closed colleges".)

NOTE: Knowingly providing false information or tampering with any documents will automatically disqualify you from all scholarship awards. The Foundation will access official records to verify information submitted.

How to Attach Documents to Your Application

Transcripts are required for all applicants. Documents must be uploaded into the STARS online application in .<u>pdf</u> <u>format. Other file formats will not be accepted.</u> Please be sure <u>all</u> pages of your documents are uploaded and that they are not upside down.

Local copy centers can scan documents into a .pdf file. If the transcript or document is more than one page, request that it be scanned into one file. You will need to provide a USB flash drive or disk to save your document. Many home printers have a scanning feature. Be sure to save documents as a.pdf file.

There are also online file converters that students may explore. Two examples of free programs include: CutePDF or PrimoPDF. Before students download any software from the web, they should carefully read any disclaimers, user manuals and be sure the software is compatible with their computer's operating system.

Click "Upload" to open the screen to upload your documents. In the "Title" box that appears, please put your name followed by the type of document you are uploading. **Example**: "Barbara Jones.H.S. Transcript".

If you would like to make sure your documents have been successfully uploaded, you may highlight the document and click "Download" to view them. Please be sure all pages are included and documents have not been loaded upside down!

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Recommended Scholarships

Based on the information you provided in your application, a list of scholarships will appear that you are most likely to qualify for.

NOTE: You may not qualify for every scholarship listed.

Do not apply for any scholarships until you have carefully read each eligibility requirement.

This wizard will help you to set up your application and help determine your best scholarship options. STARS Online division at Cappex encourages scholarship applications from qualified students regardless of color, race, religion, national origin, gender, disability, or marital status.

Personal nformation	Opening Questionnaire	Academic Information	Free Form Essay Questions	Attach Documents	Recommended Scholarships		
Schola	rship App	olication	- Recomme	ended S	cholarship	S	
This wizard	will help you to s	et up your app	plication and help de	etermine your	best scholarship o	ptions.	
Recomn	nended Scho	olarships					
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To view the specific eligibility requirements for each scholarship Click on "Apply Now."

Scholarship Eligibility Requirements

A list of scholarship eligibility requirements will be listed – please review these very carefully. Only check those boxes that apply to you. **YOU MAY NOT QUALIFY FOR EVERY SCHOLARSHIP LISTED.**



If you DO NOT meet all of the scholarship requirements click "Return to Scholarship Search."

There is no "submit" button or message telling your application is complete.

Scholarship Workshops at Lane Community College

Lane offers a series of workshops with helpful information about applying for both the Oregon Student Assistance Commission and Lane Foundation Scholarships.

A Financial Aid scholarship event "How to Pay for College in one Day" is usually held in January.

For a listing of workshops, check out the "Upcoming Events" on the Career and Employment Services website:

http://www.lanecc.edu/ces/classes-and-workshops

For additional information on upcoming workshops and registration contact:

Career & Employment Services (Building 1, Room 102 - Lane's main campus) Phone: 541.463.5164 Email brysonj@lanecc.edu

SEE BELOW For listing of college degrees and majors

College Major CAREER AND TECHNICAL PROGRAMS (List updated 11.20.2104)	College Degree
Business Assistant (Certificate)	1 Year Cert.
Computer Specialist (Certificate)	1 Year Cert.
Construction Technology (Certificate)	1 Year Cert.
Construction Trades Gen Apprenticeship (Certificate)	1 Year Cert.
Dental Assisting (Certificate)	1 Year Cert.
Drafting (Certificate)	1 Year Cert.
Early Childhood Education (Certificate)	1 Year Cert.
Emergency Medical Technician (Certificate)	1 Year Cert.
Fabrication/Welding Technology (Certificate)	1 Year Cert.
Fitness Specialist Level 1 (Certificate)	1 Year Cert.
Health Records Technology (Certificate)	1 Year Cert.
Human Services: Juvenile Corrections (Certificate)	1 Year Cert.
Industrial Mechanics & Maintenance Tech (Certificate)	1 Year Cert.
Limited Electrician Apprenticeship Tech (Certificate)	1 Year Cert.
Medical Office Assistant (Certificate)	1 Year Cert.
Multi-Media Design (Certificate)	1 Year Cert.
Occupational Skills Training (Certificate)	1 Year Cert.
Practical Nursing (Certificate)	1 Year Cert.
Web Design (Certificate)	1 Year Cert.
Welding Processes (Certificate)	1 Year Cert.
Auto Body & Fender Technology (Certificate)	2 Year Cert.
Automotive Technology (Certificate)	2 Year Cert.
Aviation Maintenance Technician (Certificate)	2 Year Cert.
Diesel Technology (Certificate)	2 Year Cert.
Fitness Specialist Level 2 (Certificate)	2 Year Cert.
Manufacturing Technology (Certificate)	2 Year Cert.

College Major CAREER AND TECHNICAL PROGRAMS	College Degree
Accounting (AAS)	A A S
Administrative Office Professional (AAS)	AAS
Auto Body Fender Tech/Auto Collision (AAS)	445
Auto Body Fender Tech/Auto Paint (AAS)	AAS
Automotive Technology (AAS)	AAS
Aviation Maintenance Technician (AAS)	AAS
Computer Information Systems - Health Informatics (AAS)	AAS
Computer Information Systems (AAS)	AAS
Computer Network Operations (AAS)	AAS
Computer Programming (AAS)	AAS
Computer Simulation & Game Development (AAS)	AAS
Construction Technology (AAS)	AAS
Construction Trades Gen. Apprenticeship (AAS)	AAS
Culinary Arts & Food Service Management (AAS)	AAS
Dental Hygiene (AAS)	AAS
Diesel Tech: Lift Truck/Material Handling Equipment Option (AAS)	AAS
Diesel Technology (AAS)	AAS
Drafting (AAS)	AAS
Early Childhood Education (AAS)	AAS
Electrician Apprenticeship Technologies (AAS)	AAS
Electronic Technology (AAS)	AAS

Energy Mgt Technician-Building Controls (AAS)	AAS
Energy Mgt. Technician (AAS)	AAS
Energy Mgt. Technician-Renewable Energy (AAS)	AAS
Exercise & Movement Science (AAS)	AAS
Fabrication/Welding Technology (AAS)	AAS
Flight Technology (AAS)	AAS
Geospatial Information Science & Technology (AAS)	AAS
Graphic Design (AAS)	AAS
Hospitality Management (AAS)	AAS
Human Services (AAS)	AAS
Human Services: Criminal Justice (AAS)	AAS
Industrial Mechanics & Maintenance Tech (AAS)	AAS
Manufacturing Technology (AAS)	AAS
Manufacturing: Computer Numerical Control Tech AAS)	AAS
Multi-Media Design (AAS)	AAS
Nursing (AAS)	AAS
Paramedicine (AAS)	AAS
Physical Therapist Assistant (AAS)	AAS
Respiratory Care (AAS)	AAS
Sustainability Coordinator (AAS)	AAS
Water Conservation Technician (AAS)	AAS
Watershed Science Technician (AAS)	AAS

CollegeMajor TRANSFER OR DIRECT TRANSFER	College Degree
Business (ASOT:Business)	ASOT - BUSINESS
Accounting (Transfer)	Transfer Major
Agriculture	Transfer Major
Allied Health	Transfer Major
Animal Science	Transfer Major
Anthropology	Transfer Major
Architecture	Transfer Major
Art (Transfer)	Transfer Major
Biochemistry/Biophysics	Transfer Major
Biology	Transfer Major
Business Administration/Management (Transfer)	Transfer Major
Chemistry	Transfer Major
Chiropractic Med (Pre)	Transfer Major
Computer Science (Transfer)	Transfer Major
Criminal Justice and Law Enforcement (Transfer)	Transfer Major
Crop and Soil Science	Transfer Major
Dance (Transfer)	Transfer Major
Dental Assisting (AGS Transfer Plan)	Transfer Major
Dental Hygiene (Transfer)	Transfer Major
Dentistry	Transfer Major
Economics	Transfer Major
Education Elementary	Transfer Major
Education Secondary	Transfer Major
Engineering/Engineering Tech.	Transfer Major
English/Literature	Transfer Major
Entrepreneurship	Transfer Major
Environmental Sciences/Studies	Transfer Major
Ethnic Studies	Transfer Major
Exercise & Movement Science/Phys Ed. (Transfer)	Transfer Major
Film Arts	Transfer Major
Finance	Transfer Major
Foreign Languages	Transfer Major
Forestry Fisheries and Wildlife (AAOT)	Transfer Major

Forestry Wildlife Nat Resource (AS)	Transfer Major
Geography	Transfer Major
Geology	Transfer Major
Graphic Design (Transfer)	Transfer Major
Health Records Technology (AGS Transfer Plan)	Transfer Major
Health/Health Education/Health Care Administration	Transfer Major
History	Transfer Major
Horticulture	Transfer Major
Hotel/Restaurant and Tourism Management (Transfer)	Transfer Major
Human Physiology	Transfer Major
Human Resources/Personnel (Transfer)	Transfer Major
International Business	Transfer Major
International Studies	Transfer Major
Journalism	Transfer Major
Juvenile Corrections (AGS Transfer Plan)	Transfer Major
Law (Pre-professional)	Transfer Major
Liberal Studies	Transfer Major
Linguistics	Transfer Major
Marketing	Transfer Major
Mathematics	Transfer Major
Medical Lab Technology (Transfer)	Transfer Major
Medical Office Assisting (AGS Transfer Plan)	Transfer Major
Medicine (Pre-professional)	Transfer Major
Microbiology	Transfer Major
Multimedia Design (Transfer)	Transfer Major
Music (Transfer)	Transfer Major
Nursing (Four-year degree)	Transfer Major
Occupational Therapy (Pre-professional)	Transfer Major
Operations Management	Transfer Major
Optometry (Pre-Professional)	Transfer Major
Oregon State University (AS Transfer Option)	Transfer Major
Pharmacy (Pre-professional)	Transfer Major
Philosophy	Transfer Major
Physical Education (Transfer)	Transfer Major
Physical Therapist Assistant (Transfer)	Transfer Major
Physical Therapy (Pre-professional)	Transfer Major
Physician's Assistant (Pre-Professional)	Transfer Major
Physics	Transfer Major
Political Science	Transfer Major
Psychology	Transfer Major
Public Policy and Planning	Transfer Major
Rangeland Services	Transfer Major
Religious Studies	Transfer Major
Respiratory Care (Transfer)	Transfer Major
Science (General)	Transfer Major
Social Science	Transfer Major
Sociology	Transfer Major
Speech	Transfer Major
Theatre Arts (Transfer)	Transfer Major
Undeclared - Transfer/Direct Transfer Option	Transfer Major
University of Oregon (AS Transfer Option)	Transfer Major
Veterinary Medicine (Pre-professional)	Transfer Major
Women's Studies	Transfer Major
Zoology	Transfer Major
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