

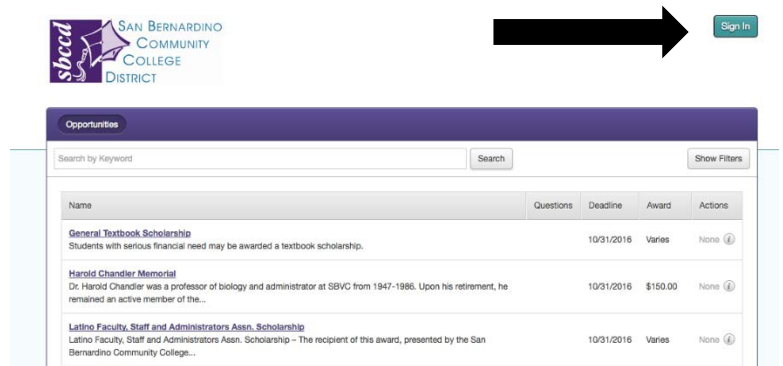
SBVC campus and Foundation Scholarships Student Instructions

Application period is October 1, 2020 through January 31, 2021

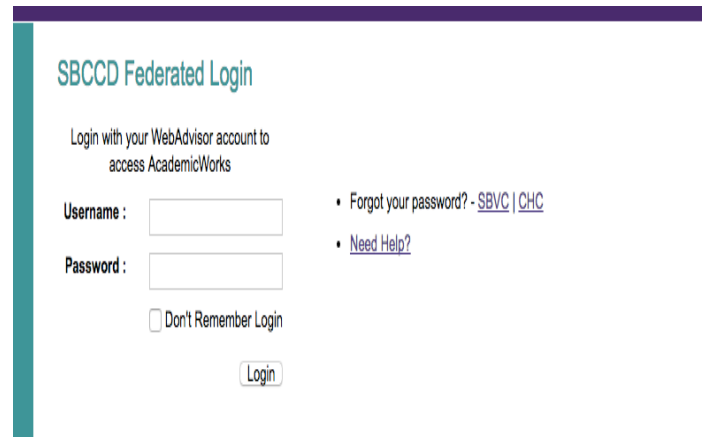
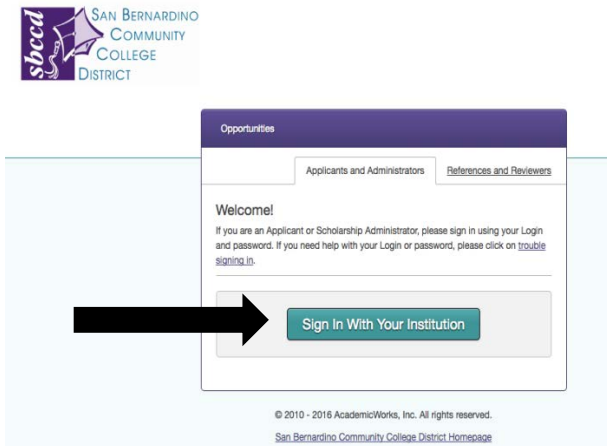
- Foundation Scholarship Criteria – You need to be registered at SBVC in at least **6 units** when you apply.
- Scholarships range between **\$150 - \$1,200** and applicants may receive more than one scholarship.
- You must fill out the **general and SBVC conditional applications completely and click “Submit”** before the deadline of January 31, 2021.
- Two references are required.

Applicant View

1. <https://sbccd.academicworks.com/>



2. Click “Sign In” to apply.
3. Click “Sign In with Your Institution.”
4. Goes to your WebAdvisor login.



5. Fill out General Application.
6. You should be directed to the Conditional Application for San Bernardino Valley College. Please fill that out, too.
7. You will be asked to provide two (2) email addresses for references. Your references can be from faculty, staff, or members of the community. Please ask your reference if it is okay to list them as a reference prior to submitting their name and email address in your scholarship application. They may ask you for background information so they can include it in their recommendation.
8. Click “Save and Keep Editing” to save your work as you are filling out the application.
 - a. NOTE: You can save, exit, and return later if you need to.

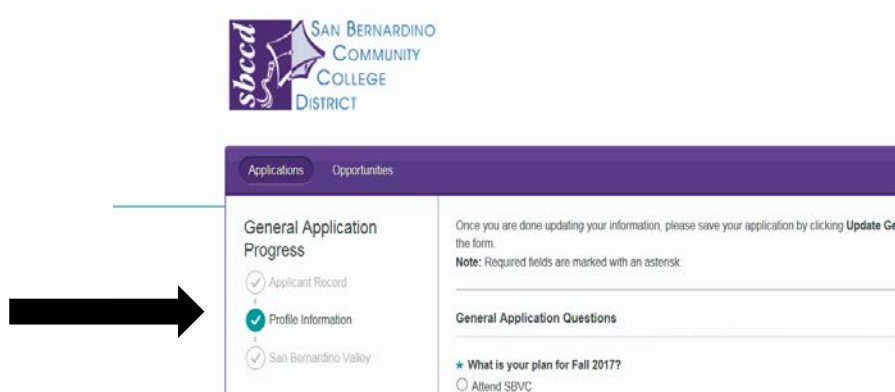
9. Click “Finish and Submit” when you are done.
 - a. You can go back and change your answers at any time until the end of the scholarship application period. If you do that, click “Update Your Application” after you have made your changes.
 - b. The end of the application period is January 31, 2021.
10. To log out, hover your cursor over your name, and click “Sign Out.”

Additional Information about Applicant View

On the left side of the screen, look at “General Application Progress.”

General Application Progress

- Applicant Record – the information in this section is imported every night from your student records. You can’t change this information.
- Profile Information – the information you provided on the General Application.
- San Bernardino Valley – the information you provided on the conditional application for San Bernardino Valley College.



Additional Information about References:

- Your application needs two (2) references to be considered complete. A third reference is optional.
- Please let your references know that you need them to fill out the NEW SBVC Reference Form.
- Incomplete applications, or applications with invalid references, will not be considered.
- Make sure to talk to your reference prior to entering their name and email in the scholarship application. If they can not provide a good reference, then maybe consider asking someone else.
- It’s a good idea to give your instructor or counselor a little information about yourself when you ask them for a reference.

Final thoughts:

- You must click “Finish and Submit” before the scholarship application deadline of 11:59 pm. on January 31, 2021.
- Check your student email often.
- Awardees will be notified via SBVC student email in April or May 2021.
- Scholarship checks will be disbursed in June 2021 for use in the 2021-2022 academic year.
- For additional information, go to www.valleycollege.edu/scholarships.