

WIU Scholarship Portal Online Application Instructions

1. To sign in to the WIU Scholarship Portal, visit wiu.academicworks.com.

WESTERN ILLINOIS UNIVERSITY

Opportunities

All Opportunities

Show Filters

Welcome to Western Illinois University's online scholarship system!

The 2018-19 application period will open OCTOBER 15, 2017 for our 2018-19 new freshmen, new transfer, and select current student scholarships. At that time, applicants may log in with their WIU ECOM username and password to complete our General Application and, if applicable, answer supplemental questions for additional scholarship consideration.

- Automatch Scholarships: Once you complete your General Application, you will automatically be considered for these scholarships – no further action is required. Consideration does not guarantee you will receive a scholarship. Students will not be able to view which scholarships they are automatically being considered for.
- Recommended Scholarships: Once you complete your General Application, additional scholarships will be recommended to you that require additional information. To view these scholarships, select "Recommended" under "Opportunities." Student must complete the additional action(s) needed to be considered for Recommended Scholarships.
- All Scholarships: This is a list of all scholarship opportunities within the WIU Scholarship Portal, not just scholarships for which you are receiving consideration. Automatch scholarships will appear with "None" in the far right column (as no additional action is needed) – see Automatch above. The "Deadline" column indicates the deadline to submit that specific scholarship application for consideration. Students may search these scholarships by selecting the "Show Filters" button above.

LISTED AWARD AMOUNTS ARE ESTIMATED AND SUBJECT TO CHANGE
Visit wiu.edu/scholarships for additional information.

Search by Keyword

Award	Name	Actions
\$1,500.00	A. Gilbert Belles Scholarship The A. Gilbert Belles Scholarship was established by professor emeritus Dr. Gil Belles. CRITERIA: Admitted incoming freshman or	Deadline

Sign in using your WIU ECOM username and password, which are provided in your WIU acceptance packet. Double-check to ensure you sign in under the “Applicants and Administrators” tab.

Opportunities

✓ Signed out successfully. Be sure to clear forms, passwords, cache, and cookies in your browser if you are on a public computer.

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

Welcome!

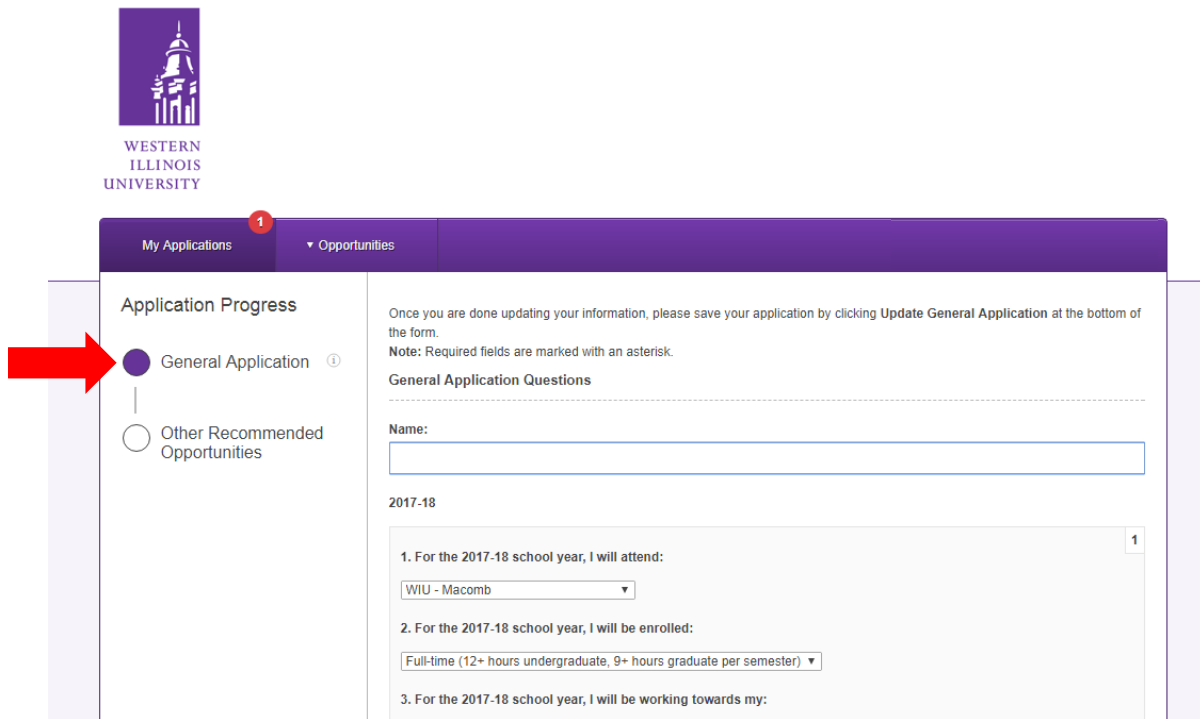
If you are an Applicant or Scholarship Administrator, please sign in using your ECOM username and password. If you need help with your ECOM username or password, please click on [trouble signing in](#).

ECOM username

Password

[Trouble signing in?](#)

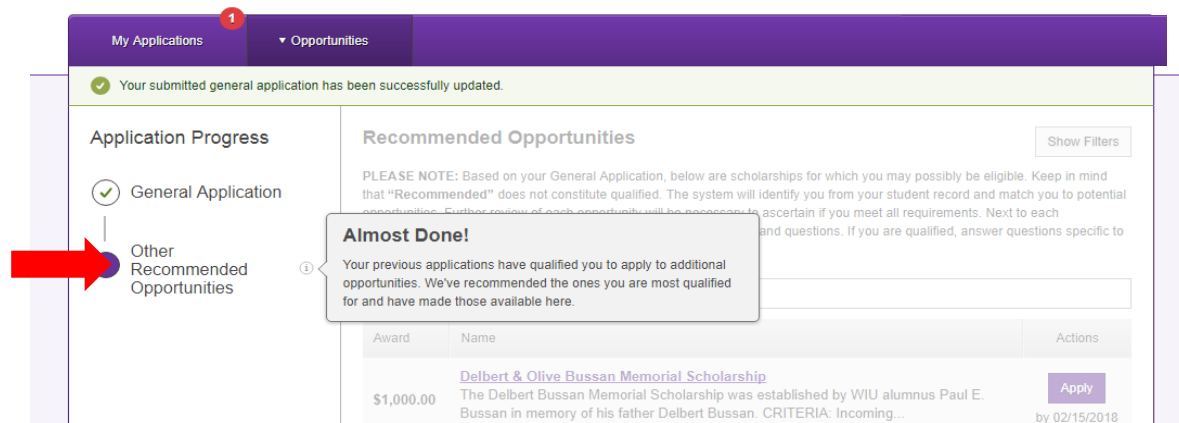
- Once signed in, you will be prompted to complete the *General Application*, which is the primary application required for all scholarships in the Portal. Read all instructions and complete all questions in the application.



- You may save your progress at any time without submitting the application by clicking “Save and Keep Editing” at the bottom of the page. Once you have completed the *General Application*, click the “Finish and Submit” button – a confirmation email will be sent to your WIU email address verifying that the *General Application* was submitted successfully.

You are able to update your *General Application* at any time. **However, please be aware that if any required information is removed from an application, the application will be moved back to a DRAFTED status and must be resubmitted in order to be eligible for scholarship consideration.**

- Once the *General Application* is submitted, you should review Other Recommended Opportunities.



When viewing Other Recommended Opportunities, click on the scholarship name to view details. Read through the scholarship criteria – if you meet eligibility requirements, click on “Apply” and complete the Supplemental Question(s) before the deadline date.

Delta Sigma Pi Alumni Scholarship
This scholarship was established by two Alumni Brothers of Delta Sigma Pi (DSP), Andrew Wold and Andrew Krohn.

CRITERIA:

- CBT major
- Minimum 60 credit hours earned prior to fall semester in which scholarship will be received
- Minimum 2.8 major GPA
- U.S. citizen or permanent resident
- Two letters of recommendation
- Preference will be given to applicants who have been an active brother for a minimum of one semester and who have shown strong leadership within the fraternity and have gone above and beyond to help their fellow brothers and have helped to make our chapter a stronger and better organization

Award
Varies

Questions regarding eligibility? Contact:
College of Business & Technology

Deadline
03/15/2018

Supplemental Questions

1. When did you join Delta Sigma Pi?
2. Letters of Recommendation (Various)
 - Submit a letter of recommendation from an instructor, employer, coach, or religious leader.

Apply

5. In addition to reviewing Other Recommended Scholarships, you can review all available scholarships using the Opportunities tab and selecting “All”.

Opportunities

SCHOLARSHIPS

Recommended

All

Recommended Opportunities

NOTE: Based on your General Application, below are scholarships for which you may possibly be eligible. Keep in mind “Recommended” does not constitute qualified. The system will identify you from your student record and match you to potential opportunities. Further review of each opportunity will be necessary to ascertain if you meet all requirements. Next to each recommended opportunity, click “Apply” to review additional criteria and questions. If you are qualified, answer questions specific to each recommended scholarship, then click “Finish and Submit.”

Search by Keyword

Award	Name	Actions
\$1,000.00	Delbert & Olive Bussan Memorial Scholarship The Delbert Bussan Memorial Scholarship was established by WIU alumnus Paul E. Bussan in memory of his father Delbert Bussan. CRITERIA: Incoming...	Apply by 02/15/2018
\$300.00	Rebekah District Association #12 of Illinois 100F Scholarship Members of the Independent Order of Odd Fellows And Rebekahs fund this scholarship. CRITERIA: Applicant must have a lodge affiliation in the...	Apply by 04/15/2018

This will display a complete list of scholarship opportunities available through the WIU Scholarship Portal. You can scroll through the listed scholarships, or search for scholarships using keywords, such as “Accounting”, “leadership”, or a specific scholarship name.

If the “Actions” listed displays:

- ⇒ *None* – no additional action is needed – you will be automatically considered for the scholarship using your *General Application*.
- ⇒ *Apply* – click on the scholarship name to review eligibility requirements. If you meet requirements, click the “Apply” button to complete required Supplemental Questions by the listed deadline date.
- ⇒ *View Your Application* – you have already applied for the scholarship but can view and update your application before the deadline date.



My Applications **1** Opportunities

All Opportunities

Show Filters

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LISTED AWARD AMOUNTS ARE ESTIMATED AND SUBJECT TO CHANGE
Visit wiu.edu/scholarships for additional information.

Search by Keyword

20 Found • Remove Filters

Award	Name	Actions
Varies	Accountancy Scholarship This scholarship is funded through annual donations to the Accountancy Department. CRITERIA: Accounting major Sophomore or junior Selection...	Apply by 03/15/2018
\$2,000.00	Colonel Marinda Coultas Wood Scholarship This scholarship was established by WIU alum Col. Marinda Coultas Wood, who is a retired U.S. Air Force veteran. CRITERIA: Accountancy...	Apply by 03/15/2018
\$2,000.00	Craig Neader Scholarship for Accountancy Craig Neader, a graduate of Western Illinois University, is currently the owner and founder of the Continuum Financial...	None
Varies	Dr. Robert M. and Judith A. Crowley Scholarship This scholarship was established by Dr. Robert M. and Judith A. Crowley. CRITERIA: Accounting major Graduate student or student enrolled in the...	View Your Application

Monitoring Your Scholarship Applications

To monitor the progress of your scholarship application(s), click the “My Applications” tab. This will display your application(s), along with the application status and deadline date. You may update your application(s) at any time before the deadline date.

The screenshot displays the 'My Applications' dashboard with the following sections:

- My Applications** (tab, circled in red)
- Status**
 - Recommended Opportunities Submitted: 3 of 41
 - General Applications Submitted: 1 of 1
 - Offers Accepted/Declined: 1 of 1
- Needs Attention**
 - Deadline: 02/15/2018
 - Status: Drafted (circled in red)
 - Wanninger Family Scholarship
 - Finish button
- General Application**
 - Status: Submitted (circled in red)
 - General Application
 - Update button
- Current**
 - Application 1: Deadline 03/15/2018, Status Submitted (circled in red), Dr. Robert M. and Judith A. Crowley Scholarship, Update button
 - Application 2: Deadline 02/15/2018, Status Submitted (circled in red), Marilyn "Luan" Crawford Scholarship, 1 Related, Update button
 - Application 3: Deadline 08/01/2018, Status Submitted (circled in red), Paul Anast Sigma Chi Fraternity Annual Scholarship, Update button

Deadlines:

Deadlines are displayed for each individual scholarship opportunity. **Please be aware that most scholarships are due the spring before a school year begins.** While some scholarships are awarded during the school year, those opportunities will be limited.

Scholarship Awarding:

If selected as a scholarship recipient, you will receive either:

- An email notification at your WIU email address, or
- A paper letter mailed to your home address, or
- A paper letter mailed to your campus address

At this time, the Scholarship Portal will not indicate if you have or have not been selected to receive a scholarship.

WIU Scholarship Portal – Frequently Asked Questions

Who can use the WIU Scholarship Portal?

All accepted WIU students can use the WIU Scholarship Portal.

What scholarships are included in the WIU Scholarship Portal?

At this time, the Scholarship Portal offers general scholarships for new and current students. In addition, it offers scholarships for the following departments and colleges:

- Accounting & Finance
- College of Business & Technology
- Music

Why didn't you ask for my GPA or major?

Please be aware that we obtain most academic information (GPA, major, etc.) using your Applicant Record, which is an up-to-date record of your student information on file at Western. This helps shorten your application time and improves accuracy. You can view some of your Applicant Record from your *General Application*.

The image shows a screenshot of the WIU Scholarship Portal interface. On the left, there is a navigation menu with 'My Applications' and 'Opportunities' tabs. Under 'My Applications', there is a section for 'Application Progress' with a progress indicator for 'General Application'. A red arrow points to the 'Applicant Record' link in the bottom left corner. On the right, a modal window titled 'Applicant Record' is open, displaying a list of fields with their corresponding values. The fields are:

Field Number	Field Name	Value
1.	WIU ID	No answer provided
2.	WIU Email Address	No answer provided
3.	First Name	No answer provided
4.	Middle Name	No answer provided
5.	Last Name	No answer provided
6.	Permanent Address	No answer provided
7.	Street 2	No answer provided
8.	City	No answer provided
9.	State	No answer provided

How frequently is my Applicant Record updated?

Applicant Records are updated daily – we receive updated student information each day, which is then available in the Scholarship Portal within 1-2 business days. For example – once you receive your grades at the end of the semester, your updated GPA will be available on your Applicant Record in the Scholarship Portal within 1-2 business days.

Why am I asked so many random questions in the *General Application*?

Each scholarship opportunity has its own eligibility criteria - many of these eligibility criteria items can be answered using your Applicant Record. However, there are some very specific criteria that require your response – the more questions you are able to answer, the more complete your application will be.

I have a letter of recommendation I would like to submit – why can't I include it with the *General Application*?

Because most scholarships do not require a letter of recommendation, students are not asked to submit one with their *General Application*. If a letter of recommendation is required for a scholarship, it will be requested as a Supplemental Question – see the example below:

The screenshot shows the 'Delta Sigma Pi Alumni Scholarship' page in the Scholarship Portal. The 'Opportunities' tab is selected. The page includes the following information:

- Delta Sigma Pi Alumni Scholarship**
This scholarship was established by two Alumni Brothers of Delta Sigma Pi (DSP), Andrew Wold and Andrew Krohn.
- CRITERIA:**
 - CBT major
 - Minimum 60 credit hours earned prior to fall semester in which scholarship will be received
 - Minimum 2.8 major GPA
 - U.S. citizen or permanent resident
 - Two letters of recommendation
 - Preference will be given to applicants who have been an active brother for a minimum of one semester and who have shown strong leadership within the fraternity and have gone above and beyond to help their fellow brothers and have helped to make our chapter a stronger and better organization
- Award**
Varies
- Questions regarding eligibility? Contact:**
College of Business & Technology
- Deadline**
03/15/2018
- Supplemental Questions**
 1. When did you join Delta Sigma Pi?
 2. Letters of Recommendation (Various)
 - Submit a letter of recommendation from an instructor, employer, coach, or religious leader.

An 'Apply' button is located at the bottom right of the page. Two red arrows point to the 'Supplemental Questions' section.

Are there other scholarship resources besides the WIU Scholarship Portal that I should be using?

Students are encouraged to use our [Scholarship Checklist for New Freshman](#), our [Scholarship Checklist for New Transfers](#), or our [Scholarship Checklist for Returning Students](#) in order to stay on track and utilize recommend scholarship resources!

Do I have to apply every year?

The WIU Scholarship Portal opens each October 1 and remains open until August 31 – at that time, your application(s) will be archived.

To maximize scholarship opportunities, students should:

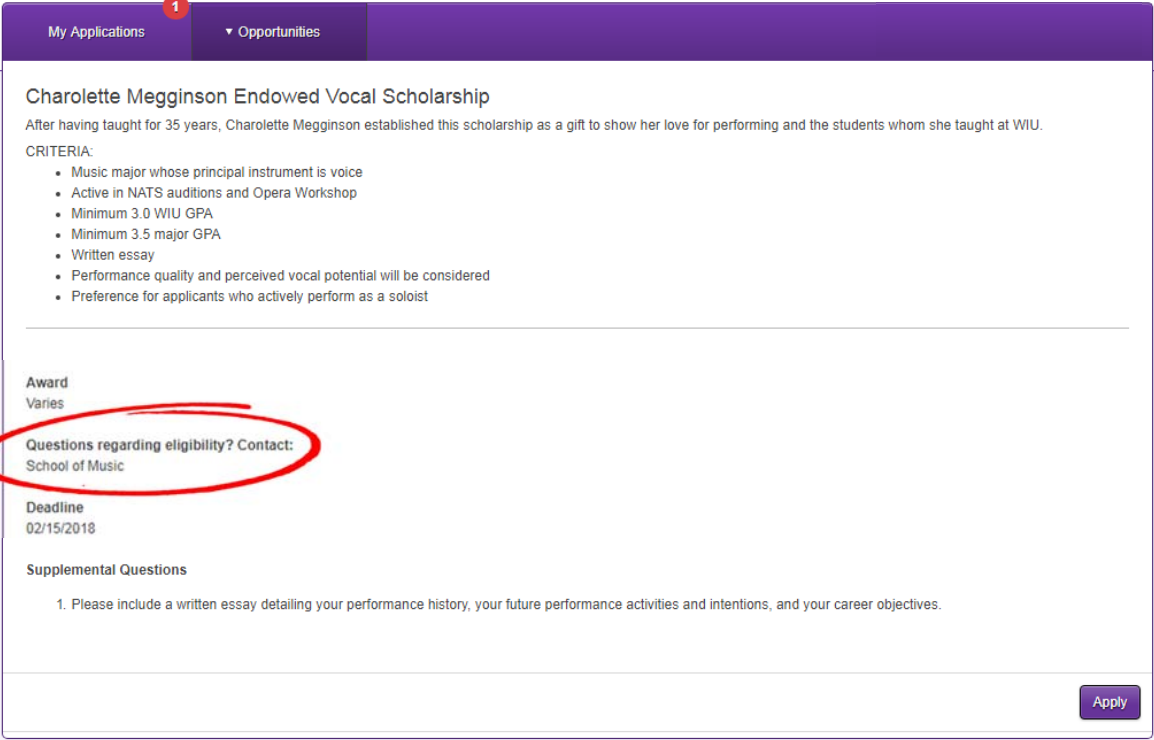
- Complete a *General Application* each year after October 1 – this goes for high school seniors up through college seniors!
- Sign on to the WIU Scholarship Portal after each semester at WIU – your changing GPA and credit hours earned could change your eligibility for scholarships
- Track deadlines and make sure you have submitted all applications accordingly
- Check your WIU email regularly – this is where all notifications and reminders from the WIU Scholarship Portal and WIU Scholarship Office will be sent.

Who should I contact with questions?

If you have questions regarding the WIU Scholarship Portal, please contact the WIU Scholarship Office at 309/298-2001 or sc-office@wiu.edu.

If you have questions regarding your ECOM username or password, general information can be found using [Account Information](#). If you require assistance with your ECOM username or password, please contact uTech by visiting wiu.edu/help.

If you have questions regarding a specific scholarship (eligibility, award notification, etc.), please contact the office/department listed for the scholarship. In the example below, a student should contact the WIU School of Music with questions:



The screenshot shows the 'Opportunities' section of the WIU Scholarship Portal. The main heading is 'Charolette Megginson Endowed Vocal Scholarship'. Below this, a brief description states: 'After having taught for 35 years, Charolette Megginson established this scholarship as a gift to show her love for performing and the students whom she taught at WIU.' The 'CRITERIA:' section lists several requirements: Music major whose principal instrument is voice; Active in NATS auditions and Opera Workshop; Minimum 3.0 WIU GPA; Minimum 3.5 major GPA; Written essay; Performance quality and perceived vocal potential will be considered; Preference for applicants who actively perform as a soloist. The 'Award' section indicates 'Varies'. The 'Questions regarding eligibility? Contact:' section is circled in red and lists 'School of Music'. The 'Deadline' is '02/15/2018'. The 'Supplemental Questions' section includes a prompt: '1. Please include a written essay detailing your performance history, your future performance activities and intentions, and your career objectives.' An 'Apply' button is visible in the bottom right corner.