Heartland Community College Foundation

Student Guide

Online Scholarship Application Demonstration

Before you begin…

This guide will help familiarize you with the Online Scholarship Application. All scholarship application materials must be completed by 11:59 pm on **July 1, 2018**. **You may start the online application process at any time and may modify your scholarship application, including your essay answers, up until the scholarship deadline.** For your reference, a list of available scholarships can be found at HCC Foundation Scholarship Descriptions It may be helpful to **review the essay questions in advance**, draft answers in a Word document and cut/paste into the online application. This will also give you the opportunity to spell check and save a copy of your essay answers.

In addition to the online application, you must:
- **Complete the FAFSA form**
- **Request transcripts from your high school and/or other college(s) or universities (if not already on file in HCC Student Records)**
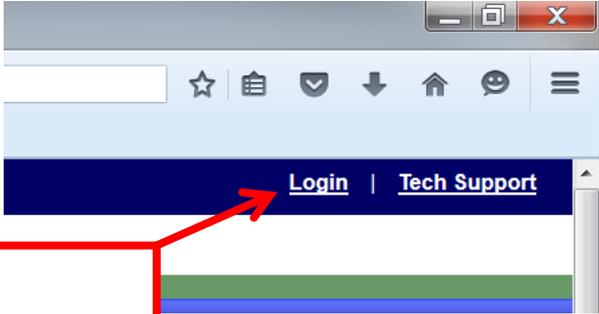- **Submit two letters of recommendation**

You may modify your online scholarship application up until the July 1, 2018 deadline.

Phone (309) 268-8110 if you have questions.

How to Access the Online Scholarship Application

Heartland Community College Foundation
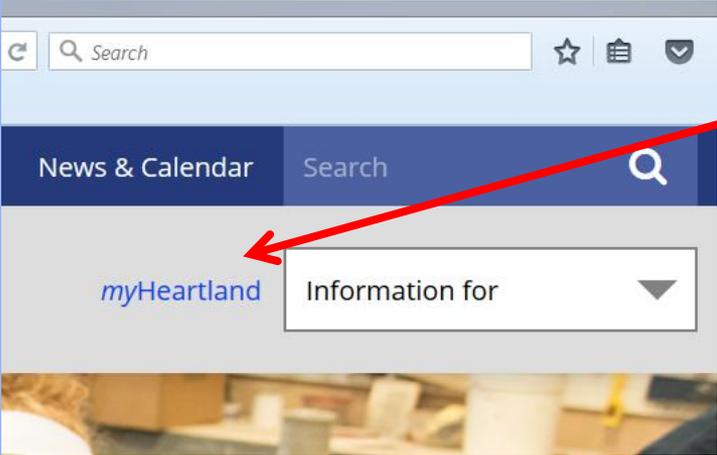
1. Click on "MYHEARTLAND" at www.heartland.edu

2. Click on Login in the upper right hand corner

3. Login using your assigned LOGIN NAME (username) and PASSWORD
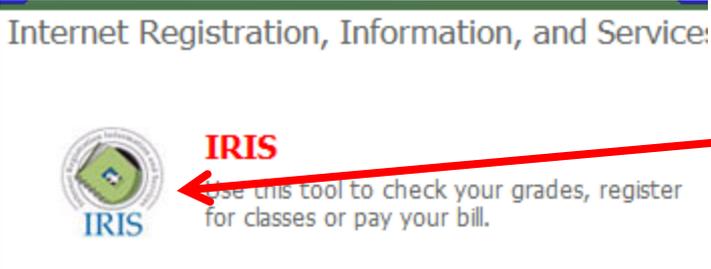
Note: If you do not know your login name or password call (309) 268-8380

Sign in with your HCC account

jsmith01

Password

Sign in

How to Access the
Online Scholarship Application

Heartland Community College Foundation

myHeartland

Home | IRIS | Email | WebCT | Files

Announcements

4. Click on "IRIS" Tab

Internet Registration, Information, and Services

IRIS

Use this tool to check your grades, register for classes or pay your bill.

5. Click on "IRIS" again to enter

Self Service
Navigate to your self service information and activities.
Student Center
Personal Information
Payroll and Compensation
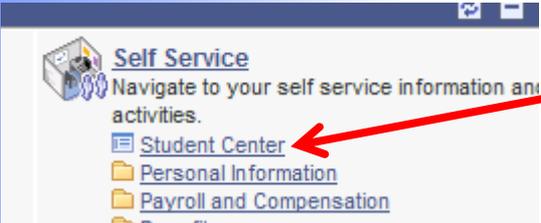
6. Click on "Student Center"

details ▷

▽ Foundation Scholarships

Foundation Scholarship

7. Click on "Foundation Scholarship"

Welcome to Heartland's Scholarship Center

Heartland Community College Foundation

Welcome to Heartland's Scholarship Center

Personal Information

Name

Last Name, First Name

Student Id

0123456

Ethnicity

WHITE

Age

32

Gender

F

Physical Address

**Address Line 1
City
State
Zip**

Phone Number

309/555-5555

Residency Status

In District Resident

Next

Heartland Community College Foundation

Scholarship Application

If you find any of this information is incorrect please contact the Student Services center at the Normal, Pontiac or Lincoln campuses, or CLICK HERE to update your information.

See the impact our Foundation is making at www.hccfoundation.org

8. Confirm your personal information before continuing

NOTE: If your information is not correct, please update it as soon as possible with the records department.

9. Click "Next"

Scholarship Survey

To help better serve you and make sure you are considered for every scholarship you are qualified for we ask that you complete a short survey. We understand you may have answered these questions before in your application process to the college and appreciate you taking the time to do so again for this system.

Education

Do you plan to be a full time (12 credit hours or more) or a part time (11 credit hours or less) student?

- ● Full time student (12 credit hours or more)
- ○ Part time student (11 credit hours or less)

What is your field of study?

Field Of Study COMMUNICATIONS

What high school did/will you graduate from?

- ○ Bloomington High School
- ○ Bloomington Area Career Center
- ○ Calvary Christian Academy
- ○ Central Catholic High School
- ○ Cornerstone Christian Academ
- ○ El Paso-Gridley High School
- ○ Flanagan-Cornell High School
- ○ Hartsburg-Emden High School

- ○ Livingston Area Career Center
- ○ Normal Community High School
- ○ Normal Community West High School
- ○ Olympia High School
- ○ Pontiac Township High School
- ○ Prairie Central High School
- ○ Ridgeview High School
- ○ Tri-Valley High School

10. Answer all of the survey questions

Next

11. Click "Next"

Student Records

High School

BLOOMINGTON/NORMAL ACADEMY

Cumulative Heartland GPA

3.2

Hours Completed At Heartland

12

Free Application for Federal Student Aid (FAFSA)

○ Yes   ● No

Important Note: Financial reporting may be required. If financial need is listed as an eligibility requirement of a scholarship for which you are applying, you must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. You may apply or download the necessary forms at http://www.fafsa.ed.gov/. You must apply online before February 15 to ensure availability of results by the scholarship deadline of March 2. Contact the HCC Financial Aid Office (309) 268-8020 for more information or assistance.

Next

See the impact our Foundation is making at www.hccfoundation.org

12. Confirm your high school and/or HCC information is correct

13. Report FAFSA completion status

14. Click "Next"

Uploading Letters of Recommendation

Scholarship Options

Scholarship

You must submit two letters of recommendation from people not related to you. Ideal candidates know you well and might include faculty members, high school teachers, advisors and employers. The more they know about you, your successes, your circumstances and/or the challenges you have met, the better recommendation they will be able to provide.

Edit Key Essays
Add Letters of Recommendation

You have only completed 0 of 2 letters of recommendation required. Please click on the "Add Letters of Recommendation" link above to add them now. You may choose to add your letters of recommendation at a later time.

Next

15. Click "Letters of Recommendation"

Uploading Letters of Recommendation

Heartland Community College
Foundation

Add References

You have submitted 0 references.

File Attachment

Add Reference   Go back to Scholarship Menu

16. Click "Add reference"

17. Click "Browse" button

Browse...

Upload   Cancel

Instructions for adding a reference:

1) Click on the "**Add Reference**" button
2) Click on the "**browse**" button
   A "**Choose File To Upload**" dialog box will appear allowing you to view the documents on your computer.
3) Locate one of your references within the dialog box.
4) Highlight the reference and click the open "button" on the lower right corner of the dialog box.
   The dialog box will close.
5) Click on the **Upload** button, and you are done sending your reference!
   If you were successful, you will notice the text above always lets you know how many references you have submitted (for example: You have submitted 1 reference.)
   To add additional references, please repeat steps 1-5

18. Choose the file to upload

Choose file

Look in: Desktop

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

My Documents
My Computer
My Network Places
Adobe Acrobat 8 Professional
Malwarebytes' Anti-Malware
2010 online app
FY_10_binder
Heather's files
letterhead
My Documents
Raiser's Edge
0-MASTER ACCOUNT SPREADSHEET.xlsx
BabyG.jpg
boys.JPG
GroupWise

HCCFlogo_2c.eps
Index File
Microsoft FrontPage
Microsoft Office Access 2007
Microsoft Office Excel 2007
Microsoft Office Outlook 2007
Microsoft Office PowerPoint 2007
Microsoft Office Publisher 2007
Microsoft Office Visio 2007
Mozilla Firefox
Shortcut to Hwilliam on 'Nc4_u2_s'
Shortcut to Ia_dev on 'Hccnet.hea
Shortcut to Shared on 'Hccnet.hea
TASK5.docx
Thumbs.db

File name:
Files of type: All Files (*.*)

Open
Cancel

19. Click "Upload"

Browse...

Upload   Cancel

Essays

Applicants please note:

•The system **does not auto save** your work and will auto time you out of the application after 30 minutes. If you have not moved off of the screen in that 30 minutes your work will not be saved. However, if you advance and come back to the essays through edit essays your work will be saved. We recommend writing your answers in a word document and then pasting the answer into the form.

•Each essay question is evaluated separately. Please do not assume that information you provided in one question will carry through to the other questions.

•Each essay has a 250 word minimum

The essay questions are as follows (please note that they have changed from last years application):

1. How has your background affected the way you see the world?

2. Describe a meaningful achievement, experience, or challenge from your life and explain how it influenced you.

3. Where do you see yourself 10 years from now?

20. Complete the three essay questions

Submit Page

21. Click "Submit"

ELECTRONIC SIGNATURE

1.   I hereby certify that the information in this application and accompanying documents are accurate and complete to the best of my knowledge.
2.   I authorize Heartland Community College to provide copies of my transcripts and my FAFSA Student Aid Report to the Foundation.
3.   I consent to the release of personal information, financial need calculations, academic records and recommendation letters to the selection committee, scholarship sponsors and other Foundation representatives, for the sole purpose of determining my eligibility for receipt of financial assistance and/or scholarship award(s).
4.   If awarded a scholarship from the Heartland Community College Foundation, I understand that I must notify the Foundation and Financial Aid Office if I should fail, at any time during the scholarship period, to
5.   I understand that I cannot receive other financial aid or scholarships equal to or exceeding the cost of attending HCC.
6.   I understand that I cannot receive more than one scholarship/award restricted to payment of tuition and fees, if the total of the awards exceeds the actual charges of such tuition and fees.
7.   I understand that scholarship selection is competitive, eligibility requirements may be updated without notice and all awards are subject to the availability of funds.
8.   If awarded, I release to Heartland Community College, Heartland Community College Foundation and the scholarship sponsor the right to use my name and picture for publications, reports and press releases. I also agree to attend the Heartland Community College Foundation's "Celebration of Excellence" scholarship reception and, if requested, to meet with donor(s) at other appropriate functions.

By submitting my application to the Foundation, I agree to the above.

Submit

See the impact our Foundation is making at www.hccfoundation.org

As a reminder, you may modify your scholarship application, including your essay answers, up until the July 1, 2018scholarship deadline. **You will start at the beginning of the application and work your way through each page each time you login.**

Editing Essays

Scholarship Options

Scholarship

You must submit two letters of recommendation from people not related to you. Ideal candidates know you well and might include faculty members, high school teachers, advisors and employers. The more they know about you, your successes, your circumstances and/or the challenges you have met, the better recommendation they will be able to provide.

Edit Key Essays
Add Letters of Recommendation

You have only completed 0 of 2 letters of recommendation required. Please click on the "Add Letters of Recommendation" link above to add them now. You may choose to add your letters of recommendation at a later time.

Next

22. If you need to go back into your scholarship application to update your essays, click "Edit Key Essays"

You have finished the online portion of the scholarship application!

Thank You

Complete

Congratulations! You have finished the online portion of the scholarship application.

Before we can consider your application you need to complete the following steps:

1. TRANSCRIPTS
It is your responsibility to request transcripts from your high school and/or other colleges/universities. Your transcripts must be on file at HCC in order for the scholarship committee to review. Transcripts may be submitted or mailed directly from the school to the following address:

Heartland Community College
ATTN: Student Records/Transcripts
1500 W. Raab Rd.
Normal, IL 61761

The Foundation will request transcripts from Student Services.

2. RECOMMENDATIONS
You must submit two recommendations from people not related to you. Ideal candidates know you well and might include faculty members, high school teachers, advisors and employers. The more they know about you, *John P. Messinger Scholarship—HCC GED Instructor*

Recommendations should be a maximum of one page. All letters must be mailed directly to the Foundation by your references and received by the application deadline of March 2.

Request recommendations early!

Please have all recommendation letters send to: CLICK HERE to add a reference
Heartland Community College Foundation
ATTN: Scholarship Committee
1500 W. Raab Rd.
Normal, IL 61761

The Foundation will contact applicants by May 2009. The Foundation will contact students through HCC electronic mail. Check your my.heartland e-mail account for any announcements, updates or notifications. These notes can be found in the same portal area as this scholarship application.

Thank you. You have successfully sent your scholarship information for:

If you would like to apply for another scholarship, please click on the button below.

I am Done

23. Click here if you would like the opportunity to upload a reference letter

24. Click "I am Done" to end your online session. Your application will be saved in the system and available for you to modify until 11:59 pm on July 1, 2018.

Before we can consider your application

Submit Transcripts

25. Submit Transcripts

It is your responsibility to request transcripts from your high school and/or other colleges/universities. Your transcripts must be on file at HCC for scholarship committee review.

Transcripts may be submitted or mailed directly from the school to the following address:

Heartland Community College
ATTN: Student Records/Transcripts
1500 W. Raab Rd.
Normal, IL 61761

The Foundation then will request transcripts from Student Services.

Submit Two Recommendations

26. Submit Two Recommendations

You must submit two recommendation letters from people not related to you. Ideal candidates know you well and might include faculty members, high school teachers, advisors and employers. The more they know about you, your successes, your circumstances and/or the challenges you have met, the better recommendation they will be able to provide.

Recommendation letters can be submitted in two ways:

Online:
Your references must be typed as a Word or text document or simply scanned as an image file and upload to your online application

OR.

Mail:
Please have recommendation letters mailed to:
Heartland Community College Foundation
ATTN: Scholarship Committee
1500 W. Raab Rd.
Normal, IL 61761

Note: All references must be received by the application deadline of July 1, 2018.

The Foundation will contact applicants by August 2018 through HCC electronic mail. Check your my.heartland email account for any announcements, updates or notifications. These notes can be found in the same portal area as this scholarship application.