



ROGUE COMMUNITY COLLEGE  
**FOUNDATION**

# Scholarship Application Instructions (opens 1/4/17) 2017-18

Updated 2.7.17

## Scholarship Deadlines

**February 15, 2017** (11:59pm)

**Early Bird Deadline** to be entered to win a \$500 Scholarship just for completing your application early.

**March 1, 2017** (11:59pm)

**Final Deadline** to submit your complete application including letters of recommendation for scholarships awarded for the 2017-18 academic year.

The Rogue Community College Foundation has been awarding an average of over \$400,000 per year for the last eight years!

[www.rccfoundation.org](http://www.rccfoundation.org)

# Website to apply:

## <http://roguecc.awardspring.com>

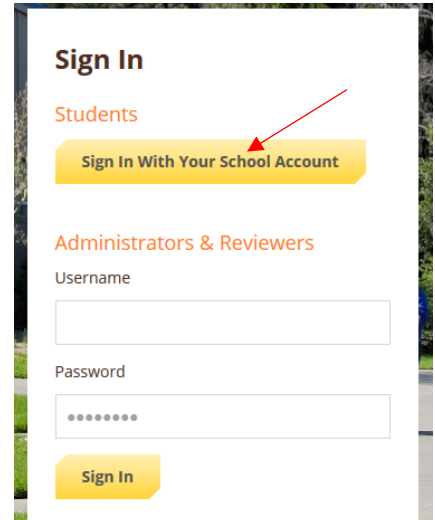
### Before You Apply

#### Sign In

Sign into the AwardSpring system is now updated to work with your MyRogue account. Students will click the “Sign In With Your School Account” button. This will direct you to log on to your MyRogue account. Once you are logged in, you will be re-directed back to your AwardSpring Dashboard.

#### Rogue Community College Student ID#

A Rogue Community College ID# is required to complete your application. If you already have an RCC ID#, you will be able to log-in immediately.



The screenshot shows a web interface for signing in. At the top, it says "Sign In". Below that, there are two main sections: "Students" and "Administrators & Reviewers". Under "Students", there is a yellow button that says "Sign In With Your School Account". A red arrow points to this button. Under "Administrators & Reviewers", there are two input fields: "Username" and "Password". Below these fields is a yellow button that says "Sign In".

If you have never attended RCC before you need to complete an admission application. Once you are admitted and you have an RCC ID# and password, and you still cannot log in, please email [rccfoundation@roguecc.edu](mailto:rccfoundation@roguecc.edu) and we will assist you in the process. This may take up to 3 business days to complete or longer if it is near the application deadline due to the high volume of applicants. Please, do NOT wait till the last minute to start your scholarship application.

#### FAFSA or ORSAA

Submit your Free Application for Federal Student Aid (FAFSA) before you apply for scholarships requiring financial need. You are not required to submit your FAFSA, however, most scholarships that have a financial need requirement, will require this information for you to be considered. The FAFSA can be completed online at <http://www.fafsa.ed.gov>. You must direct FAFSA to send your results to Rogue Community College when applying for financial aid.

**If you do not qualify to complete a FAFSA, but would like to be considered for scholarships that require proof of financial need, you may qualify to complete the NEW Oregon Student Aid Application (ORSAA) offered through OSAC beginning January 1, 2016. For more information go to [www.oregonstudentaid.gov](http://www.oregonstudentaid.gov).**

### Transcripts are Required:

Transcripts or GED documents are required for ALL applicants. Documents must be uploaded into the AwardSpring application in **PDF format**. Sometimes a PDF file becomes damaged or contains corrupt data. 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.

***IMPORTANT: Transcripts are used to evaluate your academic goals and achievement.***

RCC Students: Upload a copy of your unofficial transcript which is available on your MyRogue account. This must be uploaded as a pdf. For help converting the transcript to a pdf see our link "[How to save your unofficial transcript as a pdf file](#)".

High School Graduates: Upload your transcript from your high school.

Graduating H.S. students must upload a transcript which includes all coursework/grades at the time you apply. Current RCC students should also upload their H.S. transcripts if they have only a few classes recorded on their RCC transcripts. It will provide more information for the selection committee to review.

All other Transcripts: You must upload your most recent transcripts of all college coursework completed in the last 10 years. For students whose college coursework is older than 10 years, provide either a complete high school transcript with graduation date, or a complete college transcript.

Adult students with no college coursework, no high school diploma, GED, or homeschooling: Upload any high school transcripts with the coursework you did complete. If you have no documentation, write a detailed letter explaining your circumstances for not having any documentation and upload the letter in lieu of the transcript.

GED or Alternative High School: If you have completed a GED, or received a high school diploma through an alternative program, or have completed at three GED tests, submit proof of this completion.

NOTE: Students who have attended international schools must provide an evaluation and English translation of all coursework. Students who do not provide an evaluation may not be eligible for scholarships offered through the Foundation.

### Apply Early

It is always possible that network outages, heavy server traffic, or other challenges might occur for students who are trying to apply at the last minute. Apply early to be sure your application will be successfully completed!! We cannot make any exceptions for students who do not have a complete application submitted by the scholarship deadline.

## Short Essay Questions

Answers must be limited to no more than 300 words for each question. NOTE: Keep a copy of your essay questions if you want to use them in the future. The Foundation will not be able to provide you with copies of any information you submit in your application.

1. What are your specific educational plans and career goals and why? What inspires you to achieve them?
2. Describe a significant accomplishment and the strengths and skills you used to achieve it.
3. Describe a significant change or experience that has occurred in your life. How did you respond and what did you learn about yourself?
4. What have you done for your community that you care about the most and why?

## Letters of Recommendation

Each applicant is required to have two letters of recommendation as part of their application.

**This MUST be done online through the AwardSpring online application. Absolutely no paper recommendations will be accepted, no exceptions.**

**PLEASE CONTACT THE PEOPLE YOU WOULD LIKE TO WRITE RECOMMENDATIONS FOR YOU IN PERSON OR BY PHONE AND GET THEIR PERMISSION BEFORE SUBMITTING THEIR NAME ON YOUR APPLICATION.**

**It is YOUR responsibility to check your application and see that your letters have been submitted.**

The automated email to your recommender will come from [roquecc@awardspring.com](mailto:roquecc@awardspring.com). **This may end up in their SPAM folder.** Please make sure you contact your recommender and have them be on the lookout for this email.

For more information go to [Letter of Recommendation Instructions](#) on our website.

**IMPORTANT: Do NOT get letters of recommendations from family members or friends. These will be given a score of zero.**

## Notifying Scholarship Recipients

**Scholarship recipients will be notified via email** (from the email listed in AwardSpring from your MyRogue account). A notification will only be sent to successful scholarship recipients. **All scholarship recipients will also be posted on our [website](#)** no later than April 14, 2017. If you do not want your name posted publically, you must notify the RCC Foundation in writing prior to March 31, 2017. **The Foundation office does not give out scholarship results over the phone.**

## Suggestions for obtaining copies of your transcripts

### 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.

### GED Transcripts

Beginning July 7, 2013, you can order an official copy of your GED Transcript or Diploma online using a called Diploma Sender. Their website is <http://www.diplomasender.com>.

### Home-School Records

Submit the transcript equivalent required by your home-school state.

### College Transcripts

- Contact the college or school you attended. If your records are on hold 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: Knowingly providing false information or tampering with any documents will automatically disqualify you from all scholarship awards. The Foundation will access official records to verify information submitted.**

## Questions

If you have any questions or need help with the application process, email [rccfoundation@roquecc.edu](mailto:rccfoundation@roquecc.edu). **Questions will be addressed within 3 business days.**

Online resources:

[http://www.wikihow.com/Ask-Your-Proffessor-for-a-Letter-of-Recommendation-Via-Email.](http://www.wikihow.com/Ask-Your-Proffessor-for-a-Letter-of-Recommendation-Via-Email)

<https://bigfuture.collegeboard.org/get-in/your-high-school-record/how-to-get-a-great-letter-of-recommendation>

<http://www.usnews.com/education/blogs/the-scholarship-coach/2013/01/31/4-ways-to-make-your-scholarship-essay-stand-out>

<https://www.scholarships.com/financial-aid/college-scholarships/scholarship-application-strategies/top-10-tips-for-writing-effective-scholarship-essays/>