# RIDGEWATER COLLEGE FOUNDATION

*Willmar Campus* 2101 15<sup>th</sup> Ave NW Willmar MN 56201 (320) 222-6094 Hutchinson Campus 2 Century Ave Hutchinson MN 55350 (320) 222-6095

# Scholarship Application User Guide

These instructions will help you navigate the entire scholarship process. It is imperative that you read them in their entirety before you start or submit the Application.

All applications must be completed by **April 15<sup>th</sup> at 11:59 p.m.** to be considered for Fall semester awards or by **October 15<sup>th</sup> at 11:59 p.m.** to be considered for Spring semester awards. You will not be able to change responses or upload additional information after this deadline.

# 1. Who is Eligible for Ridgewater College Scholarships?

Ridgewater College students who:

- Have completed the Admissions process for Ridgewater College;
- Are enrolled next semester in a minimum of 6 credits
- Are in good academic standing (cumulative GPA 2.0 or higher, 67% completion rate of credit load, and is not on academic warning, suspension or probation)
- Are not a Post-Secondary Enrollment Option (PSEO) student for the next semester

# 2. Items needed to start a scholarship application

- An authenticated Star ID and password for Ridgewater College (issued after completing Application for Admissions)
- Optional: Email address of a person (or persons) who will provide a Letter of Recommendation

#### 3. Fill Out General Application

Once you are admitted as a student to Ridgewater, you may apply for scholarships.

- a. Go to <u>www.ridgewater.edu/scholarships</u> to access the Ridgewater College Foundation online scholarship application.
- b. Enter your **StarID** (username) and password to sign in.

**Note**: You must complete an application for admission to Ridgewater College to obtain an authenticated StarID (<u>http://www.ridgewater.edu/applynow</u>)

Opportunities
Applicants and Administrators References and Reviewers
Welcome!
numeers such as ablet (2y) and password in you to not have a starit), you must create one ait <u>init privace and conservation</u> – click the "Apply Now" buck on and hen click: "Create Starito". If you need help with your Login or password, please click on zouble staring in.
Applicant / Administrator StartD
Pessword

c. When you first login, you'll be directed to the General Application. Complete all of the fields under the **Profile Information** link

- d. The Ridgewater College Foundation asks for you to provide information that is considered private and/or confidential under state and federal laws. The Foundation is asking for this information in order to consider and process your scholarship application. You are not legally required to provide the information being requested, however, the Foundation may not be able to effectively process your application with out.
- e. You may work on your application over time. Be sure to click the **"Save and Keep Editing"** button at the bottom of the page each time you exit to save your work in process.
- f. When your application is complete, click the **Finish and Continue** button at the bottom of the page to submit your General Application.

## 4. Check for Additional Recommended Opportunities

- a. Once you have completed and submitted the general application, you will land on this page.
- b. **This Start Applying button is somewhat misleading!** By submitting your General Application, <u>you have</u> <u>already applied</u> and the system has already auto-matched you to the scholarships it determined you qualified for but you won't be shown which ones.
- c. The green **Start Applying** button will take you to one of 2 places:

(1) to the All Opportunities page, if there is nothing more for you to do and your application is complete, pending any outstanding recommendations; or

(2) To the Recommended Opportunities page IF there are additional opportunities for which you may qualify. There is additional information required to be considered for these; your Recommended Opportunities screen will look something like this:

d. Next to each recommended opportunity, read the description and then click **Apply** button to review additional criteria and questions. If you are qualified,

plications Opportunities	References					<ul> <li>Sheila Saiko</li> </ul>
rch by Keyword		Search				Show Filters
ed below are ALL opportuniti most of these, your general re may be supplemental que lifications and (2) if you are o	ies available at Ridgewater College. application will match you to the opportun stions required in order to be considered. :learly NOT qualified, please do not attem:	ities where you meet qualifications and 1 For these other instances, you should (1 pt to apply. If you meet all qualifications,	there are no fu ) read the des you may apply	rther steps ne cription first t	eeded. For a	few others, if you meet the
ame			Questions	Deadline	Award	Actions
AUW -American Association warded to an outstanding stud ust have a 3.0 cumulative	of Univ. Women fent who plans to transfer to a 4-year college	e/university for the coming Fall Semester.		04/15/2016	\$500.00	None 🕧
curen Inspection warded to 2nd year NDT stude 5,000 total); awarded student	ants by instructor recommendation only. Up S	to \$2,500 per semester for two semesters		04/15/2016	\$2,500.0	0 None 🕡
dams Honors / Presidential warded to incoming high scho umulative high school GPA of	ol graduates to recognize academic excelle 3.50 or	ence; applicant must have minimum	1	04/15/2016	\$2,000.0	0 Apply
warded to students enrolled in PA of 3.0 is required	mar) Scholarship • the Administrative Assistant program on th	e Willmar campus. Minimum cumulative		04/15/2016	\$200.00	None 🕧
warded to students enrolled in PA of 3.0 is required Applications • Oppo	mar) Scholarship the Administrative Assistant program on th numities References	e Wilmar campus. Minimum cumulative		04/15/2016	\$200.00 • S	None 🕡 Sheila Saiko
warded to students enrolled in PA of 3.0 is required Applications • Oppo Search by Keyword	mar) <u>Scholarship</u> the Administrative Assistant program on th runites References	e Wilmar campus Minimum cumulative	_	04/15/2016	; \$200.00 ▼ S	None 🕡
evarided to students enrolled in B2 of 3 ft is rankited Applications Opport Search by Keyword MPORTANT NOTE TO API Apply for More Scholarshi and anxiev the additional if after reading a scholarsi Browsing "ALL" Scholarsi Browsing "ALL" Scholarsi Scholarship them based "None Required im the Additional additional through an int Award Amounts. The num receiver Steleted Actual a	man Scholarship     the Administrative Assistant program on th     runnies     References  PLICANTS. READ BEFORE PROCEEDING FL  PLICANTS. READ BEFORE PROCEEDING FL  ps. Listed below are additional scholarship op     juestions to appip. Please keep im mid that "     ples. You may click on the "Al" menu under "     ples. Typin, you will be automatic     may click on the "Al" menu under "     places rotom, you will be automatic     entations: These portunities do not require st email process. No further action is required. Qu     per and amount of scholarship individual's	e Willmar campus. Minimum cumulative Search JRTHER. JRTHER. Dortunites for you to review because you mig recommended does not constitute qualifiere lease don't apply. Dopdunites' in the menu above and trovse a tranships not requiring an additional application cally conditioned. Judients to apply. Students will be identified ba altifying does not guarantee you will receive are for general information purposes only, and al elipibility factor ad hads available.	ht be qualified. Y J, diditional oppor n, (Scholarship, sed on their qua a scholarship, l should not be d	04/15/2016 'ou'll need to de unities. This list Without Applica liffcations, dear	\$ \$200.00 • S etermine if you t shows all sch ations will show n/faculty recorr urantee of wh	None () Holia Saiko Show Filers are eligible uolarships w up with mendations at you will
Applications • Oppe Search by Keyword Search by Keyword MPORTANT NOTE TO APP Apply for More Scholarshi and answer the additional a scholarshi Browsking *ALL' Scholarshi Browsking *ALL' Scholarshi Browsking *ALL' Scholarshi Browsking *ALL' Scholarshi None Required' in the Act Scholarships Without App and selected memberships without Apply Those Required' in the Act Scholarships Autousja an int Award Amounts: The num receive if selected. Actual a Recommended Opportunity	In the Administrative Assistant program on Administrative Assistan	e Willmar campus. Minimum cumulative Search JRTHER. portunites for you to review because you migit recommended" does not constituit qualitete laces don'ta ppy. portunities' in the menu above and browse a laces don'ta ppy. starbits not requiring an additional applicate cally considered.) Judents to apply. Students will be identified ba allying does not quarantee you will receive are for general information purposes ony, and call eliphility factors and funds available.	ht be qualified. Y J. dditional oppor n. (Scholarship sed on their qua a scholarship. should not be e	04/15/2016 'ou'll need to de unilies. This list Without Applications, dear infications, dear	s \$200.00 • S etermine if you tshows all sch tations will show n/faculty recom	None @
Applications enrolled in PR of 3 0 is remuted  Applications • Oppe  Search by Keyword  MPORTANT NOTE TO API Apply for More Scholarshi and answer the additional at and answer the additional at and selected through them based 'None Required' in the Add Scholarships Without App and selected through an int receive if selected. Actual a  Recommended Opportun Name	In the Administrative Assistant program on the Administrative Administr	e Willmar campus. Minimum cumulative Search VRTHER. portunities for you to review because you migit ecommender" does not constitute qualifiet dase don't appy. poptunities in the menu above and browse a dase don't appy. poptunities in the menu above and browse additional application cally considered.) Ludents to apply. Students will be identified ba ally eligibility factors and funds available.	ht be qualified. 1 J. Idditional oppor in. (Scholarship sed on their quark a scholarship. I should not be e Questions	04/15/2016	s \$200.00 • S etermine if you etermine if you ations will schows all sch ations will schow ations ations will schow ations ati	None () sheld Sailo Show Filters are eligible uolarships w up with mendations at you will Actions
Applications enrolled in B2 of 3 ∩ is ranking Search by Keyword Search by Keyword MPORTANT NOTE TO API Apply for More Scholarshi and anxier the additional if after reading a scholarsi Browsing "ALL" scholarsi Browsing "AL	Intervention         References           PLICANTS. READ BEFORE PROCEEDING FL           PLICANTS. READ BEFORE PROCEEDING FL           ps. Listed below are additional scholarship op questions to apply. Please keep in mind that "1 by description, op convolved regulity, p           https://www.com/social/convolved	e Willmar campus. Minimum cumulative Search JRTHER. JR	ht be qualified. Y i. idditional oppor 	04/15/2016 fou'll need to de unities. This list Without Applica liffications, dear onsidered a gu Deadline 04/15/2016	s \$200.00  • S  etermine if you  tshows all sch  tidons will show  n/faculty recorr  arantee of wh  Award  \$3,000.00	Nons () Show Filters are eligible colarships ary ury with mendations at you will Actions (Apply)
Applications enrolled in PA of 3 0 is remained Applications Opport Search by Keyword Bearch by Keyword MPORTANT NOTE TO APP Apply for More Scholarshi and answer the additional If after reading a scholars' Whon Required' If the Additional Scholarships Without App and selected through an Int receive if selected. Actual a Recommended Opportun Name Matthew L. Flaschennien Award da actual a 2nd yearD exhibits a desire to impro-	man) Scholarship     the Administrative Assistant program on th     Administrative Assistant program     PLICANTS. READ BEFORE PROCEEDING FL      ps. Listed below are additional scholarship on     puestions to apply. Please keep in midt that ''     phey. You may click on the 'A''     mean under 'One work or of or quality, p     hoy wor down you don't quality, you will be automati     likations. These opportunities do not require to     are and amount of scholarship awards shown ward amount way based on students' individ     inities     Memorial     aly Management student with a minimum 2.50     w Their tite	e Willmar campus. Minimum cumulative Bearch Search MRTHER. Dorhumites for you to review because you migil recommended" does not constitute qualifie- lease dort apply. Dorhumites 'n her monu above and browse a planchips not requiring an additional application cally onnidered) taldron to apply. Students will be identified ba allying does not guarantee you will receive and one of the search and subsections of the search all eligibility factors and funds available. GPA who demonstrates financial need and 16 Academic/Works, Inc. All rights reserved.	ht be qualified. Y d. dditional oppor in. (Scholarship sed on Their qua a scholarship should not be d Questions 2	04/15/2016 'ou'll need to de unities. This list Without Applica inflations, dear onsidered a gu Deadline 04/15/2016	S200.00     S200.00     S200.00     S200.00     S200.00     S200.00     S200.00     S200.00	None () sheld Salk0 Show Filters are eligible eligible vigo with mendations at you will Actions Apply

answer questions specific to each recommended opportunity, then click Finish and Submit.



Before submitting your application: Be sure to answer all questions carefully and thoroughly. Your answers will determine your eligibility for Ridgewater College Foundation's scholarships. Also, check for proper spelling, punctuation, capitalization and grammar. Ask someone to proofread your application before the deadline. It is recommended that you draft your essay questions in a word processing program and then copy and paste into the application. Incomplete applications and 1-2 sentence answer may disqualify your application.

#### 5. Request Recommendations

- a. In order to request a recommendation within the application system, you must have your recommender's email address(es).
- b. Before sending the recommendation request(s) via email, you should contact your reference(s) to ask if they are willing to provide a recommendation on your behalf. Explain the purpose of the recommendation and give them the deadline. Ask early to give them plenty of time to process your request. Let them know they will be receiving an email with a link to use for providing their recommendation.
- c. From the recommendation link, recommenders will first log in and provide their own personal information. Then, they will provide ratings of the applicant in areas like Attendance, Dependability, Integrity, Commitment to Program etc, as shown below:

+ Attendance		
Excellent		
Above Average		
Average		
Below Average		
Poor		

Finally, recommenders will have an opportunity to either type in a summary of what they know about the applicant on this page OR upload a letter of recommendation document (Word or PDF) before clicking Save or Submit.

Please give specific ( chool, home, employm elevant to the applican	details as to what you know tent and/or community activ tt.	about the applicant's school vities, life experiences that	olastic achievement, t have influenced per	, interest and commi rsonal growth, financ	tment to their part ial need, and any	ticular program, other factors yo	, involveme ou consider	ent wit r
'ou are able to type in y N/A'' in the essay field.	your responses below or ch J.	loose to upload a more for	mal letter via the file	upload option below	. If you prefer to up	pload a docume	nt, please t	type
Please write out your re	esponse.							
B <i>I</i> ⊨ ≡						Help	Preview	Edit
ïhis is my letter. I am no	ot uploading a document.							
				E	Example Formatting	: "bold", _italics	• Full Si	creen
r plaase uplead a dec	umont We recommond Mir	arosoft Word or DDE file for	rmate					
Add a New File	unient. we recommend with	TOSOIL WOLD OF POP THE TO	inats.					
Aud a New Tile								
							8000	Sub
							Jave	Jub

#### 6. Manage your Recommendations (References)

Visit your Ridgewater College Foundation scholarship account periodically before **the deadline** to manage your references. You are strongly encouraged to check your application to ensure your letter(s) of recommendation have been submitted. You may do this by going to the "references" tab in your scholarship account. If you have not received your recommendation letters, you have the ability to resend the reference link as a reminder. You may also change your references; however, please note that only two most current names and email addresses you provide will serve as your reference. Your references must submit their completed online letter of recommendations no later than 11:59 p.m. on April 15<sup>th</sup> or 11:59 p.m. on October 16<sup>th</sup>.

Note: You will not be able to open or view submitted recommendations, but you will be able to see if they have been submitted.



ctive References			
om this page, you can se ference. To update or ser	e the status of both your pending and completed reference re nd a new reference request, please do so by updating the ap	equests. If a request is still pending, you plication where you made the original r	I may click "Resend" to send a reminder to the equest.
Name	Email	Request Date	Status
General Application Ref	erence		
Bob Saiko	saikosheila@gmail.com	03/01/2016	Requested - Resend
Kelly Magnuson	kelly.magnuson@ridgewater.edu	03/01/2016	Submitted
Kelly Magnuson	kelly.magnuson@ridgewater.edu	03/01/2016	Submitted

#### 7. Manage Your General Application

Visit your Ridgewater College Foundation scholarship account periodically before the deadline to manage your General Application. Double check your answers to make sure you have all the correct information. You are able to make corrections and update your answers until the application deadline.

Helpful Tips On your General Application, be sure to sing your praises! Emphasize activities that show your talents and passions, and include things that demonstrate your ability to lead, take initiative, and care for your community. Don't underestimate yourself – employment and family responsibilities can say a lot in your favor as well.

#### 8. Selection and Awards

- a. The Scholarship Selection Committee will review all eligible applications. When final selections are made, you'll be notified through your Ridgewater College e-mail account (or the primary email address you provided on the application).
- b. Notifications to scholarship recipients will be sent out 4-5 weeks after the deadline.
- c. If a scholarship has been awarded to you, you will see it on your dashboard inside the system next time you log in.
- d. You are responsible for accepting your scholarship award by the deadline by logging into the scholarship system and following all directions.
- e. We require that you complete the acceptance process and provide both a thank you letter and an appropriate head and shoulders (professional) photo of yourself which will be used for our marketing purposes.

## QUESTIONS? Please contact *Stephenie Jimenez* at 320-222-6095

# Stephenie.Jimenez@ridgewater.edu