


How To Upload Your Non – SBCC Unofficial Transcript

STEP 1: Obtain an electronic copy of your **unofficial** High School or other college transcript.

- 1) Find out if your High School or other college can email it to you
- 2) If they can only give you a paper copy, scan it and create a PDF of it on your computer

STEP 2: Sign into the scholarship application site, you will access your General Application.

- 1) Go to <https://sbcc.academicworks.com>
- 2) Sign with your Pipeline information by clicking the  button
 - a. You can find detailed instructions on how to sign in by accessing the Application Instructions PDF under the “How to Sing In/Upload Docs” section at this website:
<http://www.sbcc.edu/scholarships/>

- 3) Once you have accessed your General Application scroll down to the two (2) Transcript questions (shown below)

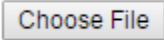
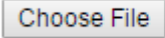

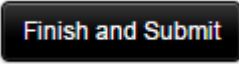
* Please attach a copy of your current high school or current college/university unofficial transcript if you are currently enrolled at a high school, college, university, or SBCC. If you are currently not enrolled at any high school, college, or university, then please submit an unofficial transcript from your last attended school. Failure to submit application with the requested attached document will remove you from consideration from all scholarship opportunities.

[View](#) or [Add a New File](#)

If you are a new incoming student (ex. current high school senior or non-SBCC college student), please input your unweighted cumulative GPA from your unofficial transcript.

Please enter a number. You can use a decimal, but exclude any other symbols.

STEP 3: Upload your transcript to the scholarship application

- 4) Click on [Add a New File](#) Click on  No file chosen – Your documents will open and you will be able to select your unofficial transcript for upload
- 5) Once you select your document to upload, “No file chosen” will populate with the name of your selected document:  Daily Schedule.docx
- 6) To continue working on your application click on 
- 7) To submit your application click on 
- 8) You can always go back and update your application until the deadline to submit