

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 **March 1, 2020 for the priority deadline**. 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.

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.

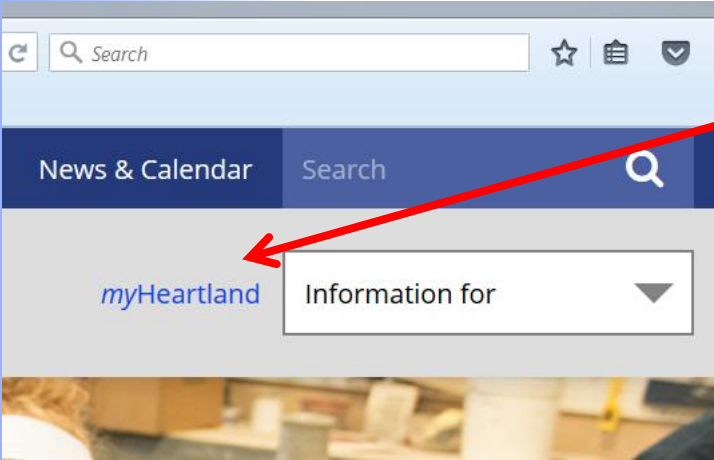
In addition to the online application, you must:

- 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

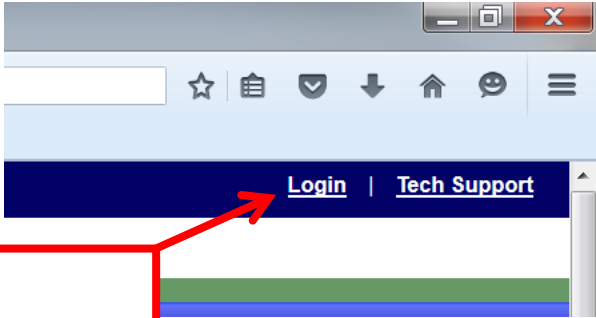
You may modify your online scholarship application up until the March 1, 2020 priority deadline.

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

How to Access the Online Scholarship Application



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

Sign in with your HCC account

Sign in

Note: If you do not know your login name or password call (309) 268-8380

How to Access the Online Scholarship Application



4. Click on "IRIS" Tab

Internet Registration, Information, and Service:

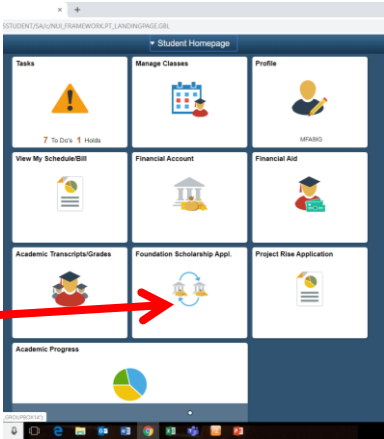


IRIS

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

5. Click on "IRIS" again to enter

6. Click on "Foundation Scholarships"



Welcome to Heartland's Scholarship Center

Welcome to Heartland's Scholarship Center

Personal Information	Heartland Community College Foundation
Name	Scholarship Application
Last Name, First Name	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.
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	
<input type="button" value="Next"/>	

7. Confirm your personal information before continuing

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

8. Click "Next"

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

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

What high school did/will you graduate from?

<input type="radio"/> Bloomington High School	<input type="radio"/> Livingston Area Career Center
<input type="radio"/> Bloomington Area Career Center	<input type="radio"/> Normal Community High School
<input type="radio"/> Calvary Christian Academy	<input type="radio"/> Normal Community West High School
<input type="radio"/> Central Catholic High School	<input type="radio"/> Olympia High School
<input type="radio"/> Cornerstone Christian Academ	<input type="radio"/> Pontiac Township High School
<input type="radio"/> El Paso-Gridley High School	<input type="radio"/> Prairie Central High School
<input type="radio"/> Flanagan-Cornell High School	<input type="radio"/> Ridgeview High School
<input type="radio"/> Hartsburg-Emden High School	<input type="radio"/> Tri-Valley High School

9. Answer all of the survey questions

Next

10. Click "Next"

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?

11. Complete the three essay questions

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.

[Click here to update your essays](#)

[Click here to 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

12. Click "Letters of Recommendation"

Uploading Letters of Recommendation

Add References

You have submitted 0 references.

File Attachment

Add Reference Go back to Scholarship Menu

13. Click "Add reference"

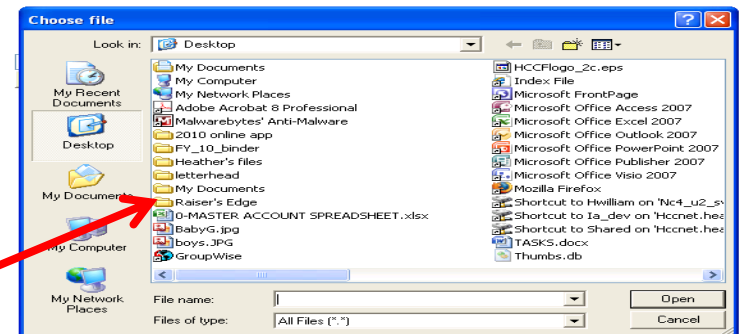
Instructions for adding a reference:

- 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

Upload Cancel Browse...

14. Click "Browse" button

15. Choose the file to upload



16. Click "Upload"

Upload Cancel Browse...

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.

[Click here to update your essays](#)

[Click here to 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

17. If you need to go back into your scholarship application to update your essays, select "Click here to edit your essays"

Submit Page

18. 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 understand that I cannot receive other financial aid or scholarships equal to or exceeding the cost of attending HCC.
5. 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.
6. I understand that scholarship selection is competitive, eligibility requirements may be updated without notice and all awards are subject to the availability of funds.
7. 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 March 1, 2020 priority deadline. **You will start at the beginning of the application and work your way through each page each time you login.**

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:

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

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

20. 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 March 1, 2020.

Before we can consider your application

Submit Transcripts

21. 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. *If you are a current Heartland Community College student, you DO NOT need to submit transcripts as HCC will already have them.*

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.

Before we can consider your application

Submit Two Recommendations

22. 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 March 1, 2020.

The Foundation will contact applicants by April 2020 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.