Lane Community College FOUNDATION

Scholarship Application Instructions 2025/2026
(11/06/2024)

Application Deadline
March 4, 2025 (11:59 p.m.)
For scholarships awarded for the 2025/2026 academic year

Lane Community College Foundation Scholarship website
http://www.lanecc.edu/foundation/scholarships

English as a Second Language students, call (541) 463-5253, if you need language assistance with the application.

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

Covered in these instructions

- Computer requirements
- Before you start the application
- General Application
- Transcripts
- Recommended Scholarship Opportunities
- Password/login
- Sign up with Google
- College Degrees and Majors

Computer Requirements

(updated 01/16/2020)

Mac or PC users should use only the current or last major release of the browsers listed below. Using other browsers (including Internet Explorer) can cause problems when completing applications.

- Google Chrome
- Mozilla Firefox
- Apple Safari

Important!

Answers and essay questions are not automatically saved. You must click the button to Save, Update or Submit your application. We discourage the use of special formatting on essays and short answers. This can cause unexpected results. We encourage you to focus on the content of your answers. You can make changes to an application until the scholarship deadline.

Before You Start the Application

Apply for admissions

If you have never attended Lane before, it has been more than a year since you last attended, or you were a College Now/RTEC student, you must complete an admission or readmission application. Go to the following Lane website for instructions:

https://www.lanecc.edu/costs-admission/how-apply-enroll

Lane Community College Student ID# (also called L#)

Required for all applicants. This may take several business days after you complete your online admission.

Lane Gmail Account

A Lane student Gmail account is required for all applicants. You ***must*** use this Lane issued email ending in @my.lanecc.edu to create an application account. Access will be denied for all other emails. Information on how to "Claim your Student Email and G Suite Account" is available at the SHeD (Student Help Desk) website. (11/08/2023)

https://support.lanecc.edu/google-for-students/claim-your-student-email-g-suite-account-

Unofficial copies of your transcripts

Transcripts saved as PDF files required for all applicants. Scan each transcript as a single PDF document. Failure to provide transcripts will disqualify your application. Uploading transcripts in file formats other than PDF will also disqualify your application. Transcript requests, including the GED, may take time to process, allow sufficient time for this. MyGradPlan does not qualify as a Lane transcript. Paper copies of documents will not be accepted.

Academic Plans

Most scholarships require a declared major and the type of degree or certificate you are pursuing. See listing of College Degrees and Majors on the last pages of these instructions.
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Essay Questions - Responses limited to 170 words per essay. Each question is unique, and essay responses should not be repeated. *(Updated 11/11/2021)*

1. *What are your specific educational plans and career goals and why? What inspires you to achieve them?*

2. *Explain how you have helped your family or made your community a better place to live. Please provide specific examples.*

3. *Describe a personal accomplishment and the strengths and skills you used to achieve it.*

4. *Describe a significant change or experience that has occurred in your life. How did you respond and what did you learn about yourself from that experience?*

5. *Tell us about your paid work history. What jobs have you held in the past five years and how many hours did you work at each job? What were your main responsibilities? List any special accomplishments or recognition.*

6. *Besides working and attending classes, what activities are you involved with? Is there a special passion you have for these activities? Summarize time spent on each activity. Highlight leadership roles, special accomplishments or recognition received.*

7. *Each student comes to Lane Community College with a unique history, educational goal, and dreams for the future. What would it mean to you to be offered one of our LCC Foundation scholarships?*

FAFSA (11/08/2023)

Submit your *Free Application for Federal Student Aid* (FAFSA) if you are eligible. This is used to help determine federal financial need and is required for some scholarships.

https://studentaid.gov/h/apply-for-aid/fafsa

If a LCC Foundation scholarship requires submission of a FAFSA, the FAFSA must be submitted by the scholarship deadline. If you are unable to submit a FAFSA, you should still complete a scholarship application. ***There are scholarships that do not require a FAFSA***.

When you apply for admission to Lane Community College, you are given the <u>voluntary</u> option of providing your Social Security number. The Lane Community College Financial Aid Office uses the Social Security number to match students with their FAFSA results. You must also direct FAFSA to send your results to Lane Community College when applying for federal financial aid.

Apply Early

Network outages, heavy server traffic, or other challenges might occur for students who are trying to apply at the last minute. We cannot make any exceptions for students who do not have a complete application submitted by the scholarship deadline.

Notifying Scholarship Recipients

Scholarship recipients will be notified via your Lane Gmail account. We do not send notifications to non-recipients. Results will also be posted on our website. The Foundation office does not give out scholarship results over the phone. Results will be available by mid-June.

General Application

Sign up

FIRST TIME USERS – SELECT SIGN UP TO CREATE AN ACCOUNT. To apply for Lane Community College Foundation scholarships, or access your account, you MUST use your Lane issued email account ending in @my.lanecc.edu.

We encourage all applicants to use the option to "Sign up with Google" to create an account. Once you have an account, use "Sign in with Google." If you have multiple Gmail accounts, you must select your @my.lanecc.edu.

General Application Questions

Read each question carefully before answering. Every applicant will be required to upload the most recent copy of their transcript or GED. See transcript instructions for specific details.

When you complete your General Application, you will be <u>automatically</u> applied to scholarships you qualify for. There MIGHT be additional RECOMMENDED SCHOLARSHIP OPPORTUNITIES listed for you that that require a little more information. Be sure to check these out!

Academic Major/Degree or Certificate

You must identify the degree/certificate and academic major you plan to pursue at Lane before you begin your application. The answers you provide on the General Application about your academic goal will determine which scholarships you might be eligible for. NOTE: The list of majors

High School Information

- *High school name. If your high school is not listed, please select "OTHER SCHOOL NOT LISTED."*
- *High school graduation or GED completion date.*
- ***<u>Most recent cumulative</u>*** *high school GPA.*
- *GED students. Select "Other School Not Listed" as your high school and enter 0.00 in the cumulative GPA. Upload a copy of your GED Transcript which includes scores for all tests. GED transcripts are accepted in place of a high school transcript.*

College Information

- *Academic major and degree/certificate.*
- *Credit hours earned*
- *Expected college graduation or program completion date*
- ***<u>Most recent cumulative</u>*** *college GPA*
- *Student Grade Status*

Student status at Lane in the fall

- *1st-year in Lane Degree/Certificate Program this fall*
- *2nd-year in Lane Degree/Certificate Program this fall*
- *Taking prerequisites for a Lane degree*
- *Non-degree seeking student taking credit classes at Lane*
- *Will not be enrolled as a credit student in the fall*
- Enrolled in non-credit program

Transcripts – File format requirements

Unofficial transcripts are required for every applicant. Each transcript should be scanned as a single PDF document, and not a series of separate pages. Documents must be uploaded into the online application in <u>PDF format</u>. Other file formats will not be accepted. Be sure <u>all</u> pages of your documents are uploaded, and they are not upside down.

Check your PDF files before you complete your application. Corrupt or damaged files that cannot be viewed will not be scored. Paper copies of documents will not be accepted.

Local copy centers can scan documents into a PDF file. If the transcript or document is more than one page, request that it be scanned into one file. You may need to provide a USB flash drive to save your document. Many home printers have a scanning feature. Be sure to save documents as a PDF file.

There are also online file converters that applicants may explore to save their transcripts in PDF format. Before downloading any software from the web, carefully read any disclaimers, user manuals and be sure the software is compatible with the computer's operating system.

IMPORTANT: **Transcript file names should be saved without any special characters or spaces. We recommend using this format to avoid problems with uploading your PDF file.**

Examples: JohnsonMHighSchoolTranscript
                 JohnsonMLCCtranscript

The specifications for file uploads are:

- All transcripts and other required documents must be uploaded as a PDF.
- Files size is limited to 10MB. If a document exceeds this file size, try scanning in a lower resolution.
- File names cannot be longer than 512 characters.
- File names cannot contain more than a single period "."

- File names can only contain the following:

    Special characters   _ . -
    Upper or lower case letters
    Numbers 0-9

Transcripts – What to provide

Transcripts are used to evaluate academic goals, progress and achievement. This academic history is an important part of the scholarship application. Current Lane students should include their H.S. transcripts, GED transcript, or prior college transcripts if they have less than 36 graded credits recorded on their Lane transcripts. Unofficial transcripts are accepted. MyGradPlan does not qualify as a Lane transcript. Providing more complete academic history is a positive for all applicants.

High School Transcripts

>Graduating H.S. students must electronically upload a transcript which includes all coursework/grades available at the time you apply.

GED

>Students who have completed the GED must submit a GED transcript which includes the scores for all test results.

Home-Schooled Students

>Home-schooled students from Oregon, not yet enrolled in college, must submit the information listed below. Students from other states should submit similar documentation.

>- The home-schooling Oregon Administrative Rules (OARs) list approved tests for assessment of satisfactory progress by home school students. **Applicants must submit a copy of the required 10th grade test results**. It is not sufficient to have the results listed on the home-school record or transcript.
>- Transcript from the home-school teacher describing your coursework and letter grades assigned.

College Transcripts

>We recommend including transcripts of college coursework completed in the last 10 years.
>College transcripts must include evidence of enrollment in, or completion of credit classes.

>IMPORTANT: Student name MUST be printed on unofficial transcripts.
>Unofficial Lane transcripts do include names. However, by default, some colleges/universities do not automatically include student names on documents printed from their websites. You may be required to check a box to indicate your name will be printed on your transcript or follow other directions specific to that institution to include your name on their unofficial transcript. The University of Oregon DuckWeb has required this extra step. Unofficial transcripts that print without the student's name will not be considered when applications are being evaluated.

International Students

>International students must submit one or more of the following:
>- Lane transcript – for all students who are currently enrolled at Lane.
>- Transcript from other USA college or high school.
>- International transcript with a certified English translation of all coursework.

Additional documents required for individual scholarships.

>A few scholarships may require additional documents. These documents must also be electronically uploaded in **PDF format** with your application.

Transcripts – How to request copies

High School Transcripts

Contact your high school. If they no longer retain a copy of your transcript, ask them where your records are available. If this is unsuccessful, try contacting the School District Administration Office or the Department of Education in the state where you attended high school. If all else fails, try the Educational Service District (ESD) for the county where you attended high school. You may have to contact a different agency in other states.

GED transcripts *(Updated 11.16.2017)*

GED documentation must include all test scores. Beginning March 1, 2015, you can order an official copy of your GED Transcript or Diploma online using a service called GED Testing Service:

https://www.ged.com/

Home-School Records

The home-schooling Oregon Administrative Rules (OARs) list approved tests for assessment of satisfactory progress by home school students. These tests must be administered and submitted according to the approved timeline. Applicants must submit a copy of the required 10th grade test results.

Transcript obtained from your home-school teacher should list coursework and letter grades assigned.

College Transcripts

Contact the college or school you attended. If your records are being held for any reason, you will need to work with the institution to resolve this. If you attended a college that has closed, contact the Department of Education in that state. You might also try doing an internet search - "State Name + department of education closed colleges". NOTE: MyGradPlan does not qualify as a Lane transcript.

International Transcripts

Students who submit a transcript from an international school must provide a certified English translation of all coursework.

Attaching Transcripts to your application

- Refer to the *"Transcripts - What to Provide" section* for specific instructions on what transcripts are required.
- Transcripts MUST be in PDF format. Scan all pages as a single PDF document. If you try to upload multiple pages in one section, only the last page will be saved in your application.
- **Click "View" to be sure your transcript has been successfully uploaded.**

Every applicant <u>must</u> *upload their most recent transcript in this section.*

* 1-T. REQUIRED TRANSCRIPT FILE UPLOAD.

Upload your MOST RECENT transcript in this section. (PDF format only). Upload only one file. If you have additional transcripts, upload them in the appropriate section below.

Transcripts are used to evaluate academic goals and achievement. Current Lane students should include their H.S. transcripts, GED transcript, or prior college transcripts if they have less than 36 graded credits on their Lane transcripts. It will provide more information for the selection committee to review. Unofficial transcripts are accepted. MyGradPlan does not qualify as a Lane transcript.

Some applicants *may need to include additional transcripts in the sections listed below.*

2-T. ADDITIONAL FILE UPLOAD - HIGH SCHOOL TRANSCRIPT.
If you have a High School transcript that has not already been uploaded, upload that file in this section.

3-T. ADDITIONAL FILE UPLOAD - GED.
If you have a GED transcript that has not already been uploaded, upload that file in this section.

4-T. ADDITIONAL FILE UPLOAD - HOME-SCHOOLED STUDENTS
If you have Home-school documentation that has not already been uploaded, upload that file in this section. File must include both a copy of the 10th grade test results required by the Oregon Administrative Rules (OARs) and the transcript from the home-school teacher describing coursework and letter grades assigned. Test results and transcripts must be uploaded as one PDF file.

5-T. ADDITIONAL FILE UPLOAD - OTHER COLLEGE TRANSCRIPT (NOT LCC Transcript)
If you have a transcript from another college that has not already been uploaded, upload that file in this section.

6-T. ADDITIONAL FILE UPLOAD - OTHER COLLEGE TRANSCRIPT (NOT LCC Transcript)
If you have a transcript from a second college that has not already been uploaded, upload that file in this section.

Recommended Scholarship Opportunities

When you complete your General Application, you will be <u>automatically</u> applied to scholarships you qualify for. There MIGHT be additional RECOMMENDED SCHOLARSHIP OPPORTUNITIES listed for you that that require a little more information. Be sure to check these out!

Click on the scholarship name to review the requirements for any additional Recommend Scholarship Opportunities. If you do not qualify for a scholarship, click the back button on your browser to exit the page. If you do meet the requirements, click the "Apply" button to answer additional questions. Click "Save and Keep Editing" to return at a later time, or "Finish and Submit" when you have answered all questions. Repeat this for each Recommended Opportunity.

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To view the specific eligibility requirements for each recommended scholarship, click on the scholarship name.

- If you do not meet the qualifications for this scholarship opportunity, click the back arrow on your browser, or the "Opportunities" tab to exit this page.

- If you do meet the requirements, answer all additional questions.

- To submit your application for this recommended scholarship opportunity, click "Finish and Submit".

Password/Login

New users must select SIGN UP to create an account. Also, students who last accessed the application before January 2024, will be required to Sign Up again.

To apply for LCC Foundation scholarships, or access your account, applicants MUST use their Lane issued Gmail ending in @my.lanecc.edu.

The LCC Foundation encourages all applicants to use the option to "Sign up with Google" to create an account. Once you have an account, use "Sign in with Google."

Students who have multiple Gmail accounts, must select their @my.lanecc.edu to apply for scholarships.

ExpressLane (MyLane), Google, and student Gmail accounts all share the same authentication password. Creating a different Lane student Gmail password in Google is not recommended. Students who have created a different Google password for their Lane Gmail may need to update it before they can access the LCC Foundation scholarship application. Directions are provided in a SHeD article: "Changing Your College Password via Logging In"

https://support.lanecc.edu/accounts-and-logins-for-students/changing-your-college-password-via-logging-in?

Applicants who do <u>not</u> use the recommended GOOGLE option will be sent an email confirming their account. If you do not receive this confirmation email, check your spam, promo or other email folders. If you did not use the GOOGLE option and need to recover your password there is a "Trouble signing in?" prompt on the application screen.

Applicants who are having challenges with the Blackbaud sign up, can opt to change to the Google option by selecting either "Sign Up "or "Sign In" with Google" to access your application.

Locked Account

> After multiple failed login attempts, the account may be locked for a short period of time (minimum of 10 minutes). After the wait time has passed, the applicant may try to log in again.

LCC Foundation Scholarship Contact - Scholarships@laneccfoundation.org

> Students who have scholarship questions should send an email to: scholarships@laneccfoundation.org . Please do not wait until the scholarship deadline to send questions about the scholarship application, there may not be sufficient time to respond to every inquiry at that time.

Sign up with Google

To use the recommended Google sign up option:

Do <u>NOT</u> complete the section above the "Sign up with Google"

Select "Sign up with Google"

College Degrees and Majors
LCC Foundation Scholarship Application

LCC Foundation Scholarship Application list of College Majors.
Majors on this list will be used to match you with scholarships you might qualify for.   **Select a college major that most closely matches your LCC major.**   This list has been created specifically for the LCC Foundation Scholarship Application and may not represent every major available at Lane.
College Major   **CAREER AND TECHNICAL PROGRAMS**
One-Year Certificate - Business Assistant
One-Year Certificate - Construction
One-Year Certificate - Criminal Justice: Juvenile Corrections
One-Year Certificate - Dental Assisting
One-Year Certificate - Drafting
One-Year Certificate - Early Childhood Education
One-Year Certificate - Emergency Medical Technician
One-Year Certificate - Energy Management Technician
One-Year Certificate - Fabrication/Welding
One-Year Certificate - Fitness/Lifestyle Specialist
One-Year Certificate - Health Information Management
One-Year Certificate - Industrial Mechanics/Maintenance Tech
One-Year Certificate - Medical Assistant
One-Year Certificate - Multimedia Design
One-Year Certificate - Practical Nursing
One-Year Certificate - Web Design
One-Year Certificate - Welding Processes
College Major   **CAREER AND TECHNICAL PROGRAMS**
Two-Year Certificate - Automotive Technology
Two-Year Certificate - Aviation Maintenance Technician
Two-Year Certificate - Diesel Technology
College Major   **CAREER AND TECHNICAL PROGRAMS**
Associate Applied Science (AAS) - Accounting
Associate Applied Science (AAS) - Administrative Professional
Associate Applied Science (AAS) - Automotive Technology
Associate Applied Science (AAS) - Aviation Maintenance Technician
Associate Applied Science (AAS) - Business Management
Associate Applied Science (AAS) - Commercial Unmanned Aerial Systems
Associate Applied Science (AAS) - Computer Network Operations
Associate Applied Science (AAS) - Computer Programming
Associate Applied Science (AAS) - Computer Simulation/Game Development
Associate Applied Science (AAS) - Construction
Associate Applied Science (AAS) - Criminal Justice

Associate Applied Science (AAS) - Culinary Arts/Food Service Management
Associate Applied Science (AAS) - Dental Hygiene
Associate Applied Science (AAS) - Diesel Technology
Associate Applied Science (AAS) - Drafting
Associate Applied Science (AAS) - Early Childhood Education
Associate Applied Science (AAS) - Energy Management Technician
Associate Applied Science (AAS) - Fabrication/Welding Technology
Associate Applied Science (AAS) - Flight Technology
Associate Applied Science (AAS) - Graphic Design
Associate Applied Science (AAS) - Health Information Management
Associate Applied Science (AAS) - Hotel/Restaurant/Tourism Management
Associate Applied Science (AAS) - Human Services
Associate Applied Science (AAS) - Industrial Mechanics & Maintenance Tech
Associate Applied Science (AAS) - Manufacturing Technology
Associate Applied Science (AAS) - Multimedia Design
Associate Applied Science (AAS) - Music Technology/Sound Engineering
Associate Applied Science (AAS) - Nursing
Associate Applied Science (AAS) - Paramedicine
Associate Applied Science (AAS) - Physical Therapist Assistant
Associate Applied Science (AAS) - Sustainability Coordinator
Associate Applied Science (AAS) - Water Conservation Technician
College Major **TRANSFER OR DIRECT TRANSFER**
Transfer Major - Accounting
Transfer Major - Advertising
Transfer Major - Agriculture
Transfer Major - Allied Health
Transfer Major - Animal Science
Transfer Major - Anthropology
Transfer Major - Architecture
Transfer Major - Art
Transfer Major - Biochemistry/Biophysics
Transfer Major - Biology
Transfer Major - Botany
Transfer Major - Business
Transfer Major - Business Administration/Information Systems
Transfer Major - Chemistry
Transfer Major - Chiropractic Med (Pre)
Transfer Major - Communications Disorders & Sci
Transfer Major - Computer Engineering/Science
Transfer Major - Computer Science
Transfer Major - Criminal Justice
Transfer Major - Crop and Soil Science
Transfer Major - Dance
Transfer Major - Dental Assisting

Transfer Major - Dental Hygiene
Transfer Major - Dentistry
Transfer Major - Early Childhood Education
Transfer Major - Earth Ocean/Atmospheric Science
Transfer Major - Economics
Transfer Major - Education Elementary
Transfer Major - Education Secondary
Transfer Major - Engineering
Transfer Major - English/Literature
Transfer Major - Entrepreneurship
Transfer Major - Environmental Sciences/Studies
Transfer Major - Ethnic Studies
Transfer Major - Fashion Design
Transfer Major - Film Studies
Transfer Major - Finance
Transfer Major - Forestry/Wildlife
Transfer Major - Geography
Transfer Major - Geology
Transfer Major - Graphic Design
Transfer Major - Health Records Technology
Transfer Major - Health/Health Education/Health Care Administration
Transfer Major - History
Transfer Major - Horticulture
Transfer Major - Hospitality Management
Transfer Major - Hotel/Restaurant and Tourism Management
Transfer Major - Human Development/Physiology
Transfer Major - Human Services
Transfer Major - Interior Design
Transfer Major - International Business
Transfer Major - International Studies
Transfer Major - Journalism
Transfer Major - Juvenile Corrections
Transfer Major - Language Studies
Transfer Major - Law (Pre-professional)
Transfer Major - Liberal Studies
Transfer Major - Linguistics
Transfer Major - Management
Transfer Major - Marketing
Transfer Major - Mathematics
Transfer Major - Media Studies/Communication
Transfer Major - Medical Imaging/Technology
Transfer Major - Medical Office Assisting
Transfer Major - Medicine (Pre-professional)
Transfer Major - Microbiology
Transfer Major - Multimedia Design

Transfer Major - Music
Transfer Major - Natural Resources
Transfer Major - Nursing (Four-year degree)
Transfer Major - Nutrition
Transfer Major - Occupational Therapy (Pre-professional)
Transfer Major - Operations Management
Transfer Major - Optometry (Pre-Professional)
Transfer Major - Oregon State University Transfer Option
Transfer Major - Pharmacy (Pre-professional)
Transfer Major - Philosophy
Transfer Major - Physical Education
Transfer Major - Physical Therapist Assistant
Transfer Major - Physical Therapy (Pre-professional)
Transfer Major - Physician's Assistant (Pre-Professional)
Transfer Major - Physics
Transfer Major - Political Science
Transfer Major - Product Design
Transfer Major - Psychology
Transfer Major - Public Health
Transfer Major - Public Policy Administration/Relations
Transfer Major - Religious Studies
Transfer Major - Respiratory Care
Transfer Major - Science (General)
Transfer Major - Social Science
Transfer Major - Social Work/Counseling
Transfer Major - Sociology
Transfer Major - Speech and Communications
Transfer Major - Sports Business
Transfer Major - Theatre Arts
Transfer Major - University of Oregon Transfer Option
Transfer Major - Veterinary Medicine (Pre-professional)
Transfer Major - Women's and Gender Studies
Transfer Major - Writing Studies
Transfer Major - Zoology
Transfer Major - UNDECLARED - Transfer/Direct Transfer Option