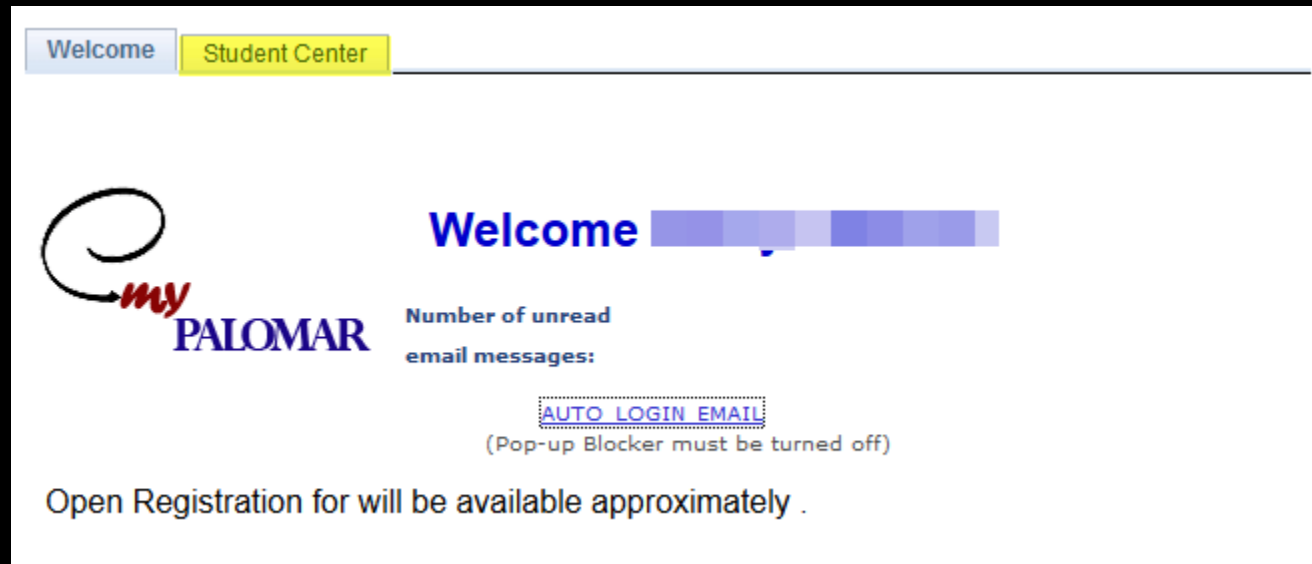




# PALOMAR COLLEGE SCHOLARSHIP PROGRAM

Application available beginning January 8<sup>th</sup>, 2018

# BEGINNING THE APPLICATION PROCESS



Login to your Palomar College eservices student center page.

SCHOLARSHIP LOGIN CON'T  
PREFERRED EMAIL ACCOUNT

**Personal Information**

[Demographic Data](#)  
[Names](#)

**Email Addresses** [v] [»]

Select Email Addresses from the menu and then select the double arrow to view

**Contact Information**

<a href="#">Home Address</a> 7306 Alicante Road #9 Carlsbad, CA 92009	<a href="#">Mailing Address</a> 7306 Alicante Road #9 Carlsbad, CA 92009
<a href="#">Primary Phone</a> 858/254-5551	<a href="#">Home E-mail</a> reilly.doa@gmail.com

Under the General Info Tab on your eServices, students can see their Palomar College student email address.

This is the email address that will be used to sign in to the Palomar College Academic Works Scholarship System.

SCHOLARSHIP LOGIN CON'T  
PREFERRED EMAIL ACCOUNT

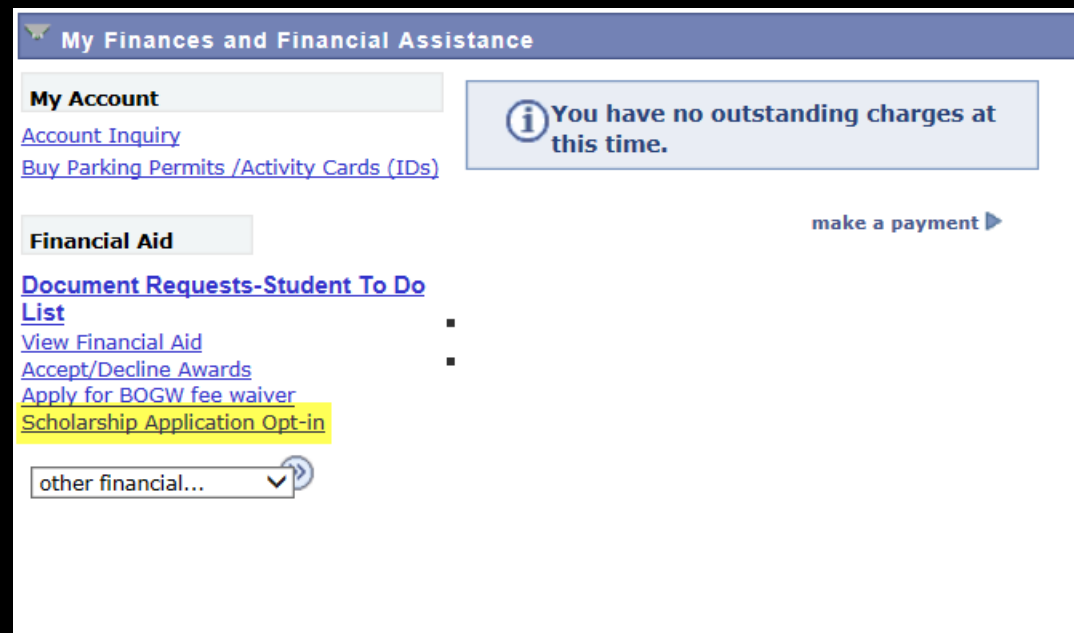
▼ Email Addresses edit email addresses

Email Type	Email Address	Preferred
Home	[redacted]@live.com	<input type="checkbox"/>
Student	[redacted]@student.palomar.edu	<input checked="" type="checkbox"/>

[Go to top](#)

For security purposes, you MUST use your Palomar student email address for communicating directly with the financial aid office.

## SCHOLARSHIP OPT- IN LINK



The screenshot displays a web interface for "My Finances and Financial Assistance". It features a navigation menu on the left with sections for "My Account" and "Financial Aid". Under "Financial Aid", there is a "Document Requests-Student To Do List" containing several links: "View Financial Aid", "Accept/Decline Awards", "Apply for BOGW fee waiver", and "Scholarship Application Opt-in", which is highlighted in yellow. A "make a payment" button is visible to the right. A notification box at the top right states, "You have no outstanding charges at this time." A search bar at the bottom left contains the text "other financial..." and a dropdown arrow.

To get access to the scholarship application you must first opt-in. Under the "My Finances" section select the Scholarship Opt-In Link

OPT-IN CONTINUED

By opting in, you are granting Palomar College permission to export student data required for creating your login credentials, as well as, matching applicant data with scholarship criteria.

**NOTE: Once you opt-in, The link will disappear. It will take an overnight process to create your login credentials for accessing the Palomar College Academic Works Opportunity System login page.**

## ACCESSING THE SCHOLARSHIP OPPORTUNITY SYSTEM

**My Finances and Financial Assistance**

**My Account**

- [Account Inquiry](#)
- [Buy Parking Permits /Activity Cards \(IDs\)](#)

**Financial Aid**

- [Document Requests-Student To Do List](#)
- [View Financial Aid](#)
- [Apply for BOGW fee waiver](#)

other financial... ▾

**Apply for Scholarships**

**Account Summary**

**You owe 0.00.**

Due Now	0.00
Future Due	0.00

This may not reflect recent changes to your tuition and fees. For an updated balance, click on Account Inquiry.

- Currency used is US Dollar.

[Payment Plan Link](#)

The next day you will be able to go back to your eservices student center page to access the scholarship application. You will now see an "Apply for Scholarships" link instead of the opt-In link.

## ACCESSING THE SCHOLARSHIP OPPORTUNITY SYSTEM CONTINUED

Opportunities

Applicants and Administrators | [References and Reviewers](#)

**Welcome!**

In order to access your account, please sign in using your email address and password. If you need to recover your password or you have not yet received an email confirming your account, please click on [trouble signing in](#).

**Email Address**

**Password**

[Trouble signing in?](#) • [Sign Up](#) • [Sign In](#)

Select the Sign-Up Link

When you select the "Apply for Scholarship" link, it will take you to the Palomar College Academic Works Opportunity System Login page. Select the sign up link to create your password and access the application. Use your Palomar College student email account



## COMPLETING THE SCHOLARSHIP APPLICATION

Once you have successfully logged in, it will take you to the scholarship application.

Please read the information before starting the application.

Welcome to the Palomar College Scholarship Application! By submitting your general application (including academic transcripts for transfer students and recent high school graduates) you will be automatically considered for all of our scholarships.

You can view our scholarships by selecting the **Ours** link on the Opportunities tab.

On the Opportunities tab you will also be able to view External scholarships that are offered by specific Palomar College departments. These have varying deadlines and additional application requirements.

**Note:** Students with fewer than 12 Palomar College units must upload an academic transcript that shows at least a 2.5 GPA (high school GPAs must be unweighted).

**Applications are scored using the following rubrics:**

**Community Involvement 10 points maximum**

**Major & Goals 10 points maximum**

**Adversity & Challenges 30 points maximum**

**Academic Transcript Substance 40 points maximum**

**Judges Recognition 10 points maximum.**

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form.

Once completed, you can submit your application by clicking **Finish and Continue**.

**Note:** Required fields are marked with an asterisk.


## COMPLETING THE SCHOLARSHIP APPLICATION SCORING RUBRICS

Scholarship applications are scored by the judging committee using these scoring rubrics.

Name	Min Score	Max Score	Offset	Weight
Community Involvement	0.0	10.0	1.0	1.0
Major & Goals	0.0	10.0	1.0	1.0
Adversity & Challenges	0.0	30.0	1.0	1.0
Academic Substance	0.0	40.0	1.0	1.0
Judges Recognition	0.0	10.0	1.0	1.0

COMPLETING THE SCHOLARSHIP APPLICATION  
GENERAL APPLICATION QUESTIONS

Starting the Application

Special Note: Place your curser over this icon  to see instructional information for answering the questions

GENERAL APPLICATION QUESTIONS  
HIGH SCHOOL GRADUATES

\* Are you **currently** a High School Senior **graduating** from High School in 2018?

Yes

No

\* Name of the High School You Attended:

Select "Yes" if you currently in high school and  
will receive your high school diploma by August 2018.

Select "No" if you obtained your high school diploma prior to December 31, 2017

If the name of your High School is not in the drop down list, select Other.

COMPLETING THE SCHOLARSHIP APPLICATION  
GPA


\* Please enter your current GPA: ⓘ

Please enter a number. You can use a decimal, but exclude any other symbols.

If you are an applicant with less than 12 college units,  
and uploaded your High School Transcript,  
you will use your High School GPA.

The Letter of Reference is  
no longer a requirement  
For completing the Application

## COMPLETING THE APPLICATION ACADEMIC TRANSCRIPT(S)

\* Please attach your College Transcript. **If you are an applicant with less than 12 college units, you will be required to upload your High School Transcript.** If you have additional transcripts that you would like to upload, please use the additional questions below to upload them OR you may combine your transcripts into ONE document that can be attached here. Please note that your file should be less than 10 MB in size or it will not upload correctly. Please upload your transcript by selecting the Add a new file link. 

PLEASE NOTE: This is REQUIRED for consideration.

[View](#) or [Add a New File](#)

### Options for uploading transcripts:

Option 1- Use the "Add a New File" link to upload new transcript(s). You can upload up to three transcripts individually

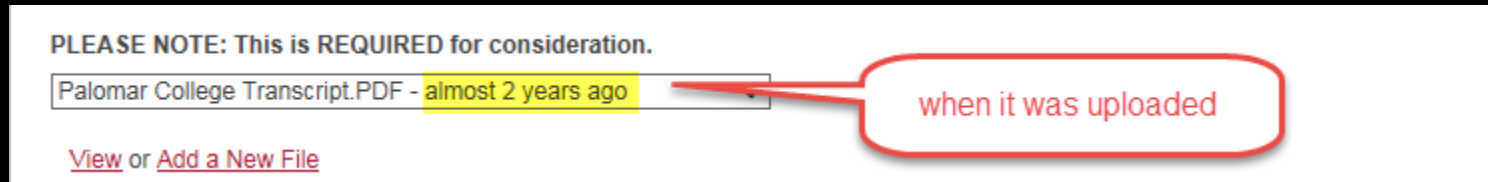
COMPLETING THE APPLICATION  
ACADEMIC TRANSCRIPT(S) CON'T

PLEASE NOTE: This is REQUIRED for consideration.

Palomar College Transcript.PDF - almost 2 years ago

[View](#) or [Add a New File](#)

when it was uploaded

A screenshot of a web application interface. At the top, it says 'PLEASE NOTE: This is REQUIRED for consideration.' Below that is a file entry: 'Palomar College Transcript.PDF - almost 2 years ago'. The text 'almost 2 years ago' is highlighted in yellow. A red callout box with a pointer to the right contains the text 'when it was uploaded'. Below the file entry are two links: 'View' and 'Add a New File'.

Option 2 – You can use the drop down menu to select any previously uploaded transcript(s).

Note: If the transcript has been updated, you will need to upload a new one.



COMPLETING THE APPLICATION  
ACADEMIC TRANSCRIPT(S) CON'T

**Optional College Transcript #2.** You may attach one additional transcript here if needed. Please upload your transcript by selecting the Add a new file link. ⓘ

PLEASE NOTE: This is NOT required for consideration.

[View](#) or [Add a New File](#)

**Optional College Transcript #3.** You may attach one additional transcript here if needed. Please upload your transcript by selecting the Add a new file link. ⓘ

PLEASE NOTE: This is NOT required for consideration.

[View](#) or [Add a New File](#)

Option 3 - Uploading multiple transcripts. If you have more than 1 academic transcripts, you upload up to three transcripts individually or you copy each remaining transcript, not uploaded already, into a single word document.

Please use page breaks between transcripts.

COMPLETING THE APPLICATION  
SINGLE PARENT

\* Are you a single parent with dependent children living with you? ⓘ

Yes

No

Select "Yes" if you are single, separated, divorced, or widowed and have at least one child living with you who will receive more than half of their financial support from you.

COMPLETING THE APPLICATION  
RE-ENTRY STUDENT

\* Are you a re-entry student? ⓘ

Yes

No

Select "Yes" if you have been out of school for at least one year.

\* Are you a student athlete at Palomar College?

Yes

No

Select "Yes" only if you are an athlete officially playing on any Palomar College athletic team.

COMPLETING THE APPLICATION  
TEACHING

\* Do you plan to become a teacher when you complete your education? ⓘ

Yes

No

Select "Yes" if you plan to pursue a teaching credential.  
Otherwise, select "No".

COMPLETING THE APPLICATION  
DATRON WORLD COMMUNICATIONS

Are you an employee or a dependent of an employee of Datron World Communications?

Yes

No

You must be an employee or a dependent of an employee to answer "Yes" to this question.

COMPLETING THE APPLICATION  
CURRENT ENROLLMENT PLANS

\* What is your enrollment for the CURRENT Spring semester?

Jan - May 2018

Enrollment plans for the [Spring 2018](#) Semester  
Select the option from the drop down menu that best describes  
your enrollment plans for this semester.  
[Choices: Attending Palomar College, Transfer, Not Attending](#)

COMPLETING THE APPLICATION  
CURRENT ENROLLMENT PLANS

\* How many units will you be enrolled in for this CURRENT Spring semester?

Jan - May 2018

Enrollment plans for the [Spring 2018](#) Semester

Select the option from the drop down menu that best describes the number of units you plan to enroll in for this semester.

Choices: [Full Time 12 units or more](#), [¾ time \(9-11.5 units\)](#), [½ time \(6-8.5 units\)](#),  
[Less than ½ time \(0.5-5.5 units\)](#), & [Not Attending](#)



COMPLETING THE APPLICATION  
UPCOMING ENROLLMENT PLANS

\* What are your enrollment plans for the *upcoming* Fall Semester?

Aug - Dec 2018

Enrollment plans for the Upcoming [Fall 2018](#) Semester  
Select the option from the drop down menu that best describes  
your enrollment plans for this semester.

Choices: [Attending Palomar College](#), [Transfer](#), [Not Attending](#)

COMPLETING THE APPLICATION  
UPCOMING ENROLLMENT PLANS

\* How many units do you plan to enroll for the *upcoming* Fall semester?

Aug - Dec 2018

Enrollment plans for the upcoming [Fall 2018](#) Semester

Select the option from the drop down menu that best describes the number of units you plan to enroll in for this semester.

Choices: [Full Time 12 units or more](#), [¾ time \(9-11.5 units\)](#), [½ time \(6-8.5 units\)](#),  
[Less than ½ time \(0.5-5.5 units\)](#), & [Not Attending](#)

COMPLETING THE APPLICATION  
UPCOMING ENROLLMENT PLANS

\* What are your enrollment plans for *upcoming* Spring semester?

Jan - May 2019

Enrollment plans for the Upcoming **Spring 2019** Semester  
Select the option from the drop down menu that best describes  
your enrollment plans for this semester.

Choices: **Attending Palomar College, Transfer, Not Attending**

COMPLETING THE APPLICATION  
UPCOMING ENROLLMENT PLANS

\* How many units do you plan to enroll for *upcoming* Spring semester?

Jan - May 2019

Enrollment plans for the Upcoming *Spring 2019* Semester  
Select the option from the drop down menu that best describes  
the number of units you plan to enroll in for this semester.

Choices: Full Time 12 units or more,  $\frac{3}{4}$  time (9-11.5 units),  $\frac{1}{2}$  time (6-8.5 units),  
Less than  $\frac{1}{2}$  time (0.5-5.5 units), & Not Attending

COMPLETING THE APPLICATION  
COMMUNITY SERVICE

\* Have you participated in Community Service in the recovery field? (provided unpaid services) ⓘ

- Yes
- No

Select "Yes" if you volunteered (provided unpaid services) in a Drug or Alcohol recovery program or field.

\* Have you participated in any other type of Community Service (provided unpaid services)? ⓘ

- Yes
- No

Select "Yes" if you volunteered (provided unpaid services) in community service organizations or events.

## COMPLETING THE APPLICATION COMMUNITY SERVICE ORGANIZATIONS

If you answered Yes to either of the community service questions above, please fill out the organization(s) information below. You can add more organizations by selecting the Add Another Answer link: - Optional

<p><b>1.Organization Name:</b></p> <input type="text"/>	<b>1</b>
<p><b>2.Contact Person and their title:</b></p> <input type="text"/>	
<p><b>3.Daytime Telephone Number:</b></p> <input type="text" value="555-555-5555"/>	

Please enter a phone number formatted like 555-555-5555.



Complete this section only if you answered Yes to either community service question.

## COMPLETING THE APPLICATION COMMUNITY SERVICE ORGANIZATION(S) CON'T

4.How many hours do you participate?


5.Dates worked:

6.Why did you choose this organization and what did you do:

**B** *I*  

Help Preview

Cleaned the facility

Example Formatting: **\*bold\***, *\_itali\_* Full Screen 

[Add Another Answer](#)

You can add another organization by clicking on the Add Another Answer link

## COMPLETING THE APPLICATION EXTRA CURRICULAR ACTIVITIES

Extracurricular Activities Information List activities such as band, sport, clubs, scouting, youth groups, advisory boards, ROTC, etc. Applicants for undergraduate scholarships should list college and high school activities. Graduate/professional applications should list college and post-graduate activities. - Optional

1

1. Name or Description of Activity

2. Date(s) Involved in Activity

3. Leadership Positions, Recognitions, or Accomplishments in Activity?

You can add more than one activity by

[Add Another Answer](#)

Complete this section if you have Extra Curricular Activities you wish provide.





COMPLETING THE APPLICATION  
FINANCIAL INFORMATION

Complete the financial information section only if you want to compete for scholarships that require students to demonstrate financial need.

If you are under the age of 24, single, have no dependents; and either live with or are claimed as a dependent by your parents, answer the following questions based on your parents information.

Special Note: *REQUIRES A COMPLETED 2017-2018 FAFSA APPLICATION*

*or*

*2017-2018 CALIFORNIA DREAM ACT APPLICATION USING [SCHOOL CODE 001260](#).*

COMPLETING THE APPLICATION  
FINANCIAL INFORMATION – HOUSEHOLD SIZE

1.How many persons are in the household? ⓘ

1

Include only those who will receive more than half of their financial support from you or your parents (if you meet the conditions listed in this section).

Enter the same amount you have stated or will state on the  
[2017-2018 FAFSA](#) or [2017-2018 California Dream Act](#)  
application.

COMPLETING THE APPLICATION  
FINANCIAL INFORMATION - INCOME

**2. Adjusted Gross (if current U.S income Tax return was filed, enter the amount from 1040.Line 36:Form 1040A.Line 21; Form 1040EZ. Line 4 or Telefile, Line 1)** ⓘ

Please enter a whole number—no decimals or other symbols.

**3. All other income (include all sources such as Social Security Benefits (not SSI or SSP) Child Support Received, Military Housing Allowance, TANF/CalWorks or any other money received or paid on your behalf)** ⓘ

Please enter a number. You can use a decimal, but exclude any other symbols.

Enter the same amount you have stated or will state on the  
[2017-2018 FAFSA](#) or [2017-2018 California Dream Act](#)  
application, in whole dollars only.

COMPLETING THE APPLICATION  
EMPLOYMENT SECTION - OPTIONAL

Employment: - Optional

1.Employer: ⓘ 1

2.Position:

3.How many hours do you work a week? ⓘ

Select from the drop down menu the value that best describes the number of hours you work per week.

Menu Choices: 0-10 hrs, 11-20 hrs, 21-39 hrs, & 40 or more

## COMPLETING THE APPLICATION ESSAY SECTION – DECLARED MAJOR & GOALS

\* Please describe why you selected your Major area of Study and your future academic and career goals. **Essay must be between 250-300 words.**

**B** *I* [List Icon] [List Icon] Help Preview

Example Formatting: **\*bold\***, *\_italics\_* • Full Screen [Full Screen Icon]

Be thorough when completing the two essay sections. This is the only opportunity you have to tell us why you selected your declared major, what your future goals are, and any adversities and challenges you have encountered. You may use a word processing program to write your essay then copy & paste into the space provided.

Please keep in mind that these two essay maximum points can total up to 35 out of 100.

That's one third of the total points just for these two questions.

COMPLETING THE APPLICATION  
ESSAY – ADVERSITY & CHALLENGES

\* Describe any adversity or challenges you have overcome or anticipate in pursuit of your education goals. **Essay must be between 250-500 words.** ⓘ

**B** *I* ☰ ☰ Help Preview

You can type in your essay directly or you may use a word processing program to write your essay, then copy and paste your essay into the space provided.

## SIGNING YOUR APPLICATION

**\* STUDENT CERTIFICATION:** I certify that all information given on this application and other documents is true and complete to the best of my knowledge. If asked by an authorized official of Palomar College, I agree to give proof, which may include a copy of my (and spouse's) and/or parent's prior year U.S. Income Tax Return. I also realize that any false statement or failure to give proof when asked may be cause for the denial of my scholarship application. I understand that the information requested on this application is confidential. I authorize Palomar College to release academic and financial information to scholarship donor(s). The Palomar College Foundation may use the information I have provided for publicity purposes. - Answer 1 time.

**\* 1. Signature:** 1

  
**\* 2. Date**

Please enter a date formatted like MM/DD/YYYY.

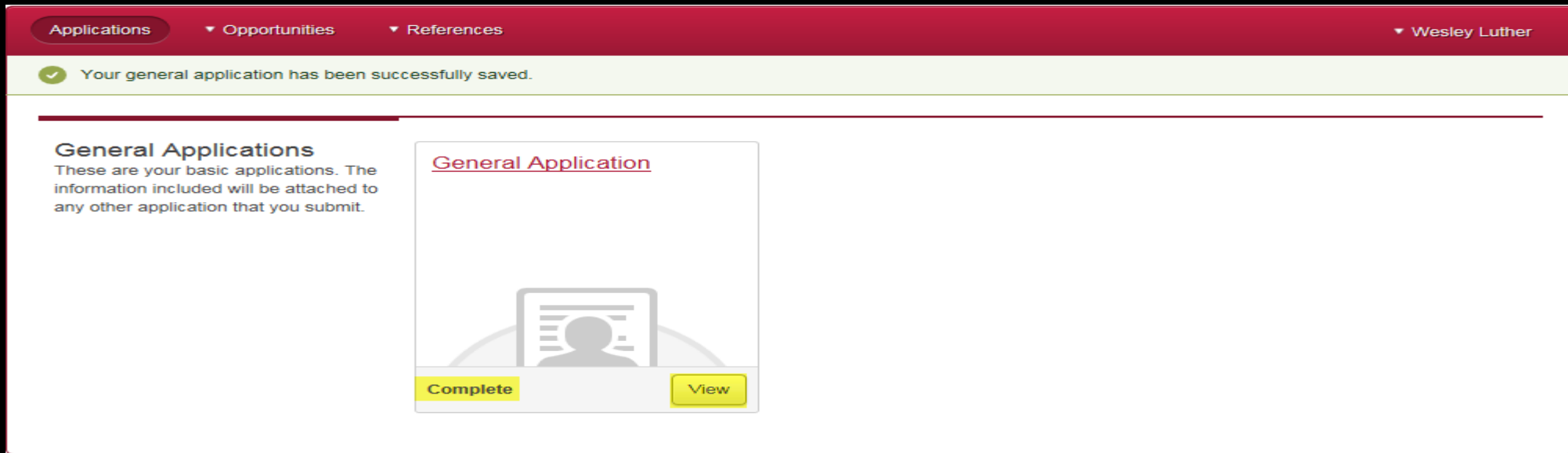
**Street Address**

Save and Keep Editing

Finish and Submit

To sign your application, just type in your name.

## COMPLETING THE APPLICATION FINISH AND SUBMIT



The screenshot displays a web application interface with a dark red header. The header contains navigation links: "Applications" (highlighted), "Opportunities", and "References". On the right side of the header, the user's name "Wesley Luther" is displayed with a dropdown arrow. Below the header, a green notification bar with a checkmark icon states: "Your general application has been successfully saved." The main content area is divided into two sections. On the left, under the heading "General Applications", there is a descriptive text: "These are your basic applications. The information included will be attached to any other application that you submit." On the right, there is a card titled "General Application" with a red underline. The card features a placeholder image of a laptop displaying a profile icon. At the bottom of the card, there are two yellow buttons: "Complete" and "View".

Once you submit a completed application, your status will now show complete. You will still have the opportunity to update information until the deadline of March 3<sup>rd</sup>, 2017 by selecting the View or General Application links.





## APPLICATION SUBMITTED

What to do once you submit your completed application.

When an application is submitted, an email acknowledgment is sent to the applicant.

Applicants will be considered for judging on any scholarship we have available in the system that your application data matches with the scholarship criteria data.

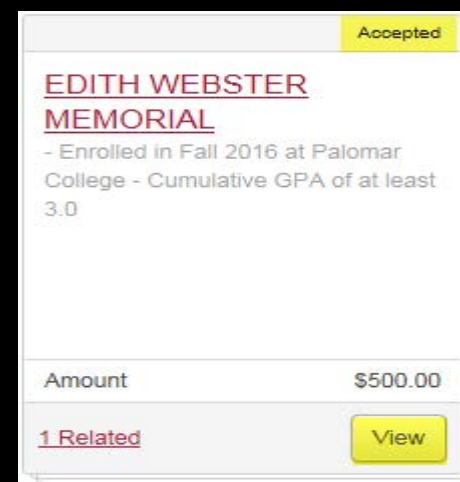
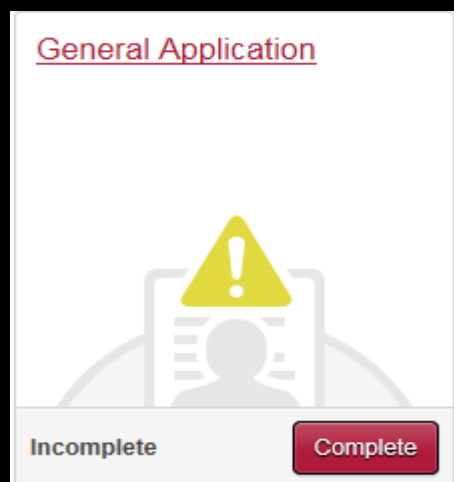


## AWARD NOTIFICATION

The Judging Committee meets on April 6<sup>th</sup>, 2018  
to make the award offer selections.

You will receive an award offer email within the next two weeks  
for every scholarship you have been selected for.

## AWARD NOTIFICATION



You will have the opportunity to view, accept or decline the award(s) offered when you Login. You will see the [General Application Posting](#) as well as, an [Award Offer Posting](#) for each award offered to you.

You must accept or decline each award individually.

Your scholarship award cannot be disbursed until you have officially accepted the offer.

END OF SLIDE SHOW

## Good Luck Applicants

Whether you were offered a scholarship or not, you will be notified by email.

Please feel free to contact the Financial Aid Office  
for any questions or concerns you may have.

Phone# 760/744-1150 ext.

Email: [finaid@palomar.edu](mailto:finaid@palomar.edu)