



Riverside Community College District Scholarship Workshop

Welcome to the online **Scholarship Workshop** for Riverside Community College District scholarships. Congratulations on taking the initiative to apply for scholarships and participate in this workshop. By reading this information and following the instructions provided here, you will be taking steps to be sure that your scholarship application is complete, accurate and well done. Although applying for scholarships does not guarantee that you will be selected, following these guidelines may increase your chances of being chosen as a recipient.

In this workshop you will receive guidance on:

- **Lesson #1:** General scholarship information such as financial aid information, important dates, steps to apply, and how to read the scholarship listings.
- **Lesson #2:** How to complete the RCCD Scholarship application.
- **Lesson #3:** Suggestions on how to write your personal essay.
- **Lesson #4:** How to obtain evaluations and/or reference letters.
- **Lesson #5:** How to submit your scholarship application and other important information such as notification, disbursement, and other scholarship resources.

The information provided here pertains to applying for RCCD Scholarships for attendance at Moreno Valley College, Norco College or Riverside City College or for transfer to a 4-year College or University. However, much of the information may also be used to apply for scholarships from sources outside of RCCD. The section on writing your personal essay and obtaining recommendation letters may be particularly helpful when applying for other scholarships. Also please see Lesson 5 for information regarding other scholarship resources.

Scholarships are different than most other financial assistance in that it requires extra effort on your part to find scholarship resources, apply for them, meet the eligibility requirements such as (GPA and/or major) and compete as a possible recipient. However it will be well worth the added effort if you are rewarded with scholarships to help build your dreams of a college education. **Good luck!**



Lesson #1: General Scholarship Information

Financial Aid reminders:

If you want to apply for any of the scholarships offered by RCCD that are designated as “need-based,” you must complete and submit the 2011-2012 Free Application for Federal Student Aid (FAFSA) and have a valid Expected Family Contribution (EFC) number to be considered for those scholarships.

- You can apply using the FAFSA at www.fafsa.ed.gov. You can access the online FAFSA from your home or by using any of the computers at any RCCD College designated for student use.
- The Student Financial Services office also offers FAFSA on the Web workshops. Dates, times and locations of FAFSA on the Web workshops are listed on this website at the financial aid page or posted in the Student Financial Services office at each RCCD College.
- It is a good idea to apply for a U.S. Department of Education PIN at www.pin.ed.gov before you begin the FAFSA.
- While completing the FAFSA, you will also need to know the Title IV school code for all three Colleges: Moreno Valley College – 041735, Norco College – 041761 and Riverside City College - 001270.
- You can look ahead to the 2012-2013 academic year by completing your 12/13 FAFSA early. The 12/13 FAFSA will be available beginning January 1, 2012.

Important Dates:

There are many important dates regarding scholarships that you need to be aware of. Please mark your calendar so that you will not miss out on the following critical dates:

1. **Scholarship Deadline:** The deadline to submit your online scholarship application is **Wednesday, December 7, 2011, 5:00 pm**. *There will be no exceptions or extensions granted.* It is a good idea to submit your application early to avoid any unforeseen problems on the day of the deadline.
2. **Scholarship Notification:** All students will be notified by mail of their application status in early May, 2012. Students *not* selected as scholarship recipients will also be notified in early May, 2012. Notification will be mailed to the address listed on the scholarship application. If your address changes between December 2011 and May 2012, please update your information in the RCCD system and notify the RCCD Student Financial Services Scholarship Coordinator.
3. **Scholarship Award Ceremonies:** Several activities are planned each year to recognize scholarship recipients. If you are chosen to be a recipient, it is very important that you attend the scholarship recognition event. Often, the donor of the scholarship and/or their families or representatives will want to meet you, so please make every effort to attend. If you are chosen for multiple scholarships, you may be required to attend several award ceremonies depending on the type of scholarship you are awarded. The ceremony dates will be listed in your Congratulation/Award letter. If you are unable to attend due to circumstances beyond your control, please notify Paula Farish in the Student Financial Services office, Riverside City College at

paula.farish@rcc.edu or (951) 222-8741 so that we can let the donor know why you are not in attendance.

Steps to apply for RCCD Scholarships:

To apply for the scholarships offered by RCCD, please follow these steps (more detailed information for some items is provided later in this workshop):

1. Go to www.rcc.edu/studentfinancialservices (or at www.rcc.edu, click on "Student Services" then on "Financial Aid" then on "Scholarship Information." Read all the scholarship information thoroughly.
2. Look at the RCCD Scholarship listing and read each scholarship description carefully for eligibility, including required major and cumulative grade point average (CGPA). Choose the scholarships you wish to apply for and for which you meet the criteria. You may apply for as many scholarships as you wish, however, please do not apply for those that you do not meet the criteria and so are not eligible. Print the "Quick Scholarship list" to mark those you are eligible for and wish to apply to as you read the detailed listing.
3. Write your personal essay. Please follow the directions on the Personal Essay form provided in the scholarship brochure and in Lesson #3 later in this workshop. Save your essay to your desktop or a memory device (memory stick, thumb drive, etc.). You will be asked to upload your essay as part of the application process.
4. Ask at least one qualified person to complete a Scholarship Evaluation or reference/recommendation letter. Please see the information regarding Evaluations in Lesson #4 later in this workshop. Be sure to read the scholarship criteria carefully, as some require evaluations from specific sources. Save your evaluations to your desktop or a memory device. You will be asked to upload them as part of the application process.
5. Click on "Apply for RCCD Scholarships" on the "Scholarship Information" page to submit your scholarship application. Read each question carefully to assure that your application is complete and accurate. Incomplete and/or inaccurate information could result in ineligibility for some scholarships.
6. All *complete* applications must be submitted on or before the application deadline on **Wednesday, December 7, 2011, 5:00 pm**. Please see the description of a complete packet in Lesson #5 later in this workshop.
7. Remember to allow yourself plenty of time to complete your required documents and scholarship application and submit them on time (or earlier than the deadline date). Absolutely no late applications will be able to be submitted!

How to read the Scholarship Listings:

For your convenience, the scholarship listings in the scholarship brochure are separated into categories by major, club activity, and other criteria. Please see the Scholarship Listing information on this website for the categories and the specific instructions regarding each category. Some scholarships have multiple criteria, so they will be listed in each section to which they apply. You will only need to apply once for those specific scholarships even though they are listed several times in different categories.

The Scholarship listings also contain other important information and requirements or criteria as determined by the donor. Please pay close attention to the criteria when deciding which scholarships to apply for. Although you may apply for as many scholarships as you would like, please do not apply for scholarships for which you do not meet the criteria.

Below is a sample from the Scholarship listings along with an explanation of each heading.

Scholarship Name	Major	C or T	CGPA	Financial Need?	Other Criteria	Dollar Amount
James L. Coil, CPA Endowed Scholarship	Accounting	T	3.0	N	Students must be transferring to a UC campus. Must be active in one extracurricular activity on campus.	Varies
John C. Heers Memorial Endowed Scholarship	Business	C	3.0	N	Awarded to a Moreno Valley resident.	Varies

Scholarship Name: Scholarships are often named after the donor or group offering the scholarship. Many times scholarships are offered in memory of a loved one who has passed away. Scholarships may also be named for a group or type of student who will benefit from the scholarship.

Major: This is the major or Program of Study required by the donor. Some scholarships will say “None.” In that case, any major or program is acceptable.

Continuing or Transfer: These refer to your student status for the *2012-2013 academic year*. Please pay close attention to your status as a continuing or transfer student. If you are incorrect with your status as a continuing or transfer student, your eligibility for some scholarships will be affected.

- If you will be remaining at and attending Riverside Community College District during the fall 2012 and spring 2013 semesters, you are classified as a *continuing* student (C) and you may apply for scholarships listed as “Continuing” or “Continuing or Transfer.”
- If you will be leaving RCCD by transferring to and attending a four-year school during the 2012-2013 academic year, you are classified as a *transferring* student (T) and you may apply for scholarships listed with a “Transfer” or “Continuing or Transfer.”
- If you will be attending Riverside Community College District for the fall 2012 semester and transferring to a four-year school for the spring 2013 semester, you are classified as a continuing/transferring student (C/T) and you may apply for scholarships listed with a “Continuing” or “Transfer” or “Continuing or Transfer.”

CGPA: This is the minimum cumulative GPA that is required to apply for each scholarship. We will use your cumulative GPA at Riverside Community College District, including the fall 2011 semester grades. Your grades and units from other schools will *not* be included in your cumulative GPA for scholarship purposes.

Financial Need? – If there is a “Yes” in this column, the donor requires that applicants for this scholarship have financial need as determined by completion of the 2011-2012 Free Application for Federal Student Aid (FAFSA). Applications are available on-line at www.fafsa.ed.gov. The Title IV Code for RCCD Colleges are: Moreno Valley College – 041735, Norco college – 041761, and Riverside City College - 001270. Students that have not completed the FAFSA will not be considered for need-based scholarships. Please complete the 2011-2012 FAFSA prior to or soon after submitting your scholarship application.

Other Criteria – This is a variety of requirements determined by the donor as eligibility for each scholarship. Please pay close attention to this section. Some of the items may require extra effort on your part to be eligible. For example: Some of the scholarships require Student Activity services hours. If this is the case for the scholarship you are applying for, you will need to be sure your club and student activity hours are reported to the Student Activities office. Or, the specific scholarship may require that your recommendation letters are from instructors within your major.

Dollar Amount – Some scholarship amounts will be listed as “varies” because the award amount can change from year to year. If you are selected as a scholarship recipient, you will be notified of the exact amount of your scholarship in your congratulation award letter and/or your disbursement information letter.

Lesson #2: Completing the RCCD Scholarship Application

The 2012-2013 Scholarship application is an online process. All information regarding applying for RCCD scholarships is available on the Student Financial Services website at www.rcc.edu/studentfinancialservices. You can also access the scholarship information by clicking on the flashing “Scholarship Information” banner on your College website homepage or by clicking on “Financial Aid” then “Scholarship Information.” No hard copy applications will be accepted.

The scholarship application will be submitted online and you will be required to upload supporting documents such as your Evaluation or Reference/Recommendation letter, Personal Essay, and the optional Activities/Accomplishments resume. To apply you will need internet access, a printer, and the ability to save documents to your desktop or a memory device. You may also need access to an email account in case an instructor would like to email an evaluation to you.

Online Application:

For best results in using the online scholarship application, print out the “Scholarship submission Instructions” on the Scholarship Information page. This will give you step-by-step instructions for completing the online application. **Special Note:** The online scholarship application is located on the *RCCD Human Resources site*. There may be references to applying for jobs and/or employment at RCCD. Please disregard these references and follow the instructions *exactly* to apply for scholarships.

In the scholarship application you will be asked identifying information and questions that will help us determine your eligibility for certain scholarships. This information is also helpful to the Donors or Scholarship Committee in making their selection for each scholarship. You must be sure the information in your application is accurate so that you will not miss out on any scholarships due to incorrect information. Please be aware of the following specific information regarding some of the questions asked in the online scholarship application:

1. You will be asked to create a User Name and Password. Please read all the information regarding your User Name and Password. This will be your User Name and Password whenever you wish to log-into the Scholarship application page. Be sure to write it down!
2. You will be asked for your home College. Please choose the college that has been determined to be your home College based on your MVC, NC or RCC Admissions application.
3. There are two questions regarding your High School Status. Be sure to read the second question carefully. This is a multiple part question and requires that you list the month and year of your High School Graduation (or when you completed your GED) and the name of your High School and the city and state where it is located.
4. College major/program of study: You may choose up to two from the list provided. If you do not see your exact major listed, please choose the one closest to your declared major or program of study.
5. Career Goal: You will be asked to type in your career goal. Please be brief and be sure that your career goal compliments your college major. For example, if you list that your major is “Art” and your career goal is “Registered Nurse,” it does not make sense to the Donor or Scholarship Committee members who read your application. An Art major would not lead you to become a Registered Nurse. However if you list “Art” as your major and “Art Teacher” as your career goal it makes more sense and shows that you have a clear plan for your future.
6. Current year enrollment status: Please pay very close attention to this question. This information will determine your eligibility for scholarships that are for continuing or transfer students.
 - For example, if you plan to attend any campus of RCCD during the 2012-2013 academic year, then you would choose “Continuing at RCC”
 - If you will be transferring to a 4-year College or University for the 2012-2013 academic year, choose “Transferring to a University” and list the name(s) of the school(s) to which you will be transferring in the next question (if you

plan to transfer, but do not yet know where you have been accepted, you may list the schools for which you plan to apply for admission).

- If you will be attending RCCD in fall 2012 and transferring to a University in spring 2013, choose “Continuing at RCC” *and* list the name of your transfer school in the next question and when you will transfer.

Please see the section “How to read the Scholarship Listings” for more information regarding your status as a continuing or transfer student.

Optional Activities and Accomplishment Resume: If you would like the scholarship committee and/or Donors to know other things about you regarding extra-curricular activities and accomplishments, you may create a resume listing them. This optional resume lets the Scholarship Committee or Donors see that you are not only a student but a well-rounded individual with many interests, who contributes to society in some form. Don’t be shy; this is your opportunity to brag about yourself.

- Include any information about your activities at RCCD such as student activities, club involvement, sports participation, etc.
- You may also list other items such as community involvement, service and volunteer actions, awards and accolades, accomplishments, hobbies, etc.
- This optional attachment looks best if you list your items in “resume” style using headings. That way it is easy to read and looks impressive. If you list a club or organization that uses initials, please spell out the entire name so that it is understandable to the reader.

Lesson #3: The Personal Essay

The Personal Essay is the most important part of your scholarship application. This is your chance to let the Scholarship Committee or Donor know your educational and career goals, why you have selected your stated major and career goal, your life experiences which have influenced this decision, and your anticipated role in society after your career goal has been achieved. It is as if you had ten minutes to sit face-to-face with the Committee or Donor and let them know why you feel you should be a recipient of a scholarship from Riverside Community College. However, to put all this on paper can be difficult and even intimidating.

1. First, let’s talk about the basic format of your essay:

- Your essay must be in electronic format (in other words, typed on your computer in Microsoft word or PDF and less than 5MB).
- Save your essay to your desktop or a memory device. You will be asked to upload it as part of your online scholarship application.
- Be sure to include your name and student ID# in the heading.
- Your essay should be no more than 2 pages.
- Make your essay easy to read. Remember, the Committee or Donor will be reading many essays, and although you want your essay to stand out you do not want it to be hard on the eyes while reading. It is better to use your words to show your

uniqueness, rather than complicated lettering. The easiest to read is 12 point, Times New Roman font.

- If possible, double space your essay with one inch margins.

2. Now, let's talk about the content. You may be asking, "Where do I begin?" There are endless ideas and suggestions as to how to write a personal essay for scholarships. However the following suggestions will make it easy to organize your thoughts and personal information into a concise and easy to read essay.

Create an Outline: Just getting started is often the hardest part. To begin, make an outline of the things you would like to say in your essay such as:

- Your educational and career goals,
- Why you have selected your stated major and career goal,
- Your life experiences which have influenced this decision,
- Your anticipated role in society after your career goal has been achieved,
- Why you need the scholarship or any unusual circumstances which may affect your current financial situation,
- Anything else you feel the Scholarship Committee or Donor needs to know about you in order to present yourself as the best candidate for the scholarship.

Write your essay: Next, you need to organize the outline into an essay. The following is an easy guide to help you arrange your ideas and thoughts into a well thought out essay.

1. First Paragraph: The first paragraph is considered your introduction.
 - a. The introduction is often the most difficult to write. It may be a good idea to start on the body of the essay and come back to write the introduction later.
 - b. The introduction is where you want to catch the reader's attention and make them want to continue reading.
 - c. Be creative, do not start your essay with, "My name is John Doe and I am applying for this scholarship."
 - d. Explain why you chose your major and/or career goal.
 - e. You may also want to begin with a personal story, a favorite or inspirational quote, or even a joke. Remember, your purpose is to grab the reader's attention and entice them to continue reading.
2. Body of Essay: The body of your essay should be 2-3 paragraphs and is the main part or "meat" of your essay. This is where you tell about you, your story, your life, accomplishments and plans for the future. Be sincere and speak from your heart. Just try not to be too wordy or make it too long.
 - a. The easiest way to write this part of your essay is to think in terms of Past, Present and Future: Where have you been? Where are you now? Where are you going? This will cover just about everything you need to say: Life experiences and circumstances that have led you to choose your educational and career goals; Reasons for choosing these goals or experiences which have influenced your decisions; What have you done and what are you doing now in your life to achieve your goals; What are your plans for the future and

what will you do once you have achieved your educational goal and how you will contribute to society.

- b. If you have had negative circumstances or difficulties in your life, they can be mentioned briefly, but state how you have positively overcome them. Don't be "whiney" or talk about how tragic and sad your life has been. The scholarship Committee is looking for individuals who have prevailed over difficult circumstances and have a commitment to succeed despite a hard or unstable life.
 - c. If you mention any of your personal qualities, give an example of how you have used or demonstrated that quality. For example, if you state that you are a responsible person, give an example of how you have shown responsibility.
 - d. Talk about your academic history, what classes you have taken to further your educational goal, your scholastic successes, what your plans are at RCCD and/or your future University and how they will translate into your career and life goals.
 - e. Explain any circumstances regarding your financial situation (especially if it has changed since you completed the FAFSA, such as job loss, etc.) and why you need the scholarship funds.
3. Conclusion: The conclusion of your essay may contain the following:
- a. Express gratitude to the Donor or Committee for taking the time to read and review your application.
 - b. Explain how the scholarship funds will help you if you are awarded the scholarship.
 - c. Mention how you will give back to society or the community.
 - d. Complete the circle by re-stating something from your introduction.

Finally, the following suggestions will help to perfect your essay:

- After you have written a first draft, put it away and don't think about it for a few days. Then, re-read it. This will help you have fresh thoughts and ideas to make necessary changes.
- Re-write and re-visit several times. If it is too long, shorten it by taking out unnecessary sentences.
- Read your essay out loud to yourself to see if it flows well.
- Have other people read it for content and ask for feedback.
- The most important of all: have someone read it to check for correct grammar, spelling and punctuation. Remember, there are faculty members on the Scholarship Committee. There have been times when they do not continue reading after the first misspelled word or wrong punctuation.
- Be sure to save the final copy of your essay in an electronic format (on your computer desktop or other memory device).

There are also many websites that give excellent information on writing a scholarship essay (of course, always be careful not to pay for access to any sites offering help on writing a scholarship essay). You may want to visit some of the following sites for additional ideas

and suggestions regarding scholarships. Each has sections about writing a scholarship essay.

www.essayinfo.com

www.scholarshiphelp.org

www.financialaidtips.org

Lesson #4: Evaluation Forms and/or Recommendation Letters

- To apply for RCCD Scholarships, you are required to submit at least one evaluation or reference letter. However, you do not need a *different* evaluation for each scholarship application; you may use the same evaluation or reference letter for each scholarship application - that way you only need to ask at least one qualified individual to write an evaluation or reference for you. However, be sure to carefully read the criteria for specific scholarships as they may require that your reference letter be completed by instructors within your major.
- One Evaluation or Reference letter is *required*, but you have the option of providing a second one as well. It is always a good idea to request 2 or even 3 Evaluations/Recommendations so that you have a back-up just in case.
- The Evaluations and/or References will need to be in an **electronic format** and no more than 5MB. You will be asked to upload it with your online scholarship application. An Evaluation form in electronic format is available on this website. The person you ask for an evaluation for your scholarship application may use this form, or they may choose to write a reference in letter style. Either way, it must come to you in an *electronic format* by email or a memory device. If the evaluation/reference is given to you in hard copy, you will be required to scan it.
- It is your responsibility that the evaluations and/or reference letters are submitted with your other application materials, on or before the deadline of Wednesday, December 7, 2011, 5:00 pm.
- **Who should you ask for a scholarship evaluation or reference letter?**
The Evaluation Forms or Reference Letters should be completed by individuals who can attest to your current academic strength and potential for success. The best sources are:
 - Instructors who teach classes within your major and for which you have done excellent work
 - Employers if you are currently working in your chosen field.
- Other recommended sources are other instructors (outside your major), academic advisors, counselors, employers (even if outside your chosen field), clergy or other known members of the community. Be sure to ask for evaluations and reference letters from sources that you know will write favorable things about you. A parent,

relative, or other student are poor sources for scholarship evaluations and will not be considered as valid references.

- Please ask for evaluations and/or reference letters politely and early enough to allow your evaluator plenty of time for the evaluation to be completed and submitted before the deadline. Sometimes, evaluators may request more information about you in order to get to know you better and write a more personal evaluation or reference letter. In this case, you may want to give them a copy of your personal essay and/or an activities/achievement resume as a source of additional personal information.
- Don't be afraid to approach any of your Instructors about writing an evaluation or reference letter. The RCCD Faculty is aware that students will be asking for evaluations; many have written them in previous years. They will also be sent guidelines regarding how to write evaluations as well as the RCCD Evaluation Form. They may also decline for various reasons. Just remember to give them plenty of time and not wait until the last minute. You may need to follow-up and remind them about two or three weeks before the scholarship deadline if you have not yet received the evaluation you previously requested.

Lesson #5: Submitting your scholarship application And other important information

Submitting your Scholarship Application:

Mark your calendar for *Wednesday, December 7, 2011, 5:00 pm*. This is the deadline to submit your completed application online. It is your responsibility to submit your application materials on time. *There will be no exceptions or extensions granted.*

It is a good idea and strongly suggested that you submit your application early to avoid any unforeseen problems on the day of the deadline. If you wait until the last minute, it is impossible to foresee issues that may arise. You may experience a variety of difficulties beyond your control such as difficulties accessing the application, uploading documents, etc. that may prevent you from meeting the deadline. Unfortunately, no excuses for missing the deadline will be accepted. The online application will be disabled at 12:01 a.m. on 12/7/11 *Central Standard Time*. Please don't wait until the last minute!

A complete application must be submitted including all supplemental documents. An incomplete application will not be considered for scholarships. A complete scholarship application package for each scholarship consists of:

1. *The Scholarship Application*: This is the online application Remember to answer every question. Be sure to read each question carefully because there are multiple parts to some questions.

2. *The Personal Essay:* You will be asked to upload your approximately one or two page essay. Please see Lesson #3 for more information and tips on writing your personal essay. It must be in electronic format and saved to your desktop or a memory device.
3. *At Least One Evaluation Form or Reference Letter:* The Evaluation Forms or Reference/Recommendation letters must be uploaded at the same time as you submit your scholarship application. They must be in electronic format saved to your desktop or a memory device. If you have hard copies, you will be required to convert them to an electronic format (scanned, etc.). A second Evaluation or Reference letter is optional.
4. *Optional Activity/Accomplishment Resume:* You may include an optional attachment as described in Lesson #2 for Activities/Achievements/Awards. If you would like the Scholarship Committee and/or Donors to know about your extra-curricular activities and accomplishments, create a resume listing them. You may include things such as student activities, club involvement, sports participation, community involvement, service and volunteer actions, awards and accolades, accomplishments, hobbies, etc.

Scholarship Application Checklist:

To apply for a scholarship at RCCD, you must:

- Plan to enroll in classes at RCCD during the fall 2012 and spring 2013 semesters; **or**,
- Plan to transfer and enroll in classes at a University during the fall 2012 and/or spring 2013 semesters

Required items:

- Application: Submit online at www.rcc.edu/studentfinancialservices, Click on "Apply for RCCD Scholarships."
- Personal Essay (uploaded online during online application process)
- One Evaluation Form or Reference letter (uploaded during application process)

Optional item:

- Activity/Accomplishment resume (uploaded during application process)
- Second Evaluation Form or Reference letter (uploaded during application process)

Scholarship Selection:

The method of selecting recipients of RCCD scholarships is determined by the donor of the scholarship funds. The applications may be reviewed by the Donor themselves or by the RCCD Scholarship Committee. The RCCD Scholarship Committee is made up of a combination of RCCD Faculty and Staff members who are committed to equality and fairness for all applicants as well as selecting the applicant who best fits the donor's requirements and scholarship criteria.

Scholarship Notification:

All students will be notified by mail of their application status by early May, 2012. Students not selected as scholarship recipients will also be notified by early May, 2012. Notification letters will be mailed to the address listed on the scholarship application. If your address changes between December 2011 and May 2012, please update your information in the RCCD system and notify the Student Financial Services office.

You may receive multiple letters depending on the number of scholarships you are awarded. Your award notification letter will also contain more detailed information regarding the award ceremony you will be required to attend.

Scholarship Disbursement:

If you are chosen as the recipient of a scholarship and you attend the scholarship ceremony, you will be sent a letter in June 2012 with disbursement information. The disbursements will take place as follows:

- Scholarships of \$250 or less will be disbursed all in the fall semester. Scholarships over \$250 will be disbursed half in the fall semester and half in the spring semester upon verification of eligibility.
- For students awarded a continuing scholarship, the fall 2012 semester portion of the scholarship will be mailed to the address which is on file with the RCCD Admissions Department near the end of August 2012 upon verification of full-time enrollment (or enrollment required by your scholarship). Enrollment at Riverside Community College District for the fall 2012 semester will be verified in mid-August 2012. If a student enrolls full-time after this time, their scholarship check will be mailed in late-September 2012 or after late-start classes have begun.
- The spring 2013 semester portion of the scholarship will be mailed in mid-February 2013 upon verification of full-time enrollment (or enrollment required by your scholarship) at Riverside Community College District for the spring 2013 semester. Enrollment will be verified in early-February 2013. If a student enrolls full-time after this date, their scholarship check will be mailed in late-March 2013 or after late-start classes have begun.
- To receive the spring portion of the scholarship, the recipient must also have completed full-time status during the fall 2012 semester with the GPA required by the scholarship. If a scholarship recipient does not enroll full-time during the fall 2012 semester with the GPA required by the scholarship and/or does not enroll full-time for the spring 2013 semester, the scholarship will be awarded to the alternate.
- If a scholarship recipient will only attend RCCD during the fall 2012 semester and the scholarship awarded is designated for continuing students, the recipient will only receive the fall portion (half) of the scholarship funds.
- For students awarded a transferring scholarship, the funds *must* be sent directly to the recipient's four-year institution in August, 2012. The recipient must return the Transfer School Notification form included in the scholarship disbursement information letter. The form will include information regarding the transfer university and where to send the scholarship funds. If the transfer student does not enroll in at least 6 units at the transfer university, the scholarship funds will be returned to Riverside Community College District and awarded to an alternate recipient.

- If you were awarded a scholarship as a student continuing at RCCD based on the information provided on your scholarship application and you instead transfer to a four-year university for the 2012-2013 academic year or you had planned to transfer but now will be continuing at RCCD, please notify Paula Farish in the Student Financial Services office, Riverside City College at paula.farish@rcc.edu or (951) 222-8741. You may or may not be eligible for the scholarship depending on the donor's criteria. Some scholarships are designated only for continuing or transfer students and some can be for either.

Scholarship Thank You Letters:

If you are awarded a scholarship, it will be because your personal qualities and academic abilities stood above other applicants. We recommend that you send a personal thank you letter to the donor of the scholarship(s) you are awarded. Sending a thank you letter confirms that the scholarship was important to you and that you appreciate it. Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. Receiving a well written thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated.

If you are chosen as a scholarship recipient, instructions on where to send your scholarship thank you letter and suggestions for writing the letter will be included in the Disbursement Instruction letter that you will receive. Please do not forget to send thank you letters to express your gratitude on being chosen as a recipient. If you are a recipient of the Osher Scholars Scholarship, a thank you letter is *required* before the funds will be disbursed.

Other Scholarship Resources:

The scholarship listings in the RCCD scholarship brochure are scholarships that Riverside Community college offers through its Foundation office and generous donors. However, RCCD Scholarships are not the only source of scholarships for students. There are many other resources and opportunities for students to find scholarships outside of Riverside Community College. Please consider the following ideas in your search for scholarships:

- Some outside scholarships and their eligibility requirements that we have received notification of are listed on our website at www.rcc.edu/studentfinancialservices, click on "Scholarship Information." This list is updated periodically as new scholarship information is received.
- Use free Scholarship Search sites on the internet. Some recommended sites include:

www.fastweb.com	www.scholarships.com
www.scholarshiphunter.com	www.scholarsite.com
www.scholarshipexperts.com	
- Check with community, non-profit, and membership organizations, clubs, university alumni groups, churches, employers, high schools, corporations, libraries, etc. for possible scholarships from these sources.
- Beware of scholarship scams! Any group that requires you to **pay** for information or guarantees you a scholarship could be a scam. Check out scam information at: www.ftc.gov/scholarshipscams

If you are awarded a scholarship from a **source outside of RCCD**, the procedure to use your scholarship at RCCD is as follows:

1. The organization or donor providing the scholarship will contact you if they have chosen you as the recipient of their scholarship.
2. Follow the donor's directions on how to access your scholarship. They may require proof of enrollment at RCCD. You may submit your class schedule printed from WebAdvisor, or, if they are requesting "official" proof of enrollment, contact the RCCD Transcripts & Records Office at 951-222-8603 for all transcripts.
3. Once RCCD receives your scholarship funds, you will be sent a letter from the Student Financial Services office acknowledging receipt of the funds along with a Scholarship Action Form.
4. Fill out the Scholarship Action Form and return it to the Student Financial Services office on your preferred campus at RCCD.
5. The Scholarship Action Form will let us know how you choose to use your scholarship at RCCD. For example: pay for tuition and fees; set up a bookstore account at any campus bookstore; reimburse for tuition and fees already paid; or reimburse for books already purchased (with receipt). Some scholarships may also allow reimbursement for room and board expenses. Use of scholarship funds are required to follow donor's requirements and wishes.
6. At the end of the academic year, you will be sent a letter regarding any remaining balance of scholarship funds. It is your responsibility to use your scholarship at RCCD. All unused scholarship funds will be returned to the donor.

Questions?

Thank you for participating in this workshop. Hopefully, you found the information contained here to be helpful in your quest to apply for scholarships and build your educational goals and dreams. If you follow the suggestions given in this workshop, you will submit a scholarship application that will be the best it can be and enhance your chances of becoming a scholarship recipient. If you have any further questions about the information contained in this workshop, please contact the following persons within the Student Financial Services office at each campus: **Good Luck!**

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