Riverside Community College District (RCCD) offers scholarships for students currently enrolled at any college within RCCD. The application process is an off-site online application. Please read the information on this page and other links on this site carefully so that the application process will be successful for you.

To apply for scholarships at RCCD, you will need access to the RCCD website via the internet and a few hours to review the scholarship information and submit the application. Be sure to plan ahead and start early!

All complete scholarship applications must be submitted on or before the application deadline on **Friday, January 8, 2016, 5:00 pm**. Remember to allow plenty of time to complete and submit the application to meet the deadline. Please don’t wait until the last day to avoid any unforeseen problems. You will not be able to apply after the deadline!

**To apply for the scholarships offered by RCCD, please follow the steps outlined below:**

1. Write your **Personal Essay** (please see the detailed directions on how to write your personal essay on this website).
   - There will be a place within the scholarship application to type your essay. However, you may want to get started writing your essay in word format, do any necessary revisions or edits and then cut and paste it into the application where indicated.

2. Ask at least one qualified person to provide a scholarship **Recommendation** (one is required; however you may provide up to two other optional recommendations).
   - The recommendations need to be completed by individuals who can attest to your current academic strength and potential for success (please see the detailed information regarding obtaining Recommendations on this website).
   - Read the scholarship descriptions carefully, as some require evaluations from specific sources.
   - You will need the email address of the individual you are requesting to provide a recommendation. Please let them know they will receive an email from the scholarship system and will be able to provide the recommendation directly to your application.
   - You will not be able to view the recommendation, but you will be able to see if it has been submitted. If the recommendation is still listed as "Requested" on the scholarship application site, it means the recommendation has not been properly submitted.
• It is your responsibility to be sure the recommendations are submitted before the deadline. Please do not wait until the last minute to request recommendations. You will also have the option in the scholarship system to send a reminder email to the person from whom you requested a recommendation.
• Please know that RCCD Faculty members have the right to decline providing a recommendation. This is a good reason to request a recommendation from at least one other individual.

3. Submitting the online scholarship application:
• Click the link to the scholarship application site and create an account.
  ▪ Enter your MVC, NC or RCC student email address and create a password. Write the password down so you won’t forget it.
  ▪ You will receive an email to your MVC, NC or RCC student email address to confirm your identity. Click on the link within the email to get started.
  ▪ When you log in later, there is no need to create a new account, just click “Sign In” at the top right corner.
  ▪ If you are not currently enrolled in classes at MVC, NC or RCC, you may have trouble logging in. If so, please contact Paula Farish at paula.farish@rcc.edu for instructions.
• Enter your personal information and answer all questions on the scholarship application. These will help determine your eligibility for certain scholarships.
  ▪ You will be automatically matched to scholarships for which you meet the criteria. These are referred to as “Auto-Match” scholarships. There is no other action required on your part to be placed in the pool of applicants for these scholarships.
  ▪ You will be prompted to apply for other scholarships that require more information. These are referred to as “Apply-To” scholarships. You will be able to see a list of these scholarships on your home page of the scholarship site. You will need to click on each one and complete other actions to be considered for the Apply-To scholarships.
• Have the following documents ready on your desktop or memory device to include in your application:
  ▪ Personal essay (to cut and paste into the application where indicated)
  ▪ Other possible documents may be required to upload to your application: Unofficial RCCD transcripts, Veteran discharge document (DD214), Creative writing sample (if applying for a creative writing scholarship), and special short essays as required by specific scholarships (you will be given the required information if you qualify for these specific scholarships).

Other Important information:

Financial Need: Although your financial need may be considered in determining eligibility for some scholarships, eligibility may also be based on scholastic achievement and other criteria as set forth by the scholarship donors. However, if you are applying for a need-
based scholarship (where financial need will be considered), you **must** complete the 2015-2016 Free Application for Federal Student Aid (FAFSA) prior to submitting your scholarship application.

The FAFSA is available on-line at www.fafsa.gov. You will need to list your home college (Moreno Valley College/MVC, Norco College/NC or Riverside City College/RCC) as your school by listing the Title IV Code for your college (MVC=041735, NC=041761, RCC=001270). It is highly recommended that you complete the 2015-2016 FAFSA even if you are not applying for need-based scholarships as you may be considered for other scholarships that become available at a later date.

**Application Information:** When completing the scholarship application, you will be asked questions that will help determine your eligibility for certain scholarships. Please be sure to answer these questions correctly. Some information will be imported from the RCCD system directly into the scholarship application which can impact your eligibility for some scholarships. To ensure the correct information is imported from the RCCD system, please be sure of the following:

- Your home college is correct
- Your name is correct
- Your address is the most current and correct
- The high school you attended and your high school graduation status is correct
- Your Program of Study/Major is active and correct. Be sure if you mention your Program of Study/Major in your essay, it is the same as listed in the RCCD system. If they are different, it can be confusing for those reviewing your application.

**Volunteer/Club Activities:** Several of the scholarships require volunteer or club activities. These scholarships will include a question that asks if you have participated in volunteer activities and you will be able to list organizations you have volunteered for or participated in. To prepare for this part of the application, you may want to create a list of your volunteer organizations (including College Clubs) and other extra-curricular activities. Be sure to spell out any abbreviations in the name of the organization. You will also be required to provide a brief description of the organization or activity, include dates of service or membership and possibly a contact person.

**Other required documents:** Some scholarships require other special documents that you will need in electronic format (scanned to your computer or memory device) so that you may upload them for those specific scholarships. Those items include:

- Unofficial transcripts: Please upload unofficial transcripts for any scholarships that ask if you have completed certain classes.
  - To obtain an unofficial RCCD transcript:
    - Go to your home college website and log into Web Advisor
    - Click STUDENT
    - Under ACADEMIC PROFILE click on “View/Print my Unofficial Transcript”
    - Print your transcript, scan it and save to your desktop or memory device
- Specific short essay, questions or information: Some scholarships ask for a short essay with more specific information or to write about a specific topic. The
information for special essays is included in the application process for those scholarships.

- DD214: You will be asked to upload a copy of your military DD214 (discharge document) for any scholarships for veterans or if military service is required.
- Creative Writing samples: You will be asked to upload a short story or a selection of 3-5 poems for the creative writing scholarships.

If you have any questions regarding the scholarship process or require assistance in applying, please participate in a scholarship workshop at your college or contact the following scholarship specialist or coordinator for your college:

MVC: Melissa Contreras at melissa.contreras@mvc.edu or (951) 571-6368
NC: Nelya Parada at nelya.parada@norcocollege.edu or (951) 372-7183
RCC/RCCD: Paula Farish at paula.farish@rcc.edu or (951) 222-8741.

The Riverside Community College District Foundation

The Riverside Community College District (RCCD) Foundation was established in 1975 as a tax exempt organization whose mission is to enhance the intellectual, cultural, and educational needs of District and College students, faculty, staff and the community. The RCCD Foundation pursues resource development and philanthropic activities in support of continued excellence and improved access through collaboration with businesses and community stakeholders to fuel the region’s workforce development, innovation, and economic growth. The RCCD Foundation Board of Directors is comprised of a diverse group of business, civic and community leaders, all of whom share a commitment to the academic excellence of Moreno Valley College, Norco College and Riverside City College.

RCCD scholarships are awarded based on criteria established by donors and are contingent upon receipt of annual funding from donors and/or investment earnings. Scholarships are made available to RCCD students from many sources including:

- RCCD Foundation
- Individuals and Families
- Local and regional corporations
- Community Organizations
- The Community Foundation Serving the Counties of Riverside and San Bernardino
- RCCD clubs and departments