2015 Fall Scholarship Application

Student & Advisor Overview
Overview

The Fall Scholarship Application contains access to more than $500,000 in scholarship opportunities, over $41 million in scholarships for All-State Academic Team members as well as national and statewide recognition. Scholarship programs included on the application are: the All-USA/Coca-Cola Community College Academic Team Programs, Coca-Cola New Century Scholars, All-State Academic Teams, Hites Transfer, Guistwhite, GEICO Pathway to Completion Bachelor’s Degree & Christopher A. Calhoun transfer Scholarships.

Applicants will complete an eligibility quiz that is built into the application to determine eligibility. Tabs for the programs in which they are eligible will open within the application. If an applicant is ineligible, no further tabs beyond the Eligibility Quiz tab will open.

Please denote the following changes:

- **Enrollment Key** – Applicants will no longer have to obtain an enrollment key from their college to access the application, they will instead be able to self-identify with a college/campus. Nominators will be able to see all applications tied to the campus(es) in which they are designated as the nominator and will still be able to nominate 2 students per college campus.

- **Letter of Recommendation** – Letters of Recommendation have been replaced with Student Assessments, which are built into the application and prevent the recommender from having to upload documents. Once the applicant identifies their recommender and enters their contact information on the Student Assessment tab, a link will be emailed to the recommender to complete the Student Assessment.

- **Proof of Citizenship** – Applicants are required to upload their proof of citizenship at the time of application. Forms of acceptable proof of citizenship can be accessed on-line.

- **Length of the application** – The length of the application has been shortened and question sets have been condensed.

**STUDENT ACCESS:**

How to access the Fall Scholarship Application:

[http://www.ptk.org/Scholarships.aspx](http://www.ptk.org/Scholarships.aspx)

• Login to the application using your Phi Theta Kappa login credentials at: [https://my.ptk.org](https://my.ptk.org)
• If a non-member does not have a Phi Theta Kappa login, click ‘sign up for free access’ and follow the prompts to create an account that will be used to access the application.

• If a Phi Theta Kappa member has not yet received their Phi Theta Kappa member number or login, please contact Headquarters at 800.946.9995 rather than creating a non-member account to access the application.

Applicants will select ‘2015 Fall Scholarship Application’ from their web portal.
When an applicant selects the **2015 Fall Scholarship Application**, they will be directed to the scholarship application landing page. The student should click the ‘Fall Scholarship Application’ link. The Eligibility Quiz is built into the application.

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**PLEASE NOTE THE STATUS BOX** – this box follows the applicant through the application, giving them a status of their progress. It updates as tabs are completed and lets applicants know of missing or incomplete items.
Eligibility Quiz:

To access the Scholarship Application, you must successfully complete the Eligibility Quiz below. This will determine if you are eligible for scholarship(s) on the Fall Scholarship Application, including the All-USA Community College Academic Team, New Century Scholars, Coca-Cola Community College Academic Team, Hites Transfer, Guistwhite, GEICO Pathway to Completion Bachelor’s Degree and Christopher A. Calhoun Transfer Scholarships. Tabs will open for scholarships in which you are eligible and you may complete the application. If the quiz determines you are ineligible to apply, the scholarship application will remain locked and you will not be able to access it.

Question 1: Are you currently enrolled in a community college and will you be enrolled at least through December 2015?

Question 2: By December 31, 2015, will you have a minimum of 30 semester (45 quarter) college-level credit hours completed at a community college within the past 5 years (fall 2010-present; remove remedial/developmental coursework in total credit count)?

Question 3: Will you have at least 36 semester (48 quarter) college-level credit hours either completed at or transferred to a community college by December 31, 2015, and be on track to complete at least 48 semester hours (72 quarter) by August 30, 2016 (remove remedial/developmental coursework)?

Question 4: Do you post a minimum cumulative grade-point average of 3.50 out of a possible 4.0 in all college-level credit coursework completed in the last five years (fall 2010-present)?

(Include coursework at all institutions attended in the past five years when calculating GPA. GPA is calculated at point of application. You must maintain a 3.50 or higher GPA at the end of fall 2015 semester to remain eligible for national scholarships.)

Question 5: Is your record free from any criminal conduct or, if a convicted felon, have you completed all terms and conditions of sentencing including probation?

Question 6: Are you a U.S. citizen, do you have permanent or temporary residency, are you attending college on an appropriate visa, or are you a Phi Theta Kappa member attending college in another country where a Phi Theta Kappa chapter exists?

http://www.ptk.org/Scholarships/BachelorsDegreeScholarships/All-USACommunityCollegeAcademicTeam.aspx
Applicants are required to provide proof of citizenship to complete the application.

(For applicants outside the U.S., you must hold permanent or temporary residency in the country of the college that is nominating you. The Calhoun Transfer Scholarship program awards U.S. Citizens only. The All-USA Community College Academic Team, the Coca-Cola Community College Academic Team, the Coca-Cola New Century Scholars program, and the GEICO Pathway to Completion Bachelor’s Degree Scholarship allow a variety of citizenships. International applicants, temporary residents, and applicants attending college in Canada and/or a sovereign nation with a Phi Theta Kappa chapter may only be considered for the Guistwhite Scholarship, Hites Transfer Scholarship, Coca-Cola New Century Scholars program and/or an All-State Academic Team Program. For a complete list of acceptable forms of citizenship documentation [click here]. If you have questions regarding acceptable citizenship documentation, contact the Scholarship Operations Department at 601.987.5741 or email scholarship.programs@ptk.org.)

Question 7: Will you upload an unofficial transcript with final Fall 2015 coursework and grades by January 15, 2016?

Question 8: Are you on track to obtain an Associate’s or Bachelor’s degree? (Phi Theta Kappa members attending community college in Canada or a sovereign nation where chapters exist should be on track to obtain the equivalent of a U.S Associate’s or Bachelor’s degree.)

Question 9: Are you a member of Phi Theta Kappa?

Question Phi Theta Member Number (If not a member, enter N/A)

253642

• Question 10: Will this be the first time you have ever been nominated for the All-USA and Coca-Cola Community College Academic Team programs, Coca-Cola New Century Scholars, All-State Academic Team programs, or the Calhoun Transfer Scholarship?

• Question 11: Will you be enrolled part-time or full-time in a Bachelor’s Degree program at a baccalaureate degree granting institution for Fall semester 2016?

• Question 12: Will you have a minimum of 45 semester (60 quarter) college-level credit hours either completed at or transferred to a community college by December 31, 2015? (remove remedial/development course work)

• Question 13: Will you have completed a minimum of 50 semester (75 quarter) college-level credit hours by the time you transfer to a bachelor degree granting institution Fall 2016? (remove remedial/development course work)

• Question 14: Prior to the scholarship deadline, do you wish to receive emails reminding you of missing items needed to complete your application?

When the applicant has completed the Eligibility Tab, one of two things will happen:

1. Tabs of the application will open (indicating eligibility).
2. No tabs will open (indicating that the student is not eligible for any program).
If the applicant selects the “Submit” tab, the application will generate a red message box at the top of the screen with eligibility information, and it will also generate an email to the student, outlining eligibility for each program. Example:

Dear Polly Smith,

Thank you for submitting your Fall Scholarship Application. On this one application, you may apply for the All-USA and Coca-Cola Community College Academic Teams, Coca-Cola New Century Scholars, All-State Community College Academic Team (if a program exists in your state), Hites Transfer, Guistwhite, GEICO Pathway to Completion Bachelor’s Degree Scholarship, and Christopher A. Calhoun Transfer Scholarships. You must meet the eligibility criteria for each scholarship and complete all required items to be considered for these scholarships. You are receiving this email because you selected the submit button on the application. Your status for the following application(s) includes:

- All-USA/New Century Scholars/Coca-Cola/Calhoun: Incomplete
- Guistwhite/GEICO Scholarship: Incomplete
- Hites Transfer Scholarship: Incomplete

If an item is marked incomplete, log back into the application and complete the item. When all tabs within the application have a green check mark, your application is complete. You may resubmit your application prior to 5:00 p.m. CST, Tuesday, December 1, 2015.

Note that some colleges have earlier internal deadlines for the All-USA Community College Academic Team application. Even if your application shows as complete, your college must nominate you; check with your college nominator regarding the deadline and nomination process at your college.

All applicants will be notified via email of scholarship results by mid-April 2016. Should you have questions, contact our Scholarship Operations Department at scholarship.programs@ptk.org or 601.987.5741.

Scholarship Operations Department
Phi Theta Kappa Honor Society

All applicants should always check their “JUNK” and/or “SPAM” folders for these emails. Our staff receives copies of emails, but cannot re-generate the email for the applicant.

Tabs are opened for the applicant, they should work through the tabs in the order they are presented. When the applicant begins the application, all tabs have a blue circle that contains an exclamation mark. This is the indicator for an “incomplete” tab. When the tab is complete and all information has been properly entered/accepted/uploaded, the indicator will be displayed as a check mark within a green circle to signify a complete tab. There is a legend above the tabs with additional icons and explanations.

The application tab wording has been rephrased to combine similar questions on related tabs.
Demographics Tab:

First Name: Laurie

Last Name: Brown

Mailing Address: 1625 Eastover Dr

City: Jackson

State: (Drop Down Box for Selection)

Zip or Postal Code: 39211

Cell Phone (primary phone number): (601) 987-5741

May we text you with scholarship updates at the cell phone number listed above?: Yes/No

Secondary Phone (optional; an alternate phone number): (601) 200-5872
E-Mail (Use an email address that will follow you if you move (i.e. gmail, yahoo, etc.). Community college email addresses typically expire when you leave the college):

scholarship.programs@ptk.org

Birthdate:
09/18/2001

Are you a first-generation college student (neither of your parents have more than a high school education)? Drop Down Box for selection

or survey purposes, what is your household/family income? (Include pre-tax wages or salaries; answers will be kept confidential and judges do not review income as a consideration for scholarships): Drop Down Box for Selection

Gender: Drop Down Box for Selection

Race: Drop Down Box for Selection

Are you attending community college in South Carolina? Yes/No

If yes, and you are also nominated by your college for the All-USA Community College Academic Team, you will automatically be placed in competition for the Calhoun Transfer Scholarship.

In your own words, provide a brief biography that outlines your significant life events or experiences to give the judges a broader understanding of what motivates you. This also helps judges better understand where you come from, what you are currently doing, and what you hope to accomplish in the future. Type your biography in the text box below using 250 words or less.

Answer:

Applicants will enter text here to provide a biography that outlines significant life events or experiences to give judges a broader understanding of their motivation.

Word Count: 119 / 250

[OTE] Moodle does not function like Word. Applicants are encouraged to type biographies, essays and Short Answer questions in Notepad to copy/paste into Moodle. If typed in Word, applicants will need to copy/paste into Notepad to remove formatting marks, as Moodle counts formatting marks as words.

Citizenship Status (radio buttons with selections):

Note there are several scholarships administered on the Fall Scholarship Application with unique citizenship status restrictions. Applicants are required to provide proof of citizenship documentation. For a listing of acceptable forms of citizenship documentation and scholarship citizenship guidelines, visit:

https://www.ptk.org/portals/0/docs/scholarships/details/fsa_citizenship_documentation.pdf
Citizenship Upload Instructions

You will need to obtain a digital copy or scan a hard copy of your citizenship document to submit this online application. Click the "BROWSE" button below, locate the document and click Open. Once the filename appears, click the "Save Without Submitting" button at the bottom of the application. If the filename appears, the upload was successful. Acceptable file formats for upload include df, doc, docx, jpg, or txt files. All other file types will not upload, and you will need to convert your file before uploading. Maximum upload size is 5 MB. For assistance in resizing or converting your file to an acceptable format, visit http://www.picresize.com.

Name the documents using the following specifications, for example:

SA2015_lastnamefirstnamecitdoc1.doc
SA2015_lastnamefirstnamecitdoc2.doc
SA2015_lastnamefirstnamecitdoc3.doc

Citizenship Document (there are 5 upload slots available for citizenship documents) – the tab will not complete without an upload. Current File: Week_6.docx

Clear Uploaded File

Education Tab:

In lieu of an Enrollment Key to access the application, applicants instead will self-identify with their college/campus. Nominators will be able to see all applications tied to the campus(es) in which they are designated as the nominator and will still be able to nominate 2 students per college campus.

College/Campus - Applicants will self-identify with their college/campus. If the applicant does not see their college/campus listed, they should contact their nominator, advisor or college president. The college representative should then contact the Scholarship Operations Department at scholarship.programs@ptk.org to have the information updated in our system.

Applicants will select their college/campus from a drop down box:

Once a college/campus is selected & the applicant clicks ‘Save’, the nominator’s contact information will be displayed. Example:
The All-USA Nominator for this Campus is:

Debbie McCollum
501) 200-2000
example@hindscc.edu

Why did you choose to attend a community college? Type your answer in the text box below using 150 words or less.
Answer: Text Box

The applicant will then tell us why they chose to attend a community college.

Word Count: 212

Current Major at your Community College: Culinary Arts

Current Degree You Expect to Receive at the Community College: (Drop Down Box)

Total College-Level Credits Already Earned: (Text Box)

Number of Credits You Are Taking This Semester (or Quarter): (Text Box)

Semester or Quarter Hours: (Drop Down Box)

What is your cumulative GPA? (Include all college-level coursework in the past 5 years, fall 2010-present, from all institutions attended. You must maintain a 3.50 or higher GPA at the end of fall 2015 semester to remain eligible for national scholarships.): Text Box

Will you be enrolled at a two-year or four-year college during fall semester (quarter) of 2016? Yes/No

To be considered for the Coca-Cola Community College Academic Team or New Century Scholar Programs, you must be enrolled at least part-time at a two-year or four-year college for the Fall 2016 semester. Applicants must be enrolled part-time or full-time at a four-year college to be considered for the Guistwhite Scholarship, the GEICO Pathway to Completion Bachelor’s Degree scholarship. Applicants must be enrolled full-time at a four-year college to be considered for the Hites Transfer Scholarship. The All-USA Community College Academic Team does not require you to be enrolled for Fall Semester 2016.):

When Do You Expect to Transfer to a Four-Year College?: Drop Down Box

Anticipated Major at the Four-Year College (if not transferring, enter N/A): Culinary Arts

Career Goal: International Chef

Highest Degree Overall You Hope to Obtain: 
Master’s Degree

How did you hear about this scholarship opportunity? (Drop Down Menu)

Short Answer Tab:

Campus Activities & Community Activities Tabs:

Note that information is required in each of the 6 boxes on the first row within the table. If the applicant has nothing to enter, they should enter “none” or “N/A” in each of the boxes in the row. This applies to ANY table throughout the application. Applicants with strong scholarship entries will likely have information completed in each row within the table.
Transcript Tab:

The Transcript Tab now has the capacity to accept a maximum upload size of **5 MB** and we accept .docx formatted documents.

Essay Tab

**Note** - This essay is required to be considered for the All-USA/Coca-Cola Community College Academic Teams, Coca-Cola New Century Scholars, and the Guistwhite/GEICO Scholarships.

Guistwhite/GEICO Tab
This tab contains no major changes. Information is required in each of the 6 boxes on the first row within the table. If the applicant has nothing to enter, they should enter “none” or “N/A” in each of the boxes in the row. ‘Applicants with strong scholarship entries will likely have information completed in each row within the table.

Applicants should enter their Phi Theta Kappa Advisor’s contact information in the verification section of this tab, but this will not trigger an advisor verification on the front end. We will collect verifications on the back end during the awarding process.

Hites Tab

This tab contains no major changes. The applicant should enter their Phi Theta Kappa Advisor’s contact information in the verification section of this tab, but this will not trigger an advisor verification on the front end. We will collect verifications on the back end during the awarding process.

Student Assessment Tab

Assessment questions were shortened and condensed. There are limited open-ended response areas so recommenders are not tasked with spending as much time as they did last year.

Note - Letters of Recommendation have been replaced with Student Assessments, which are built into the application and prevent the recommender from having to upload documents. Two separate assessments, a Leadership and Academic Assessment, are required to be completed for each applicant. Student Assessments ask questions to yield more targeted responses to increase the strength of the recommendation, which will help judges view applicants more comprehensively.

Once the applicant identifies their recommender for both assessments and enters their contact information on the Student Assessment tab, a link will be emailed to each recommender to complete the Student Assessment. Each contact information field is required. If a textbox is incomplete, the application will not generate or submit a Student Assessment request to the recommender.

The Leadership Assessment - The applicant’s significant endeavor essay (All-USA essay) will be populated into the assessment tool to help the recommender provide specific examples and expand upon information the applicant has provided. Applicants must have their essay completed before this information can be populated into the Leadership Assessment portal. Information requested in this assessment should outline examples of the applicant’s leadership ability.

The Academic Assessment - The applicant’s essay is not populated in this assessment portal, as the information requested in this assessment should outline examples related to the applicant’s academic standing, rigor and strength.
Waiver Tab

A ‘Special Circumstances’ text box was added to this tab to empower the student to explain personal situations or information not elicited elsewhere in the application.

Encourage applicants to **print the application** before the deadline so they can reference their work after the December 1st deadline. The Print Application button resides at the bottom of every screen within the application. Applicants can also print a blank application after they have completed the eligibility quiz if they want to work on the application away from their computer.

Submitting an incomplete application will not have a negative impact on the applicant, as our system saves only the most recent submission. Applicants do not need to call to inform us of an incomplete application submission.

Questions? Contact us:

Phi Theta Kappa
Scholarship Operations
scholarship.programs@ptk.org
601.987.5741