

### **Who can use the Las Positas College Academic Works Application system?**

Current Las Positas College students and newly admitted students for the upcoming academic year. Scholarships will be awarded for the next academic year.

Chabot students must apply by submitting an online application at <https://chabotcollege.awardspring.com/>

### **Who should submit a Scholarship Application?**

All existing and new students of Las Positas College.

### **How do I get started?**

Sign in with the button in the upper right hand corner using your college issued “W” ID and CLASS-Web or The Zone. • Complete the General Application and any other supplemental questions requested by the system.

Items we suggest you prepare in advance:

- Unofficial Transcripts – you must upload current unofficial transcripts. To order your current transcripts, submit an [Academic Transcript Request Form](#) to the Admissions and Records Office.
- Reference Provider – you must provide the name(s) and email addresses of faculty and/or staff that agree to provide you a reference letter. The letter must be uploaded by your reference provider. We suggest you contact your reference provider in advance to request the letter. When you provide their email address in the application, the reference provider will be emailed directions on how to upload the letter. Be sure you have the correct email address. Hard copies are not acceptable.
- Personal Statement – you are required to type your statement in the text box provided in the application. We suggest you draft your statement in Word then cut and paste into the text box when finalized. See the Financial Aid Website for Scholarship Instructions on what you should include in a personal statement.

### **Trouble Signing In?**

If you are a student needing help with your or password, you may need your password reset. To obtain your “W” ID# or reset your password, please contact the Admission and Records Office.

Las Positas College students please contact (925) 424-1500 for Admission and Records.

If you are an employee of Chabot-Las Positas Community College District needing assistance with your password. Please contact the Human Resources Office at (925) 485-5236 to reset your CLASS-Web or The Zone password.

If you requested to have your password reset, once the appropriate office stated above has made the change, it may take up to 30 minutes until you can attempt to login to the scholarship website.

### **What is an Applicant Record?**

An Applicant Record is data populated from your official student file on record with Admissions and Records. All students who have Las Positas College as their Official College of Record will have data posted here directly from your student file. Students who have Chabot College as their Official College of Record will show “No answer provided”. If you are a Las Positas Student and you do not see data populated in your Applicant Record, you must correct your college of record as soon as possible so that your information will be extracted.

If your college of record is officially Chabot but you are primarily attending LPC, you may complete the [Major Change Request Form](#) to switch your college of record. Submit the form to the LPC Financial Aid Office. You may also change your academic program on this form, or other personal information that will update your official record.

**It is important you review Address, Phone, Official Major, Official College of Record, and Residency. If any of the information on this page is inaccurate you may not be appropriately matched to available scholarships which rely on accurate information from your student record.** You cannot edit this information from the scholarship portal, it must be corrected in your official student records.

It is very important for you to correct your data and submit the form to the Admissions and Records Office or Financial Aid Office to update your file as soon as possible; you will not be able to complete the scholarship application process until the changes have been made.

**\*Chabot students who are applying for the Barbara & David Mertes Memorial Allied Health Scholarship: if your official major is not an Allied Health major, you will need to change your major at Chabot’s Admissions and Records Office to your correct Allied Health major in order to be considered for the scholarship. \***

Chabot students must apply by submitting an online application at <https://chabotcollege.awardspring.com/>

### **I cannot see my Applicant Record**

As you begin your scholarship application, please review your Applicant Record. To see your Applicant Record click on Save and Keep Editing at the bottom right corner. An Applicant Record button will then appear at the bottom left side of the screen. If you have questions or need to update any information provided in your Applicant Record, please contact the Admissions and Records Office. It is very important for this information to be accurate as the

data provided here will be used to automatically match you to scholarships that you would be eligible to apply.

### **What happens after I complete the application(s)?**

After completing the General Application (and any Conditional Applications that you may be presented), you will be directed to the Recommended Opportunities where you will see any Apply-To opportunities for which the system determines that you may be qualified for.

Recommended: Under “Opportunities” you might see scholarship opportunities recommended to you after you have completed the General Application. These scholarships need additional action on your part to receive consideration. Select “Recommended” under “Opportunities” to complete additional requirements. Recommended does not guarantee you will receive a scholarship.

Under “Opportunities” there is a list of all scholarship opportunities within the system. This list shows all scholarships, not only the scholarships for which you are receiving consideration. Under “Actions”, if “None” then this is an auto-matched scholarship. If “Apply” you must complete additional questions to be considered. You can then click “Apply” for any of these opportunities that you have not yet applied for. Matching to an opportunity does not guarantee you will receive the scholarship.

The “Deadline” column indicates the deadline to complete the General Application in order to receive consideration.

Award Amount: The number and award amount of scholarships are for general information purposes only and should not be considered a guarantee of what you will receive if selected.

Actual award amounts vary based on students’ individual eligibility, funds available, and other factors.

### **How do I know when I am done in the system?**

Once you complete the General Application and any recommended applications you will see that each of the applications on your dashboard shows a status of “Submitted”.

You can log out of the system knowing your information will be reviewed and forwarded to the assigned committee and/or department.

A confirmation email will be sent to you anytime you have an application move to a submitted category. This includes submission of: General Applications, Conditional Applications (if applicable), Post-Acceptance applications or Apply-to applications.

You can check back in the system regularly to see if any new scholarships were added.

**When will I receive notice about the scholarships I received?**

If you are chosen for a scholarship you will receive an award email in early May. If you are not selected for a scholarship you will also receive an email notification of such. Time frame of award notifications may vary by department and scholarship opportunity.

**Do I have to apply every year?**

Yes, the scholarship season runs from February to March. Your current General Application will be archived each year. The system will reopen for the next scholarship season in February.

**Who can I contact with questions?**

You can email [lpcfinaid@laspositascollege.edu](mailto:lpcfinaid@laspositascollege.edu), call the Financial Aid office at 925-424-1581 or visit the Financial Aid Office in Building 1600, 2<sup>nd</sup> Floor during our drop in hours.

**Drop in Hours**

Monday 9:00 – 5:00

Tuesday 9:00 – 7:00

Wednesday 9:00 – 5:00

Thursday 9:00 – 5:00

Friday 9:00 – 1:00