## The "How To" Overview:

In order to be considered for a scholarship, you must complete a few easy steps.

1. Log-in or create an account at southernregional.awardspring.com.
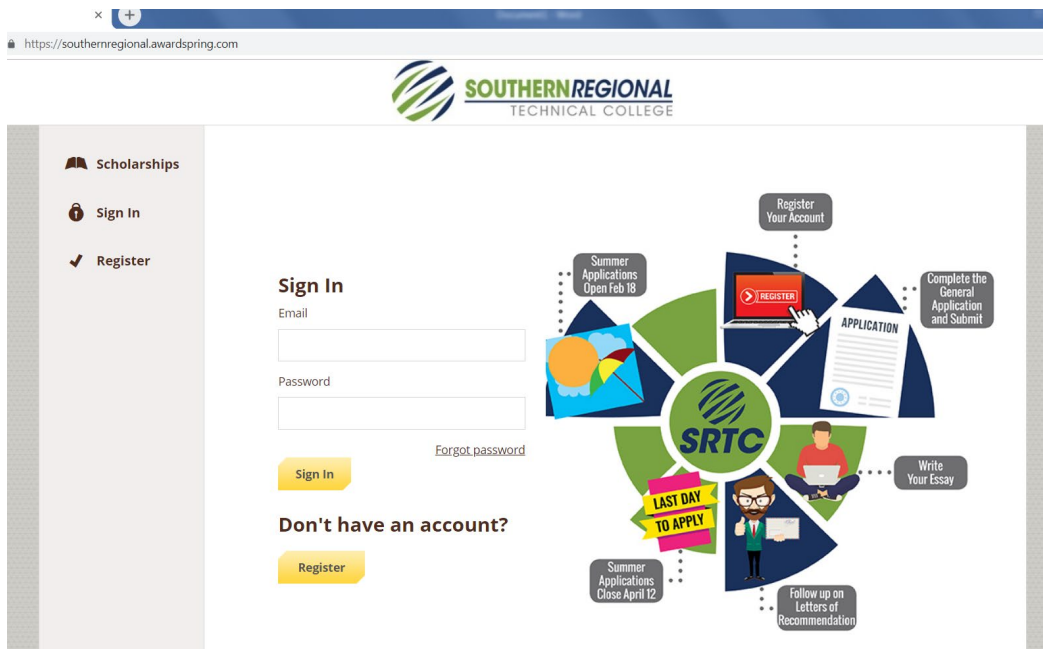


2. Complete the General Information tab and the Qualification Questions tab.

### Application

| |
|---|
| **General Information** |
| **Qualification Questions** |
| **Academic Information (10%)** |
| **Essay Questions (50%)** |
| **Professional Recommendations (40%)** |

3. On the Academic Information tab, upload an unofficial copy of your transcript, easy peasy using BannerWeb:

   - Go to BannerWeb (at the top right of the SRTC website)

   - Enter Secure Area

   - Enter your user ID and PIN using the directions listed at the the top of the page, and log-in

   - Select Student Services & Financial Aid

   - Select Student Records

   - Select Academic Transcript

   - Transcript Level should automatically say all levels and transcript type should automatically say official paper transcript. Click the submit button

   - Your transcript should appear on the screen (unless you have a hold on your account)

   - Highlight the entire page, right click, and copy the text

   - Open a Word document, right click, and paste the text into the document

   - Save the document with your transcript

   - Go into your AwardSpring scholarship account, and select the Academic Status tab

   - Select the upload option

   - Choose your transcript from the list where you saved it

4. On the Essay Questions tab, write two unique and original 250-word essays based on the topics provided on the screen.

5.  On the Professional Recommendations tab, request and receive at least two recommendations. And don't forget: current students **must** request at least one from an SRTC faculty member. (Sorry, recommendations from friends and family cannot be accepted.)

6.  Click Submit. AwardSpring will automatically apply to the scholarships you are eligible for based on the answers to your application questions. You can find a list of the scholarships you have applied for on your Dashboard by clicking Scholarships.

| | | | |
|---|---|---|---|
| **■** Dashboard | Scholarships | | |
| **▲▲** Scholarships | Filter ▾ | | |
| **✎** Application | | | |

| Scholarship Name ⇅ | Award ⇅ | Deadline ⇅ | Status |
|---|---|---|---|
| **Albert & Esther Thomson Memorial Scholarship**<br>This scholarship was established in 2012 as an endowment in ... | N/A | 📅 Due Dec 01, 2019 | Applied |
| **Bainbridge SGA Scholarship**<br>This scholarship honors a Bainbridge student who is involved ... | N/A | 📅 Due Dec 01, 2019 | Applied |
| **Bruce & Cass Kirbo Scholarship**<br>Scholarship for a student in the Bainbridge service area. | N/A | 📅 Due Dec 01, 2019 | Not Qualified |
| **Carter Family Scholarship**<br>Scholarship for technology students in the Bainbridge service ... | N/A | 📅 Due Dec 01, 2019 | Not Qualified |
| **Colby Gillis Memorial Endowed Scholarship**<br>Started in 2019 by his family and friends, this scholarship hono... | N/A | 📅 Due Dec 01, 2019 | Not Qualified |
| **Coppinger-Powell-Santoro Scholarship**<br>Scholarship for incoming freshman in the Bainbridge service a... | N/A | 📅 Due Dec 01, 2019 | Not Qualified |
| **CORE Scholarship**<br>The CORE Scholarship was designed by the retention team to i... | N/A | 📅 Due Dec 01, 2019 | Applied |

7.  A few scholarships require an additional essay question. Visit your Dashboard to see if you have any items requiring completion. When your Dashboard looks like this, your submission is complete:

> You did it!
> Nothing left to complete. Way to go!

| **0** Items requiring completion | **11** Applied scholarships |
|---|---|

8. Check back a few weeks prior to the application deadline to be sure at least two of your recommendations have been submitted. Click Application, then the Professional Recommendations tab. You want to see **STATUS: COMPLETED** on at least two requests. If you don't see this, follow-up with the people you sent requests to and consider asking someone else, too!

📝 **Application**

**Qualification Questions**
Completed

**Academic Information (10%)**
Completed

**Essay Questions (50%)**
Completed

**Professional Recommendations (40%)**
Completed

of **two** recommendations, which are to be requested and received through AwardSpring before you can continue with the application process.

**Current students must receive at least one recommendation from an SRTC instructor.** Additional recommendations will be accepted from the following: previous or current employer, previous or current instructor, high school counselor, clergy, volunteer coordinator or anyone who has worked with you in a professional capacity. **Recommendations written by friends or family will not be accepted.**

If your application does not include at least two recommendations, you will be ineligible to receive a scholarship. If the person recommending you needs a hard-copy of the form (rather than electronic), please request one by emailing jdell@southernregional.edu.

Please be sure you enter the recipient's email address correctly! If the recipient does not receive the automated message from AwardSpring, please have him/her check their junk or spam folder, or you can resend the link.

*Requested on Oct 15, 2019*
**Jenny Dell**
jdell@southernregional.edu
Status: Completed          *Submitted on: Oct 15, 2019*

## Scholarship Success Tips:

- Apply early! Recommendation take time to complete. Essays take time to perfect. Give yourself ample time to make sure your application is the best it can be. *And don't miss these deadlines!*

| SEMESTER | APPLICATIONS OPEN | APPLICATIONS DUE | AWARDS ANNOUNCED |
|---|---|---|---|
| Fall | May 25 | July 25 | August 1 |
| Spring | October 15 | December 1 | December 20 |
| Summer | February 20 | April 15 | May 1 |

- No scholarship application is complete without at least <u>TWO</u> letters of recommendation. This doesn't have to be a daunting task:

Current students **must** request at least one letter from an SRTC instructor. Make sure the instructors you ask are familiar with you, and be sure that you give them reasons to want to write nice things about you.

Contact these individuals <u>BEFORE</u> you put their name and email address into your application. A face-to-face meeting, a phone call, or even an email goes a long way.

Ask EARLY. Don't put it off, because the forms might take a long time for your references to write. Remember, these instructors and professional references are doing you a favor. Explain that you are applying for scholarships. Ask them if they would mind submitting a recommendation on your behalf. Ask them to write their email address for you. Explain to them that they will receive an EMAIL from AwardSpring with their recommendation link. Remind them of the scholarship deadline. **<u>Tell them to check their junk or spam folders if they think they're not receiving the request link.</u>**

**Avoid Common Mistakes:**

- Follow the scholarship prompts and answer EVERY question. Incomplete applications <u>will not be reviewed</u>.

- Make sure to register your account with the email address you check most often. This is how we will notify you of missing items from your application as well as whether or not you received a scholarship.

- Ask someone to help you by proofreading your essays. Use correct spelling, grammar, and punctuation. The majority of points are taken off because students did not have someone proofread their essay. Don't let grammatical errors be what keeps you from getting a scholarship.

- Pay attention to essay word count. Essays less than 250 words may result in disqualification.

- Don't forget to upload your academic transcript. Current students can view transcripts by logging into BannerWeb.

- **Please, please, please, please, please, please, <u>PLEASE</u>** – get those two letters of recommendation. These count as 40% of your score! It is YOUR responsibility to check AwardSpring for the status and follow-up with your references.

- Be aware of the deadlines! There are no extensions, and letters of recommendation will not be accepted after the deadline, either.

## Make Your Essay Shine…

Consider writing more than the minimum 250 words. The review committee wants to know your personal story and understand your value. Write an essay that's worth $500!

Follow the essay prompts. Be as detailed as possible in your essay. Be specific with your goals and aspirations. The more the review committee can learn about you, the better.

Do not use the same essay more than once. The goal is for the committee to learn as much as they can about you and your goals. Essays are randomly checked with plagiarism software. Plagiarism on even one essay will result in disqualification from all scholarships you apply for.

## … and Stand Out From the Crowd

- While it is not a requirement, titles and paragraph indentions demonstrate professionalism (but titles shouldn't count as part of your 250 words).

- A well-researched essay goes a long way! Don't forget to give credit where it is due. While there is no need for a works cited page, please let us know where you gathered your information.

- Be yourself and tell an interesting story, especially if the essay prompt calls for a personal reflection or your point of view.

- Lastly, do not insult the people reading your essay. Do not say anything negative about the essay question, or the scholarship application process. (Duh, right?)

## Two Weeks Before the Deadline:

Don't forget to follow up on those recommendation requests. Checking to see whether the recommendations have been turned in is easy (and it's YOUR responsibility). It is a great idea to follow up with a phone call or email to your recommender if they are in "pending" status. Ask if they received the email request. Repeat the email address back to them to ensure it is correct. Correct any errors in the email address or resend

the email to make sure it is on the top of your recommender's email inbox.

**When in Doubt, Call Us!**

The Foundation Director is always happy to help students! If you get stuck, contact the Director to talk through it or schedule an appointment to review your application before you hit "submit."

Jenny Dell
Director of Institutional Advancement
jdell@southernregional.edu
(229) 225-4060
Thomasville A-231 (Mon-Thurs, 8 am – 4:30 pm)