Scholarship Application and Review Guide

2015/16

For additional information contact the Student Affairs Office at (619) 388-2699 or visit I4-408
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SECTION 1:

*How to Register*

Registering is as easy as loading up the website (you can find a link here) and clicking on the [Sign Up] button at the top right corner of the screen.

You’ll be prompted to enter your email address and to create a password for your protection. You must select a valid and active email address!

This is paramount, because announcements regarding the scholarship awards will be sent out via email to whichever address you input during registration. Likewise, take the time to ensure that your
password is secure; common tips for creating strong passwords are to use random strings of letters and numbers (ASV28VREDF9U5NJFDS3D), or to replace letters with numbers in common words and phrases (BR1NGM3S0M3T34). Do not use your own personal information, such as a birthdate or pet’s name, for your password! There are some additional rules for creating passwords, written just below the line where you will be asked to type your password the first time.

Click the [Sign Up] button at the bottom right to submit your registration. You will be prompted to check your email for an activation link, which once clicked will confirm and activate your account on the scholarship application website.

Once you are allowed to confirm your account, you may sign in and begin the process of actually applying for scholarships, which begins with filling out the Biographical Questionnaire!
SECTION 2:

*The Bio-Questionnaire

This form is required by every application as a starting point, and the qualifications you enter here will be used to determine whether or not you meet the minimum requirements for any of the individual scholarship opportunities.
**SECTION 3:**

*Uploading your Unofficial Transcripts*

Uploading your transcripts through the online system can present a challenge. It is your responsibility as the applicant to ensure that the information is accurate and legible. To assist you with this, here are two methods of rendering this information such that it can be uploaded to your application:

1. One common method would be to log into your REG-E account and view your E-Grades page, which is itself an unofficial transcript. For short transcripts, you should then take a screenshot (hitting the [PrtScn] key and then pasting the image into MS Paint, for instance) of the E-Grades page and upload that as a JPG/JPEG image file.

2. For longer transcripts, since the upload only allows a single file, you would be better served to copy the text into Microsoft Word or your favorite word processing program and then adjust the formatting to appear legible.

*Please note that the Mesa College Student Affairs office will not accept hard-copies of unofficial transcripts to be included with online applications!*
SECTION 4:

*Submitting an Application

Once you are done with the Bio-Questionnaire, you can then begin searching through the list of available scholarship opportunities. You can search by typing keywords into the search field near the top of the page, or you can scroll through the list of scholarships displayed on the web page. If you decide to browse by scrolling, don’t forget that there are up to six separate pages of scholarship opportunities; don’t forget to browse through all of them!
Once you have selected a scholarship opportunity, it’s as simple as opening the application by clicking the [Apply] button and completing the prompts that appear.

Clicking on the scholarship opportunity will bring up its description page, which contains most of the information necessary for understanding the history, purpose and requirements tied to that particular opportunity. Once satisfied that you qualify, or that want to try applying anyway, you can also click on the [Apply] button here to proceed.

The actual application page looks like this (note that you may save what you have entered and return to finish and submit at a later time):
Mesa College Foundation Scholarships will typically require you to write a short essay or personal statement (usually five-hundred words in length), and to provide a reference. The nature of the individual applications vary, however, and while each application will require at least one essay and one reference, there may be additional items required to complete your application.

*There are no surprise questions or requirements*; everything you need to know about the scholarship opportunity, and everything you need to provide in order to complete the application, is clearly stated in the description of the scholarship opportunity.

Please also note that the AcademicWorks website contains a feature that can automatically match applicants to scholarship opportunities for which they qualify, based on their answers to the Bio-Questionaire; Mesa College does not make use of this feature and you will not be auto-matched to any scholarships when applying. However, the website notes in several places that this feature exists, so it will be important to remember that you *will not* be automatically matched to any scholarship opportunities for San Diego Mesa College.
SECTION 5:

*Requesting a Reference*

Requesting a reference is a simple procedure; however, its simplicity also means that mistakes could be difficult to identify.

Please provide the name and email address of an individual that can give a reference for you regarding this scholarship opportunity.

Add a New Reference (Reference will be notified via email)

Click Here to add your reference’s name and email

All you need to submit is the name of the person you wish to provide your reference, and a valid email address at which they can be reached. Be especially careful to ensure that the email address you provide is not only valid, but also that you type it out exactly as it appears. Any typos or missing characters here will prevent the reference request from ever reaching the person you selected.
Thanks to progressive upgrades to the online scholarship application system, you now have the ability to re-send reference requests through the scholarship application pages; simply open your drafted application and there should be a drop-down menu in the reference request section. Select the option to re-enter the name and contact information (email address) for a new reference or to correct a mistake in the previous request (like misspelling the email address).

It is also a good idea to follow-up with your reference provider outside of the online scholarship application system to make sure that they got the notification and that they have completed the reference questionnaire. Many instructors and administrators prefer to be asked by the applicant if they are willing to provide a reference before receiving the request by email; in general, do your best to reach an understanding and expectation with your reference provider before putting their name down on an application.

*Please note that references are scored along with other application items, and applicants will be scored down for missing references!*
SECTION 6:

*Proofreading Your Work*

Rather than a full guide type section, this will contain general tips that will encourage and assist applicants in proofreading their work and ensuring that the applications they submit contain the highest-quality work that they can produce.

Written statements are graded based on their style and grammar as well as their content, so it is extra important that all of your written submissions are of the highest possible quality.

The most basic advice is to proof-read your own work to catch and correct any spelling or grammatical errors before you submit the application. The Website can make use of a built-in spell-checker, as with typical word processor programs, to assist you, but it depends on the type and version of your browser to function properly.

In addition, Mesa College provides proofreading and writing assistance resources through the Academic Skills Center (located on the second floor of the I-400 Student Services Building) and the LRC Writing Center (located on the second floor of the LRC). There are usually a few workshops specifically to assist scholarship applicants during application time; you may inquire about when these workshops are scheduled at the Student Affairs office or at either of the two locations directly.

Lastly, you can make use of your peers and friends to help you proofread your work; this can be especially helpful if everyone in the group involved is planning to submit scholarship applications!

SECTION 7:

*Checking your Email for Updates*

Like the previous section, this section is mostly a reminder for students to check their email regularly for announcements following the application due date.

I will note here that once an email communication is received by the applicant it is as easy as following the link to accept the award, which should be done immediately.

The email containing your offer also provides a wealth of information on receiving your award and any special considerations involved; these special conditions are noted in the description of each scholarship opportunity. As before, there are no hidden stipulations or requirements.