



Completing the SRJC Foundation Scholarship Online Application

Instructions for Transferring Students

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Completing the SRJC Foundation Scholarship Online Application

Instructions for Transferring Students

The SRJC Foundation Scholarship Application provides an opportunity for students transferring from Santa Rosa Junior College to be considered for many scholarships. The Scholarship Office works closely with faculty department representatives, scholarship committees, and community leaders to review your application and determine your eligibility for available scholarships.

For most scholarships, the information on your application is the *only* criteria used to determine your eligibility for the various scholarships. So, please complete each section of the application carefully. If you have any questions, please visit or call the Scholarship Office at (707) 527-4740.

Important Information

- ✚ You will be automatically logged out of the Student Web Portal after an extended period of inactivity. So, save your information regularly while completing the application.
- ✚ If you have submitted other college transcripts to the SRJC Admissions and Records Office, confirm that the transcripts have been evaluated and that the units are on file.

Note: *take notice of the deadline to submit your application.* You will not be able to submit or save changes to your application after 11:59 p.m. on the day of the deadline.

- ✚ The application does not need to be completed in one session. You can save your information, close it, and reopen it to finish it. But, the application must be completed before the deadline.
- ✚ Scholarships are **ONLY** available for the Fall/Spring semesters of the academic year for which you apply.
- ✚ Scholarships cannot be deferred to another academic year, and scholarships are not available for the Summer semester.
- ✚ To see a list of scholarship opportunities (in addition to the SRJC Foundation scholarships), click on the “Online Bulletin Board” link on the [SRJC Scholarship](#) Home page.
- ✚ We will notify you by June whether you were selected for a scholarship for the Fall/Spring semesters of the academic year for which you applied.



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1. Read the “Eligibility Requirements” carefully. Before applying, confirm that you are eligible for a scholarship based on the requirements listed. (See **Figure 1** below.)

Santa Rosa Junior College
Transferring Student Scholarship Application
Application Deadline: November 15, 2013 (5 p.m.)

Read This First:

Santa Rosa Junior College and the SRJC Foundation offer over 250 individual scholarships for students who plan to transfer from SRJC to a 4-year college or university during the 2013-14 academic year (Fall 2013, Winter 2014, Spring 2014). By completing this one application, you may be considered for more than one of the many SRJC Transferring Student scholarships. Be sure to check with your transfer institution for other scholarship opportunities.

Scholarships are competitive and may be awarded to students based on scholastic achievement, financial need, special interest and activities, academic field of study and essay responses.

Eligibility Requirements:

- You must be currently enrolled (Fall 2013) **and** maintain continuous enrollment in at least 12.00 units at SRJC.*
- As of the end of Fall 2013, you must have a minimum overall Grade Point Average of 3.00. Overall GPA includes all course work completed at SRJC **and** course work transferred from other colleges into SRJC.
- You must have **completed** at least 24.00 SRJC units by the **end of Fall 2013**.
- As of the end of Fall 2013 or Summer 2014, you will have completed at least 60 transferable units.
- Scholarship funds will be disbursed during the 2013-14 academic year and require full-time enrollment at a 4-year institution. They cannot be deferred to another academic year.

* Applicants enrolled in less than 12 units (Fall 2013) must submit a policy appeal with their application explaining the reason for less than full-time enrollment. Policy appeals will be reviewed on a case-by-case basis. Forms are on our website or in the Scholarship Office.

The SRJC Scholarship Office regularly advertises other scholarship opportunities. Visit our office, check the Bear Facts newsletter or our on-line bulletin board at www.santarosa.edu/scholarship.

YOU WILL BE NOTIFIED BY JUNE 2014 WHETHER OR NOT YOU HAVE BEEN SELECTED FOR A SCHOLARSHIP.

Figure 1: Eligibility Requirements

2. Complete **Section A – General Information**. (See **Figure 2** below.)

Note: to qualify for a scholarship, you must complete **Section A**.

SECTION A - GENERAL INFORMATION

Current E-Status
Mailing Address <small>edit</small>
<small>1000 Sacramento - Box 16 09010 Sebastopol - CA 95972-0016</small>
Contact Information <small>edit</small>
<small>Phone: (707) 833-5000 ext. 2000 Fax: (707) 833-2845 Email: transfer@srjc.edu</small>
High School Attended
600021 - Massachusetts <input type="button" value="v"/>
Social Security Number
<input type="text"/> See Admissions & Records to change your SSN
Career Goal (Job Title)
Technical Writer <input type="text"/>
Program of Study
Computer Studies: Microsoft Office Specialist Certificate <input type="button" value="v"/>
Transfer Institution
496710 - Sonoma State University <input type="button" value="v"/>

The Scholarships Office has approved your petition for low enrollment units.

Please save changes before leaving this page (below at STUDENT CERTIFICATION / Finish)

Figure 2: General Information



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Tips for Completing Section A - General Information

- **Name, Mailing Address, Contact Information and Social Security Number:** your correct name, mailing address, contact information, and social security number are an essential part of this application. Incorrect information may result in mix-ups or delays in contacting you. So, confirm that your information is correct.
- **Career Goal:** specify what you plan to do for a career by entering a “Job Title”.

Note: to be considered for all scholarships for which you may qualify, DO NOT state “Undecided” or leave the “Career Goal” box blank.

- **Program of Study:** select one “Program of Study”.
- **Transfer Institution:** select the institution that you are transferring to.

3. *The **General Information** section is important.* Review all of the information in this section to confirm that it is accurate and complete. Then, click on the “Save” button at the bottom of **Section A**.
4. Before completing **Section B – Financial Information**, read the instructions at the top of this section carefully. (See **Figure 3** below.)

Note: if you choose not to give your financial information by checking the box, you may not qualify for some scholarships.

SECTION B - FINANCIAL INFORMATION

Your financial need may be considered as a requirement for some SRJC scholarships. If you do not complete this section, your application will not be selected for scholarships that require financial need.

I choose not to give my financial information (by checking this box you may not be considered for some scholarships)

Complete this section by providing your best estimate of **YOUR INCOME and EXPENSES** during the [] school year. Be certain to fill in all fields for income and expenses. Incomplete or unreadable information will not be used to determine your financial need.

Figure 3: Financial Information – Authorization



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5. Complete **Section B – Financial Information**. (See **Figure 4** below.)

SECTION B - FINANCIAL INFORMATION

Your financial need may be considered as a requirement for some SRJC scholarships. If you do not complete this section, your application will not be selected for scholarships that require financial need.

I choose not to give my financial information (by checking this box you may not be considered for some scholarships)

Complete this section by providing your best estimate of **YOUR INCOME and EXPENSES** during the [] school year. Be certain to fill in all fields for income and expenses. Incomplete or unreadable information will not be used to determine your financial need.

ESTIMATED 12-MONTH BUDGET

12-MONTH STUDENT RESOURCES/INCOME		12-MONTH STUDENT EXPENSES	
Work	\$ []	School Fees	\$ []
Support from Parents/Spouse	\$ []	Books	\$ []
Grants	\$ []	Supplies and Equipment	\$ []
Scholarships/Awards (confirmed)	\$ []	Transportation	\$ []
TANF (welfare)	\$ []	Housing	\$ []
BOG Fee Waiver	\$ []	Food	\$ []
Other Assistance (explain below)	\$ []	Other Expenses (explain below)	\$ []
Savings	\$ []		

Number of **YOUR** dependent children []

Household's Taxable Income for [] \$ []

Average number of hours you worked per week in [] []

Number of family members living in household and primarily supported by this income []

STATEMENT OF NEED (Explain why you need financial assistance to attend college.)
[]

[Save] Save your changes before leaving this page

Figure 4: Financial Information

Tips for Completing Section B – Financial Information

- **Budget Estimate:** be realistic with your budget estimate.
- **Resources:** list all of your sources of estimated income and assistance.
- **Expenses:** list your own estimated expenses.
- **Household Taxable Income:** if you are a dependent (claimed as a dependent on someone else's tax return), list the household income.
- **Taxes:** if you file taxes with another person, add their income to yours. To ensure accuracy, do all of your calculations on a worksheet first, check for errors, and then enter your information on the application.

6. Review the information you provided in **Section B** to confirm that it is accurate and complete.
7. After reviewing the information and correcting any errors, click on the "Save" button at the bottom of **Section B**.



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8. Read the instructions at the top of **Section C – Statement of Goals and Objectives** carefully before writing your essay. (See **Figure 5** below.)

Note: *Your essay is extremely important.* It must meet the criteria explained in this section.

SECTION C - STATEMENT OF GOALS AND OBJECTIVES

All applicants **must complete the essay** (Section C) to be considered for SRJC Scholarships.

Provide specific details in your essay, not vague or general information. Explain your educational and career goals. Include your reasons for choosing these goals and what you plan to do in your career. Also explain any special circumstances which support your application.

Your essay is extremely important. This document may be distributed to various scholarship committees who will review your qualifications for scholarships. Be sure to pay particular attention to the organization of your thoughts, as well as grammar and spelling. Remember, committee members appreciate essays that are thoughtful, easy to read and thorough.

Include Plain Text (to maximize the number of characters permitted, do not include formatting) *

* Maximum 5,000 characters limit - enforced at **Save** button click.

Section C: The Essay is Required

Save Save your changes before leaving this page

Figure 5: Statement of Goals and Objectives

Note: You will be automatically logged out of the Student Web Portal after an extended period of inactivity. So, save your information regularly while completing the application.

Instructions for Completing Section C – Essay

9. Type your essay using a word processor, such as MS Word.

Note: to maximize the number of characters permitted, do not include formatting.

- 9.1 Use the “Spelling & Grammar” feature that is provided with the word processing software you selected to check for errors.
- 9.2 Correct any errors.
- 9.3 Use the “Word Count” feature provided with the word processing software you selected to confirm that you haven’t exceeded the 5,000 character limit.
- 9.4 Review your essay. Confirm that it is clear, concise, and error-free. Correct any errors.
- 9.5 Save your essay as a “Plain Text” document.



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- 9.5.1 Select “File” from the menu bar.
 - 9.5.2 Select “Save As”.
 - 9.5.3 Select a location to save your document. The “Save As” dialog box should appear.
 - 9.5.4 Click on the down arrow key in the “Save as type” scroll box.
 - 9.5.5 Locate and click on “Plain Text” to select it.
 - 9.5.6 Click on the “Save” button. The “File Conversion...” dialog box should appear.
 - 9.5.7 Click on the “OK” button to accept the default settings.
10. Search for the “Plain Text” version (Type: “Text Document”) of your essay in the location you selected to save it in **Step 9.5.3**.
 11. Open your document. Then, select all of the text in your essay, and copy and paste it into the text box in **Section C** of the application.
 12. Review your essay and confirm that all of the text was copied into the text box. Then, click on the “Save” button at the bottom of **Section C**.
 13. Read the instructions at the top of **Section D – Additional Information**. (See **Figure 6** below.)

SECTION D - ADDITIONAL INFORMATION

Information about your outside activities, school involvement, community service, honors, and your specific educational and career goals may be crucial in determining your eligibility for scholarships. Please provide the following information:

1. **SCHOOL ACTIVITIES** - Include only recent/current SRJC -related campus activities. Select all that apply ([ctrl-click to select/de-select](#)). List specific details in the statement of activities.

Club Member, SRJC clubs	Student Government	SRJC Theatre Arts Productions
Academic Excellence Workshop Acquired Brain Injury Students / ABIS Agriculture Ambassadors Agriculture Boosters Alpha Gamma Sigma / AGS American Dental Hygienists' Association / SADI- American Sign Language	Associated Student Cabinet Member-at-large Chair of Campus Smoking Issues Committee Concert & Chamber Choir, President District Access Comm District Facilities Planning Diversity Ambassador Executive Vice President Associated Students	Dance Production Theatre Arts

Figure 6: Additional Information

14. Select all recent activities that apply to you.



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Tips for Completing Section D – Additional Information

- **School Activities:** select only the most recent or current SRJC activities that apply.
 - **Community Service Activities:** select the most recent volunteer activities (not paid positions) that apply. Do not duplicate any answers from the **School Activities** section.
15. List the specific details of your community service and/or involvement in the **Statement of Activities** box at the bottom of the **Community Service Activities and Involvement** table.

Complete Section E – Criteria Inventory

16. Read the instructions at the top of **Section E – Criteria Inventory**. (See **Figure 7** below.)

Note: to qualify for a scholarship, you must complete **Section E**.

SECTION E - CRITERIA INVENTORY

Some of the scholarships offered through Santa Rosa Junior College have specific requirements that are determined by the donor. Please check off as many of the following criteria that apply to you. This is a very important section of the application process.

<input type="checkbox"/> 1. Reentry Student (returned to school after a significant lapse)	<input type="checkbox"/> 31. Completed or currently enrolled in one of the following Theatre Arts classes: THAR 1-13, 2, 17, 19-26, 50, 50L, 63
<input type="checkbox"/> 2. Single Parent with dependent children	<input type="checkbox"/> 32. Have participated in at least one SRJC Theatre Arts production with technical responsibilities
<input type="checkbox"/> 3. Current EOPS student	<input type="checkbox"/> 33. Graduated from high school in Lake County or current Lake County resident
<input type="checkbox"/> 4. Graduate of a high school in Sonoma County	Currently enrolled in one of the following at SRJC:
<input type="checkbox"/> 5. Active volunteer in Santa Rosa community	<input type="checkbox"/> 34. Human Services Advocacy Certificate Program
<input type="checkbox"/> 6. Current resident of Petaluma	<input type="checkbox"/> 35. Business Office Technology Certificate Program
<input type="checkbox"/> 7. Attending SRJC classes at the Petaluma Campus	<input type="checkbox"/> 36. Associate Degree Nursing Program
<input type="checkbox"/> 8. Family member is an active 20-30 Club member	<input type="checkbox"/> 37. Dental Hygiene or Dental Assisting Program
<input type="checkbox"/> 9. Active in SRJC Student Government	<input type="checkbox"/> 38. Machine Tool Technology Program
<input type="checkbox"/> 10. Completed/currently enrolled in SRJC ESL courses	

Figure 7: Criteria Inventory

17. Review the list of criteria inventory carefully. Check all criteria that apply to you. (On average, most applicants mark between 5-7 boxes.)
18. After selecting all applicable criteria, click on the “Save” button at the bottom of **Section E**. You will be returned to your “Student Web Portal” (“SRJC myCubby”) page.



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19. Click on the “Transferring Student Application” link under “District Announcements” to reopen your application. (See **Figure 8** below.)

Note: the “Transferring Student Application” link is only available during the application period. (To check the dates of the application period, visit the “Dates and Deadlines” page.)

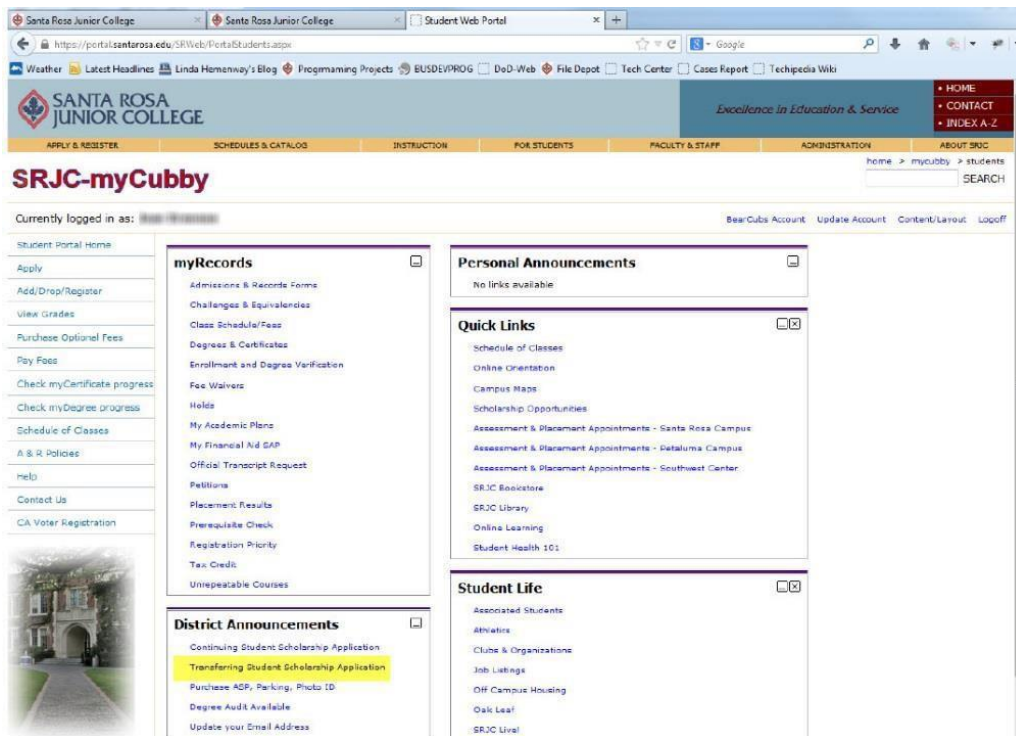


Figure 8: Student Web Portal

20. Scroll to **Section F – Student Certification** at the bottom of the application.
21. If the “Finish” button in **Section F** is disabled, review your application carefully. Check for errors, missing information, and any indication of ineligibility. (See **Figure 9** below.)

Note: you will not be able to complete your application until all eligibility requirements have been met and all sections have been completed.



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SECTION F - STUDENT CERTIFICATION

When the above ineligibility has been met and all SECTIONS have been completed then you will be able to finish your application with the STUDENT CERTIFICATION.

You are required to finish the STUDENT CERTIFICATION to complete your application

STUDENT CERTIFICATION
I certify that all the information on this application is true to the best of my knowledge and that I will use all scholarship money for educationally related expenses. I hereby authorize the SRJC Scholarship Office to release information presented in this application to any individual legitimately wishing to consider me as a scholarship recipient. Should I be selected as a recipient, I authorize the publication of my name in relation to this award.

By checking these boxes and pressing Finish you certify the following:

- I read the entire page and understand the instructions.
- My essay fits the file size requirements.
- I completed all sections of this form.
- I am signing, with today's date and time, by checking this box.

Figure 9: Disabled "Finish" Button

22. Correct all errors and enter in any missing information. Then, click on the "Save" button.
23. Reopen your application and review it again.
24. If you find any indication that you are ineligible for a scholarship, please visit or contact the Scholarship Office at (707) 527-4740 for more information.

Note: The application does not need to be completed in one session. You can save it, close it, and reopen it to finish it. However, it must be completed by the application deadline.

25. The "Finish" button in **Section F** will become enabled once all eligibility requirements have been met and all required information has been filled in. (See **Figure 10** below.)

Complete Section F - Student Certification

26. Follow the instructions in **Section F** carefully to complete your certification.

Note: you are required to finish the **Student Certification** to complete your application.

SECTION F - STUDENT CERTIFICATION

You are required to finish the STUDENT CERTIFICATION to complete your application

STUDENT CERTIFICATION
Please check off each Student Certification check box and then press Finish to complete your application

I certify that all the information on this application is true to the best of my knowledge and that I will use all scholarship money for educationally related expenses. I hereby authorize the SRJC Scholarship Office to release information presented in this application to any individual legitimately wishing to consider me as a scholarship recipient. Should I be selected as a recipient, I authorize the publication of my name in relation to this award.

By checking these boxes and pressing Finish you certify the following:

- I read the entire page and understand the instructions.
- My essay fits the file size requirements.
- I completed all sections of this form.
- I am signing, with today's date and time, by checking this box.

Figure 10: Enabled Finish Button



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27. Click on the “Finish” button to save your information and submit your application. Your Student Web Portal (“SRJC-myCubby”) page should appear.

Confirm that your Application was Successfully Completed

28. Click on the “Transferring Student Scholarship Application” link under “District Announcements” to reopen your application.
29. Scroll to the bottom of **Section F**. You should see a message confirming that your application was successfully completed. (See **Figure 11** below.)

Note: you may continue to make changes to your application up until the deadline. However, you must complete the **Student Certification** each time your information has been changed.

SECTION F - STUDENT CERTIFICATION

You may continue to make changes to your application up until the deadline however you must also complete the STUDENT CERTIFICATION each time your application information has been changed.

STUDENT CERTIFICATION
I certify that all the information on this application is true to the best of my knowledge and that I will use all scholarship money for educationally related expenses. I hereby authorize the SRJC Scholarship Office to release information presented in this application to any individual legitimately wishing to consider me as a scholarship recipient. Should I be selected as a recipient, I authorize the publication of my name in relation to this award.

By checking these boxes and pressing Finish you certify the following:

- I read the entire page and understand the instructions.
- My essay fits the file size requirements.
- I completed all sections of this form.
- I am signing, with today's date and time, by checking this box.

Finish

Your scholarship application certification was successfully completed on 11/27/2013 1:03:14 PM

Figure 11: Successfully Completed Application

30. Also, check your email account. You should have received the following message: “Your application has been completed.”
31. If you received the messages confirming that your application was successfully completed, congratulations! Your application has been submitted to the Scholarship Office for review.

Note: we will notify you by June whether you were selected for a scholarship for the Fall/Spring semesters of the academic year for which you applied.

32. If instead you received an email message requesting that you “digitally sign your application”, then repeat **Steps 26-30** above. (See **Figure 12** below.)

Note: you will not be able to digitally sign your application after the application deadline.



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SECTION F - STUDENT CERTIFICATION

You are required to finish the STUDENT CERTIFICATION to complete your application

STUDENT CERTIFICATION
Please check off each Student Certification check box and then press Finish to complete your application

I certify that all the information on this application is true to the best of my knowledge and that I will use all scholarship money for educationally related expenses. I hereby authorize the SRJC Scholarship Office to release information presented in this application to any individual legitimately wishing to consider me as a scholarship recipient. Should I be selected as a recipient, I authorize the publication of my name in relation to this award.

By checking these boxes and pressing Finish you certify the following:

- I read the entire page and understand the instructions.
- My essay fits the file size requirements.
- I completed all sections of this form.
- I am signing, with today's date and time, by checking this box.

Figure 12: Student Certification Box Incomplete

Update your Email Account Address in Section A – General Information

33. If you did not receive any email confirmation messages, confirm that the email address you entered in **Section A: "Contact Information"** is correct.
34. If it is not correct, click on "edit" in the "Contact Information" section. The "Mailing Address" and "Contact Information" windows should appear. (See **Figure 13** below.)

SRJC-myCubby

Currently logged in as: [Admin - Admin](#)

[Student Portal Home](#)
[Change Pin Code](#)
[A & R Policies](#)
[Help](#)
[Contact Us](#)

Please enter the following information.

Mailing Address

Address Location: United States / US Territories
 Canada
 Other International Location

Address:
line 2 (optional):
City:
State:
Zip Code:

Contact Information
Though not required, the college requests that you provide either a phone number or an email address in case we need to contact you.

Day Phone: (Include the area code in the phone numbers)
Evening Phone:
Email:

Figure 13: Edit Email Address

35. Enter in the correct email address. Then, click on the "Update Account" button.
36. Click on the "Student Portal Home" link to return to your "SRJC myCubby" page.
37. Click on the "Transferring Student Scholarship Application" to reopen your application.



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38. Confirm that the correct email address is in **Section A**: “Contact Information”.
39. If you did not receive a message confirming that your application was “successfully completed”, it may not have been. Please visit or contact the Scholarship Office at (707) 527-4740 for assistance.

Note: to be processed, the completed application must be submitted before the deadline.