Claiming your LBCC Scholarship

Instructions can be found online at http://www.lbcc.edu/scholarship/

Fall Semester

In order to claim your scholarship you need the following documents:

- Class enrollment/schedule (Printing your class schedule)
- ID Card (returning students need the current sticker or proof the sticker has been paid)
- Thank you letter to your donor(s)

1. Printing your class schedule (LBCC only)

   - Sign into Oracle, (Figure A1)
   - Enter in ID number (Wxxxxxxxxx) and password (Figure A2)

   **NOTE:** If you do not know your password, click on “Forgot My Password”. Your password will be sent to the e-mail address you have on file with Long Beach City College.

   - Click “Self Service” (Figure B1)
   - Click “My Class Schedule” (Figure B2)
Claiming your LBCC Scholarship

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- Select the current term (Figure C)
- Click “Continue”

- Please see figure below (Figure D)
Claiming your LBCC Scholarship

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- Your name must be listed (not typed in)
- “List View” should be selected under “Select Display Option”
- “Status” should be labeled “Enrolled”

NOTE: “Waitlisted” and “Dropped” classes do not count as enrollment.
Claiming your LBCC Scholarship

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- Select from your name to the end of your schedule (Figure E1)
- Right click the mouse and select “Print” (Figure E2)
- Choose “Print the Selection” or “Selection” in the dialogue box

Figure E1

Figure E2
Claiming your LBCC Scholarship

Instructions can be found online at http://www.lbcc.edu/scholarship/

2. ID Card (Returning students)

Please present your LBCC ID card with the current semester sticker affixed.

If you have not received your sticker yet, please show proof that you paid for your “College Service Card”. Please see instructions below:

- Sign into Oracle (for more instructions, see Step 1: Printing your LBCC class schedule)
- Click “Service”
- Choose “Account Inquiry” (Figure F)

Figure F

- Click on the “Activity” tab

![Figure F](image)

NOTE: If “ASB Surrender Benefits” is listed on your account, you will need to go to the Cashier to pay for your College Service Card.

You will not receive your scholarship until your College Service Card is paid.

Figure G1
Claiming your LBCC Scholarship

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3. Thank you letter

- The donor name is on your award letter (Figure H)
- You can submit a card, typed, or hand written letter to your donor.
- You must submit a “Thank you” letter for each scholarship award.

NOTE: All award letters are different (i.e., different scholarship names, different course requirements, varied GPA requirements).

- Please address the donor name/organization when submitting your letter.

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Long Beach City College
Scholarship Office
4901 E. Carson Street, R18
Long Beach, CA 90808-1780

May 30, 2013

Dear Rosada:

The Long Beach City College Scholarship Committee is pleased to announce that you have been selected to receive the:

**XYZ Scholarship**

**AMOUNT: $800.00**

**DONOR: Donor Name**

Congratulations on your fine achievements this past year as a student at Long Beach City College. We wish you continued success in the future.

Your scholarship requires that you enroll and complete a minimum of 12 units per semester (although exceptions are made for certain majors such as Nursing) next Fall and Spring and maintain a 2.5 cumulative GPA.

Your scholarship will be paid to you in two installments. Half of the amount listed above, will be ready for you at the Scholarship Office available on or after August 7, 2013 and the second on or after January 14, 2014.

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Figure H
Claiming your LBCC Scholarship

Instructions can be found online at http://www.lbcc.edu/scholarship/

Spring Semester Instructions

In order to claim your scholarship you need the following documents:

- Class enrollment/schedule (follow prior instructions)
- Print out of Fall grades
- ID Card (returning students need the current sticker or proof the sticker has been paid)

1. Printout of Fall Grades

- Sign into Oracle as if you are printing out your Fall schedule/enrollment
- Click on “Self Service”
- Choose “Enrollment” (Figure I1)
- Choose “View My Grades” (Figure I2)
Claiming your LBCC Scholarship

Instructions can be found online at http://www.lbcc.edu/scholarship/

- Choose the appropriate semester (Figure J)
- Click “Continue”

![Figure J](image_url)

- Here is an example of the next screen (Figure K):

![Figure K](image_url)

**Printing your grades:**
- Use the same instructions as printing your class schedule (Select from your name to the bottom of the page.)

**NOTE:** Make sure your name is highlighted when you are sending it to print or it will not be accepted.
Claiming your LBCC Scholarship

Instructions can be found online at http://www.lbcc.edu/scholarship/

Students No Longer Attending LBCC

If you no longer attend LBCC, you will need to present the same documents as returning students except you will need to just provide a picture ID.

What you class schedule needs to include:

- Your name located on the page (you can highlight and “Print the Selection” as LBCC students
- Your school logo on the page

**NOTE:** Do not copy and paste your schedule into Microsoft Word. You should not be able to manipulate the fonts, letters, grades, etc. You can provide a print screen if that is easier. If you have the capabilities, you may also print to a PDF.

Below is an example of a non-LBCC class schedule.

![Example Class Schedule](image-url)

Please notice:

1. Student name (blocked out security reasons) is listed on the sheet
2. School logo on top of page
3. Specific semester is marked
4. Class units are listed next to classes

**NOTE:** All class schedules/grade print-outs should have the four attributes to be deemed acceptable. Some may require multiple print-outs.