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, etc.
- **Lesson #2**: How to complete the RCCD Scholarship application.
- **Lesson #3**: Suggestions on how to write your personal essay.
- **Lesson #4**: How to obtain scholarship recommendations.
- **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 University. However, some 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. Please see Lesson 5 for information regarding other scholarship resources.

Scholarships are different than most other types of financial aid 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

Important Dates:
There are several important dates regarding scholarships that you need to be aware of. Please mark your calendar so that you will not miss out on anything important:

1. Scholarship Deadline: The deadline to submit your online scholarship application is **Friday, January 8, 2016, 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: Applicants will know their application status in early May, 2016. Notification will be emailed to your MVC, NC or RCC student email address.

3. Scholarship Award Ceremonies: Several events are planned each year in May and June 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. You will be notified of the exact ceremony dates, times and locations after you accept the scholarship award if selected as the recipient. If you are unable to attend due to circumstances beyond your control, please notify the Student Financial Services Scholarship Coordinator at your home college so that we can let the donor know why you are not in attendance.

Applying for RCCD Scholarships:
RCCD Scholarships are applied for using an on-line scholarship application. The scholarship application is contained within an offsite scholarship application system called Academic Works. To apply for the scholarships offered by RCCD, please follow the steps outlined in Lesson #2. But first, go to the financial aid page at your home college website and click on:
- MVC: “Scholarship Information”
- NC: “Scholarships”
- RCC: “RCC Scholarship Information”

Read all the scholarship information thoroughly for the 2016/2017 scholarships.

Financial Need:
Although your financial need may be considered in determining eligibility, scholarship eligibility is also based on scholastic achievement and other criteria as set forth by the scholarship donors. However, if you apply for any of the scholarships offered by RCCD that require financial need and are designated as “need-based” (where financial need will be considered), you **must** complete the 2015-2016 Free Application for Federal Student Aid (FAFSA) and have a valid Expected Family Contribution (EFC) number prior to submitting your scholarship application.
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.

- You can apply using the FAFSA at www.fafsa.gov. You can access the online FAFSA from your home or by using 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 the financial aid page on your home college website or posted in the Student Financial Services office at each RCCD College.
- While completing the FAFSA, you will need to know the Title IV school code for your home college: Moreno Valley College = 041735, Norco College = 041761 and Riverside City College = 001270.
- You can look ahead to the 2016-2017 academic year by completing your 16/17 FAFSA early. The 16/17 FAFSA will be available beginning January 1, 2016.

**Scholarship Listings:**
The scholarships are listed in alphabetical order on the scholarship application website under the title “Opportunities.” Scholarships are often named after the donor or group offering the scholarship. Many times scholarships are created 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. The Scholarship listings also contain important eligibility information and requirements or criteria as determined by the donor.

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

**Scholarship Award Amount:**
Some scholarship amounts will be listed as “varies” because the award amount can change from year to year and has not yet been determined. If you are selected as a scholarship recipient, you will be notified of the exact amount of your scholarship in your award notification email.

**Volunteer/Club Activities:**
Several of the scholarships require volunteer or club activities. Those scholarships will include a question on the application that asks if you have participated in volunteer activities. 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 contact information. It is very
important to complete this portion of the scholarship application if you are to be considered for
those scholarships that require volunteer activities.

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 and/or other 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 description for those scholarships
and/or provided when you are matched to the scholarship.
• DD214: Please upload a copy of your military DD214 (discharge document) for any
scholarships for veterans or if military service is required.
• Creative Writing samples: Please upload a short story or a selection of 3-5 poems for the
creative writing scholarships.

Student Enrollment Status:
The scholarship application contains a question that refers to your student enrollment status
for the 2016-2017 academic year. The question gives you three options to choose from:
• I will be attending MVC, NC or RCC.
• I will be transferring to a 4-year university.
• I will be attending MVC, NC or RCC in the fall and transferring to a 4-year university in
the spring.

Please pay close attention this question because it will determine 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 any college within Riverside Community
College District during the fall 2016 and spring 2017 semesters, you are classified as a
Continuing student and you may apply for scholarships for “Continuing students” or for
“Continuing and Transferring students.”
• If you will be leaving RCCD by transferring to and attending a four-year college or university during the 2016-2017 academic year, you are classified as a Transferring student and you may apply for scholarships for “Transferring students” or “Continuing and Transferring students.”

• If you will be attending Riverside Community College District for the fall 2016 semester and transferring to a four-year college or university for the spring 2017 semester, you are classified as a Continuing/Transferring student and you may apply for scholarships for “Continuing students” or for “Continuing and Transferring students” or for “Transferring students.”

Choosing the option “I will be attending MVC, NC or RCC” indicates you are a Continuing student for the 16/17 academic year. Please be very careful with this option as some scholarships are for transfer students ONLY. If you choose this option, you will NOT be considered for scholarships that are for transfer students.

Choosing the option “I will be transferring to a 4-year university” indicates you are a Transfer student for the 16/17 academic year. Please be very careful with this option as some scholarships are for continuing students ONLY. If you choose this option, you will NOT be considered for scholarships that are for continuing students.

Choosing the option “I will be attending MVC, NC or RCC in the fall and transferring to a 4-year university in the spring” indicates you are transferring mid-year. You will be considered for scholarships for either continuing or transferring students. However, if the scholarship is for continuing students only, you will not receive the spring portion of the scholarship funds. If the scholarship is for transferring students only, it will be sent to the transfer school in the spring semester. If the scholarship is for continuing and transferring students, you will receive the fall portion of the scholarship as a continuing student at MVC, NC or RCC and the spring portion will be sent to the transfer school.

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 2016-2017 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.
Lesson #2: Completing the RCCD Scholarship Application

1. Thoroughly read all the **information** regarding applying for RCCD scholarships on your home college website, click on Financial Aid, then on:
   - MVC: “Scholarship Information”
   - NC: “Scholarships”
   - RCC: “RCC Scholarship Information”

2. Write your **Personal Essay** (please see the detailed directions on how to write your personal essay in lesson #3).
   - Save your essay to your desktop or a memory device after you have completed all corrections and edits. You will then be able to cut and paste it into the indicated part of your online scholarship application.

3. Ask at least one qualified person to provide a scholarship **Recommendation**. One is required; however, you may provide up to two other, optional recommendations. (please see the detailed directions on requesting recommendations in lesson #4)
   - The recommendations need to be completed by individuals who can attest to your current academic strength and potential for success
   - Read the scholarship descriptions carefully, as some require recommendations from specific sources.
   - You will need the email address of the individual you are requesting to provide a recommendation. They will receive an email from the scholarship system and will be able to complete a recommendation questionnaire directly in your application.
   - You will not be able to view the recommendation, but you will be able to see if it has been submitted.

4. 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 please be sure of the following in our college system:
   - 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.
5. Click on “Apply for RCCD Scholarships” on the scholarship information page. The first step is to create an account on the application system site. Following are sample screen shots of the scholarship application site:

- Enter your MVC, NC or RCC student email address and create a password. Write the password down so you won’t forget!

- You will receive an email to your MVC, NC or RCC student email address to confirm your identity.
- Click on the link to confirm.
6. **Complete the application** by entering your personal information and answering all questions. Read each question in the application carefully to assure that your application is complete and accurate. The information from the questions will help us match you to scholarships for which you may be eligible. Incomplete and/or inaccurate information could result in ineligibility for some scholarships. The questions marked with an asterisk are required.
- Some of the questions will be fill-in, some will be buttons and some are multi-select (you highlight the option you want).

- Some of the questions have a “help” feature that offers an explanation if necessary. Run the cursor over the question and the help text will appear.
• There is a section to type in or cut/paste your scholarship personal essay.

• One of the questions allows you to enter the name and email address of the person(s) from whom you want to request a scholarship recommendation.

• Finally, type your name and date to certify your application.
• You will be automatically matched to some scholarships for which you meet the criteria. These are referred to as “Auto-Match” scholarships. These scholarship opportunities will be listed in the “Active” section. There is no further action required on your part for the Auto-Match scholarships.

• You can also navigate through this page by clicking on specific items, such as “View” to see your Scholarship Application.

• If the scholarship status is “Submitted” then you have completed applying for that scholarship. If it is listed as “Drafted” there are still items to complete to finish applying for this scholarship.

• You can see a list of all the RCCD scholarships and their requirements by clicking on “Opportunities” and then “All.”

• You may also be matched to other scholarships for which you meet the basic criteria but also require more action on your part. These are referred to as “Apply-To” scholarships. You will need to click on “Opportunities” then select “Recommended.”
- This will give you a list of recommended scholarships to apply for that requires more information. There are further actions required from you to be considered for these scholarships.
- If you click on “Apply,” you will be able to answer any questions specific to that scholarship or upload any extra documents that may be required.

7. All complete applications must be submitted on or before the application deadline on Friday, January 8, 2016, 5:00 pm. Please see the description of a complete scholarship application in Lesson #5 later in this workshop.

8. 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!
9. If selected as a recipient of a scholarship(s), you will be notified by email to your MVC, NC or RCC student email and will then be required to accept the award. After you accept the scholarship award, you will be given more information as a scholarship recipient regarding recognition events and disbursement.

Lesson #3: The Personal Essay

The Personal Essay is an 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. This is also how you let the Scholarship Committee or Donor know why you feel you should be a recipient of a scholarship from Riverside Community College District. However, completing this part of your scholarship application can seem difficult and even intimidating. Following are some tips on how to write a great essay.

1. First, consider the **basic format** of your essay:
   - You will be asked to type your essay as part of your scholarship application.
   - You may want to write it outside of the scholarship application, complete all revisions and edits, then cut and paste it into the application where indicated.
   - Your essay should be around 500 words and no longer than 2 pages.
   - Remember, the reviewing committees will be reading many essays, and although you will have a lot to say in your essay, you do not want it to be too long so that the reviewers do not read all of it.

2. Now, regarding 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 may help 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 and easy to follow 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, try not to 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, etc. 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 of your essay. This is where you tell about you, your story, your life, accomplishments and plans for the future, and the reason you need the scholarship funds. Be sincere and speak from your heart. Just try not to be too sad, wordy or make it too long.
   a. One of the easiest ways 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. Avoid dwelling on how tragic or sad your life has been if that is the case. 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. Explain any circumstances regarding your financial situation (especially if it has changed since you completed the financial aid application, such as job loss, etc.) and why you need the scholarship funds.
   e. 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.

3. **Conclusion:** The conclusion of your essay may contain the following:
a. It is always a good idea to express gratitude to the Donor or reviewing committee for taking the time to read and review your application and for providing financial assistance to students.
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-vise several times. If it is too long, shorten it by taking out unnecessary or sentences or repeated content.
• Read your essay out loud to yourself to see if it flows well.
• Have other people read it for content and ask for feedback.
• Have someone read it to check for correct grammar, spelling and punctuation. Remember, there are faculty members on the Scholarship Committee. They will not score your essay well if there are misspelled words, or incorrect grammar and punctuation.
• Do not plagiarize! Remember, some members of the reviewing committee are faculty members who have access to check for plagiarism online and you may be subject to disciplinary action if your essay is not your original work.

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 a section about writing a scholarship essay. You can use their suggestions on how to write your essay, but do not copy information in any of the essay examples. That is considered plagiarism!

www.essayinfo.com www.financialaidtips.org

Lesson #4: Scholarship Recommendations

• To apply for RCCD Scholarships, you are required to submit at least one recommendation. Be sure to carefully read the criteria for specific scholarships as they may require that your recommendation be completed by instructors within your major. You may also want to ask a second or third person for a recommendation as a back-up or an additional recommendation.
• You will need to ask the person from whom you are requesting a recommendation for their email address. You will enter their email in the place indicated on the scholarship application. The recommendation provider will then receive an email from the scholarship application system. They will provide the recommendation by completing a questionnaire that will be included in your scholarship application. You will not be able to view the recommendation; however you will be able to see that it has been submitted to your application. Only the scholarship screening committee will be able to view the recommendations.

• It is your responsibility that the recommendations are submitted on or before the deadline of Friday, January 8, 2016. If the recommendation is listed as “Requested” on the scholarship application site, it means the recommendation has not yet been properly submitted. You also have the option in the scholarship system to send a reminder email to the person from whom you requested a recommendation.

• **Who should you ask for a scholarship recommendation?**
The scholarship recommendation should be completed by individuals who can attest to your current academic strength and potential for success. The best sources are:
  o Instructors who teach classes within your major and for which you have done excellent work.
  o Employers if you are currently working in your chosen field.
  o Other possible 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.
  o Be sure to ask for recommendations from sources that you know will write favorable things about you. Also, a parent, relative, or other student are poor sources for scholarship evaluations and will not be considered as valid references.

• Please ask for recommendations politely and early enough to allow them plenty of time for the recommendation to be completed and submitted before the deadline. Sometimes, the person you ask for a recommendation may request more information about you in order to get to know you better and write a more personal recommendation. 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 RCCD Instructors about providing a scholarship recommendation. The RCCD Faculty is aware that students will be asking for recommendations; many have completed them in previous years. They will also be sent guidelines regarding how to submit the recommendations. 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 it has not been submitted.
Important: Please note that the Scholarship deadline is after the fall semester, and faculty members may not be available for contact after the last day of fall semester. Be aware that faculty members also have the right to decline writing a recommendation for any reason.

- The person you request a recommendation from will get an email similar to this one:

  From: student.rcc.edu@academicworks.com on behalf of @student.rcc.edu
  To: Farish, Paula
  Cc:
  Subject: [External Sender] Please serve as a reference for JuanCarlos Moran

  Dear Paula,

  [Name] has requested that you serve as a reference for a financial aid opportunity. Please note that your letter will remain confidential and not viewable by [Name]. Your letter will only be viewed by those reviewing his/her application, though he/she will be able to see that you have successfully uploaded your letter. You can upload your letter of reference via the following link:

  http://rcc.academicworks.com/reference/requests/2?email_id=paula.farish%40rcc.edu

  Thank you for your time and consideration.

- On the scholarship website you will be able to see if the recommendation has been submitted by clicking on “References”
- If the recommendation has not been properly submitted, the status will say “Requested.” If this is the case, you will have the option of sending a reminder email.
Lesson #5: Submitting your scholarship application
And other important information

Submitting your Scholarship Application:
Mark your calendar for Friday, January 8, 2016, 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 problems 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 after the deadline date and 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 General Application: This is the online application which includes your personal information and the eligibility questions. Remember to read each question carefully and answer as correctly as possible. If it is properly submitted the status will show “Complete.” If it is not yet complete, the status will show “Drafted” and you will need to complete the application to be considered for scholarships.
2. The Personal Essay: You will be asked to enter your essay in the scholarship application. Please see Lesson #3 for more information and tips on writing your personal essay.
3. At Least One Recommendation: The deadline for the scholarship recommendation is the same as the scholarship application deadline. It is your responsibility that they be submitted on time. Please be sure to remind the person you requested a recommendation from so that they will submit it before the deadline.
4. Other Documents: If your scholarship requires other documents, such as unofficial academic transcripts, proof of veteran status, special essays or creative writing samples, you must upload these documents for the scholarships that require them before the scholarship deadline.

Scholarship Selection
The information on your scholarship application is recognized to be of a confidential nature and when applying you agree that Riverside Community College District (RCCD) may reveal or forward the contents of your application to the Scholarship Committee members, Scholarship Donors and/or other reviewing committees. Any disclosure of confidential information to individuals not directly associated with the evaluation process is prohibited.
The method of selecting recipients of RCCD scholarships is determined by the donor of the scholarship funds. The applications may be reviewed by a donor committee or by the RCCD Scholarship Committees at each RCCD college (MVC, NC, RCC). The RCCD Scholarship Committees are made up of a combination of RCCD Faculty and Staff members from each college 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**
If you are selected to receive a scholarship from RCCD, you will be offered the scholarship(s) on the scholarship system website. You will receive an email to your student email account with information regarding a scholarship offer. You will need log into the scholarship system to accept the scholarship award, and then you will receive more information regarding eligibility, disbursement and the recognition events.

It is a good idea to periodically log into the scholarship site to check on your applications in case you do not receive the offer email. After you log in, your home page will show a list of scholarships you were matched to. There will also be a status listed with the scholarship. Those statuses and their meanings are as follows:

- **Drafted**: You did not complete and/or submit the application properly and are not being considered as a recipient of this scholarship.
- **Submitted**: You successfully submitted the scholarship application, but a recipient is still in the process of being chosen.
- **Not Selected**: You have not been selected as a recipient for this scholarship.
- **Offered**: You have been selected as a recipient of this scholarship and must accept the award. You will then be given information about the award event and must RSVP.
- **Accepted**: You have been offered this scholarship and have accepted the award.
- **Rejected**: You have opted to decline the scholarship award. If this is an error, please correct this status. If you have chosen to decline the scholarship award, please be sure to provide a reason where indicated.

**Scholarship Award Recognition**
Several activities are planned each year to recognize scholarship recipients. If you are selected as 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 events depending on the type of scholarship you are awarded. The ceremony dates will be included in the information given to you after you accept your scholarship award(s). RSVP information will be also be included.
If you are unable to attend due to circumstances beyond your control, please notify the following person at your college so that we can let the donor know why you are not in attendance: 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: Paula Farish at paula.farish@rcc.edu or (951) 222-8741.

Scholarship Disbursement
The scholarships you are applying for now are for the 2016-2017 academic year. If you are selected to be the recipient of a Riverside Community College District scholarship(s) you will be offered the scholarship opportunity on the Scholarship website. You will then need to accept the scholarship opportunity and disbursement information will be provided.

Scholarship Disbursement for Continuing Students: For students awarded a continuing scholarship, the fall 2016 semester portion of the scholarship will be disbursed upon verification of enrollment at any College in the Riverside Community College District for the fall 2016 semester. 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.

RCCD Scholarships are disbursed to your financial aid disbursement card (the same way other financial aid is disbursed). Please be sure to follow the directions to activate the card when you receive it.

The scholarship funds are disbursed according to the financial aid disbursement schedule. The scholarship funds are generally disbursed during the first week of the semester after enrollment in the required number of units is verified. If you are not yet enrolled in the required number of units approximately two weeks before the semester begins, the funds will be disbursed on the next financial aid disbursement date after you enroll in the required number of units and the classes have started. If you add classes during the first week of the semester, most likely your funds will be disbursed on the next disbursement date. The Financial Aid Disbursement Schedule is located on the Financial Aid page on your college website.

The spring 2016 semester portion of the scholarship will be disbursed in mid-February 2017 upon verification that you completed the required number of units during the fall 2016 semester with the GPA required by the scholarship and you have enrolled in units at any College in RCCD for the spring 2017 semester.

If, as a scholarship recipient, you do not complete the required number of units during the fall 2016 semester with the GPA required by the scholarship and/or you do not enroll in units for the spring 2017 semester, your scholarship will be awarded to an alternate. In most cases, if you will only attend RCCD for the fall 2016 semester and the scholarship awarded is designated for continuing students; you will only receive the fall portion (half) of the scholarship funds.
Scholarship disbursement dates may be dependent upon receipt of funds from the scholarship donor. If the funds are not received in time for the first disbursement, they will be disbursed on a future disbursement date according to the Financial Aid Disbursement Schedule.

We understand circumstances and plans can change after you have been awarded a scholarship. If you were unable to enroll in the required number of units for your scholarship during the current semester or 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 2016-2017 academic year, 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 regarding the required units and/or enrollment status. Some scholarships have strict enrollment requirements or are designated only for continuing or transfer students. We will do our best to be sure all scholarships are disbursed while adhering to the donors’ criteria and wishes.

Scholarship Disbursement for Transfer Students: If you are awarded a scholarship designated for transferring students, the funds will be sent directly to your four-year institution in late August, 2016. So that we have record of where to send the scholarship funds, you will be required to email your transfer information to Paula Farish at paula.farish@rcc.edu. The following information must be included in the email:

- Your name and MVC, NC or RCC student ID#,
- Name of the university you will be transferring to,
- Name and address of the office at the transfer university that accepts outside scholarship funds

Please note, if you do 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 transferring from RCCD based on the information provided on your scholarship application and 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 strictly designated only for continuing or transfer students.

Scholarship disbursement dates may be dependent upon receipt of funds from the scholarship donor. If the funds are not received in time for the first disbursement, they will be disbursed on a future disbursement date according to the Financial Aid Disbursement Schedule.

Alternate Selection and the Appeal Process
All scholarship applications will remain active during the 2016-2017 academic year. Should a new scholarship become available or a recipient becomes ineligible, a current applicant in good standing may be considered for the scholarship. If additional scholarships are made available
through the Riverside Community College District Foundation or other donating organizations after the application deadline of January 8, 2016, your application will be screened for eligibility; therefore, you may be the recipient of a scholarship for which you did not previously apply.

After the fall semester, the units completed and the current cumulative GPA are reviewed for all recipients of continuing scholarships. If you, as a recipient of a scholarship, do not meet the donor’s requirements for each scholarship, you will be ineligible to receive the spring portion of your scholarship. If you have documentable extenuating circumstances, you may submit a Scholarship Appeal.

If you become ineligible for the spring portion of your scholarship, a Scholarship Appeal form will be sent to you at the beginning of the spring semester with a letter explaining why you did not meet the scholarship criteria to receive the spring disbursement. Recipients may submit a Scholarship Appeal for the following reasons:

- They are not able to enroll in the required number of units for the fall and/or spring semesters.
- They did not complete the required number of units during the fall semester with the GPA required by the donor.

The Scholarship Appeal form must be submitted to the Student Financial Services office at your home college. It must also include a current Student Educational Plan (SEP), official documentation of the extenuating circumstances, and a statement explaining the situation.

**Scholarship Thank You Letters:**

If you have been awarded a scholarship, it is because your personal qualities and academic abilities stood above other applicants. As the chosen recipient, sending a thank you letter confirms that the scholarship was important to you. You are a vital part of the Riverside Community College District family and your thank you to our donors is a reflection on all of us at RCCD.

Scholarship donors are generous and caring people who unselfishly give to support the educational endeavors of students like you. Receiving a thank you letter from a student is always special and lets the donor know that his or her scholarship was greatly appreciated. By expressing gratitude towards each donor, they will understand how their financial support is helping students.

Often scholarships are given in memory of a loved one who has passed away and a thank you from a student receiving the scholarship honors the memory and legacy of their loved one. Your letter reminds them why they created the scholarship and often helps secure continued scholarships for future students. A thank you letter can go a long way towards making donors feel good about their gift of a scholarship to you and RCCD.
After you are awarded a scholarship from RCCD, please send your thank you letter to the address listed below. Your letter will be forwarded to the donor of your scholarship.

Riverside Community College Foundation
“Thank you letters”
4800 Magnolia Avenue
Riverside, CA  92506

You may also drop off thank you letters at the Student Financial Services office at your home college within RCCD.

**Important!** If you have been awarded any scholarship connected to The Osher Foundation (the scholarship will include “Osher” in the name), a thank you letter is required. The first disbursement of this scholarship will not be made until a copy of your letter is uploaded to the scholarship application system or received by the Student Financial Services office. Please address your letter to The Osher Foundation. Upload your letter to the scholarship system early to avoid a late disbursement. Your thank you letter will then be forwarded to the Foundation for California Community Colleges. It is important that you share with the Osher Foundation how their support has made a difference in your life.

**What should I include in my thank you letter? Here are a few suggestions and ideas:**
- Express gratitude – Thank them, but keep it short and sincere.
- Include the donor’s name or organization (spelled correctly please)
- Refer to the scholarship that you have received
- Include your name and year in school
- Mention how has this scholarship has helped you
- Mention what having a scholarship means to you personally (most important, the donor wants to hear about you and how this affects your life and pursuit of your goals)
- Mention how the scholarship will make a difference in your academic pursuits

**Thank you letter writing Tips:**
- Write a separate letter for each scholarship you receive
- It can be handwritten or typed
- Use quality paper or note cards (please no notebook paper)
- It does not have to be long
- Write clearly and concisely
- Double check for typos and grammatical errors
- Present yourself in a professional manner (no slang, etc.)
Other Scholarship Resources:
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 the Scholarship Application webpage.
  - To view these scholarships, on the main page once you log in click on “Opportunities” then select “External.”
  - Then, to review specific information regarding the scholarship and how to apply, click on “Visit.” This link will take you to the scholarship website. It is up to you at that point to determine if you are eligible and then follow the directions on how to apply.

- Please note: We do not endorse any of the external scholarships listed on the scholarship site. We only provide the information as a possible scholarship opportunity that may be of interest to you.
• 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 your home college for all transcripts.
3. Once RCCD receives your scholarship funds, you will be sent an email from the Student Financial Services office acknowledging receipt of the funds.
4. Scholarships from sources outside of RCCD are disbursed to your financial aid disbursement card (the same way other financial aid is disbursed). If you have not yet signed up for the financial aid disbursement card, please go to your home college financial aid website and follow the instructions to sign up.

**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:

Paula Farish  Melissa Contreras  Nelya Parada  
Riverside City College  Moreno Valley College  Norco College  
951-222-8741  951-571-6368  951-372-7183  
paula.farish@rcc.edu  melissa.contreras@mvc.edu  nelya.parada@norcocollege.edu