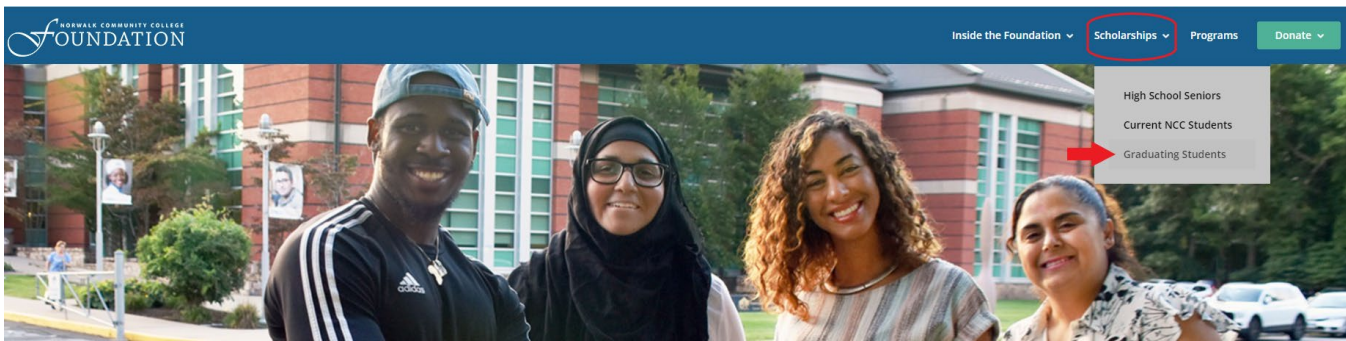


# INSTRUCTIONS HOW TO APPLY FOR AN NCC FOUNDATION SCHOLARSHIP

## Transfer Scholarships for NCC Graduates

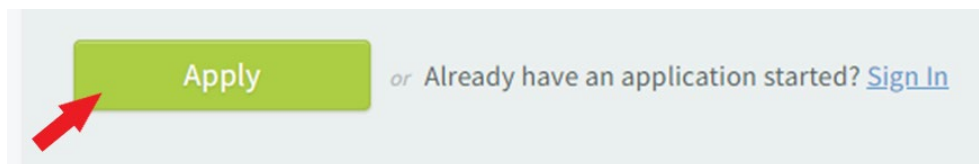
Norwalk Community College Foundation (NCCF) switched to a new platform in, please be sure to use updated credentials. Paper applications will no longer be accepted. Every student needs to create a new account if they have not done it yet. Use this section to apply for LEAP, DREAM or RN to BSN Transfer Scholarship.

**STEP 1.** On the NCC Foundation website ([www.ncc-foundation.org](http://www.ncc-foundation.org)) navigate to ‘**Scholarships**’ on the right-hand side of the page and pick the ‘**Graduating Students**’ tab.



**STEP 2.** Select the scholarship of interest and read all the requirements carefully to determine if you are eligible. Click ‘**Apply Here**’ to begin. **Under any Transfer Scholarship option (LEAP, DREAM or RN to BSN) there is a separate link to apply.**

**STEP 3.** Each link will prompt you to the appropriate application page in SmarterSelect. Save this tab so you can easily come back to it later. At the bottom of the page choose one of the options available between ‘**Apply**’ and ‘**Already have an application started? Sign In.**’



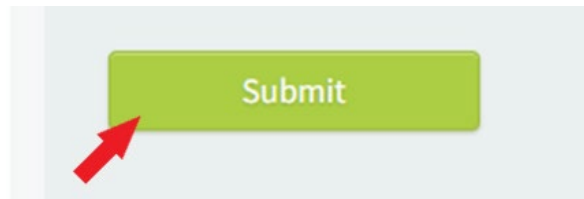
**STEP 4.** Fill out the ‘**Pre-Qualify Questionnaire**’ to determine your eligibility and then hit ‘**Submit.**’

### LEAP Transfer Scholarship

DEADLINE: ██████████ 2022 at 11:59 PM EDT (Midnight)

**This section is to determine if you are eligible for LEAP Transfer Scholarship.**

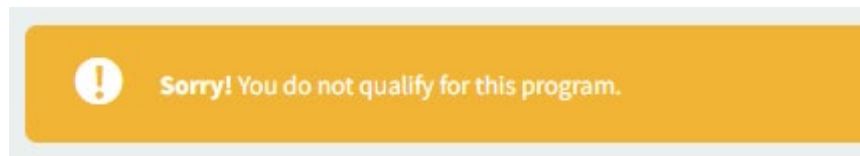
You must answer 'Yes' to ALL questions to apply for this scholarship. If any question is 'No', unfortunately you are not eligible. Please read all the criteria on our website <https://ncc-foundation.org/graduating-students/>.



The pre-qualification questionnaire is different for each program or scholarship.

You **MUST** answer 'Yes' to ALL questions to be eligible to proceed to the next step.

If ANY answer is 'No', you are not eligible for this scholarship/program. You will see the notification as shown below.



Stop and review other options to see what alternatives are available for you.

**STEP 5.** Once submitted, you will see the notice below asking you to create a new account or to sign in with your existing email address and password.

**CRITICAL NOTES BEFORE PROCEEDING:**

- **Create an account only the first time you are using this system!**
  - There is no need to create a new one every time you apply for a scholarship, and it can lead to confusion with your applications. Use the 'Forgot your Password?' option to reset your password.
- **Do not use your Banner ID (00000000@student.commnet.edu) in the 'Email Address' field!!!**
  - Your NCC email address is formatted [XXXX0000@mail.ct.edu](mailto:XXXX0000@mail.ct.edu).
  - You can use a personal email address if you prefer.

The image shows a login interface. At the top left, there is a button labeled "Create New Account" with a red arrow pointing to it from the left. At the top right, there is a link labeled "Sign In" with a red arrow pointing to it from the right. Below these is a section titled "Sign into your Account". It contains two input fields: "Email Address" with an envelope icon and "Password" with a lock icon and a "SHOW" link. Below the password field is a blue "Sign In" button. Underneath is a "Sign in with Google" button with the Google logo. At the bottom, there is a link "Forgot your Password?" with a red arrow pointing to it from the left.

**STEP 6.** Once you create your account or sign-in with an existing one, the process to fill out the 3-section application begins. You will receive a confirmation email indicating your application is ready to begin, like the one seen below. Please keep it for future reference and review the deadline date and time information listed.

**NOTE:** If you have not received a confirmation email, check your ‘Junk/Spam’ folder for all emails from ‘Norwalk Community College Foundation <automated.email@smarterselect.com>’


Dear [REDACTED],

Your application 3663067 for the [REDACTED] LEAP Transfer Scholarship has been created.

**THE DEADLINE FOR SUBMITTING YOUR APPLICATION IS AT 11:59 PM EDT ON [REDACTED].**

Please save your login information below for future reference.

Your username: [REDACTED]@ncc.commnet.edu

[Click to Login](#) 

Thank you,  
Norwalk Community College Foundation, Inc.

This is an automated e-mail message - Please do not reply.

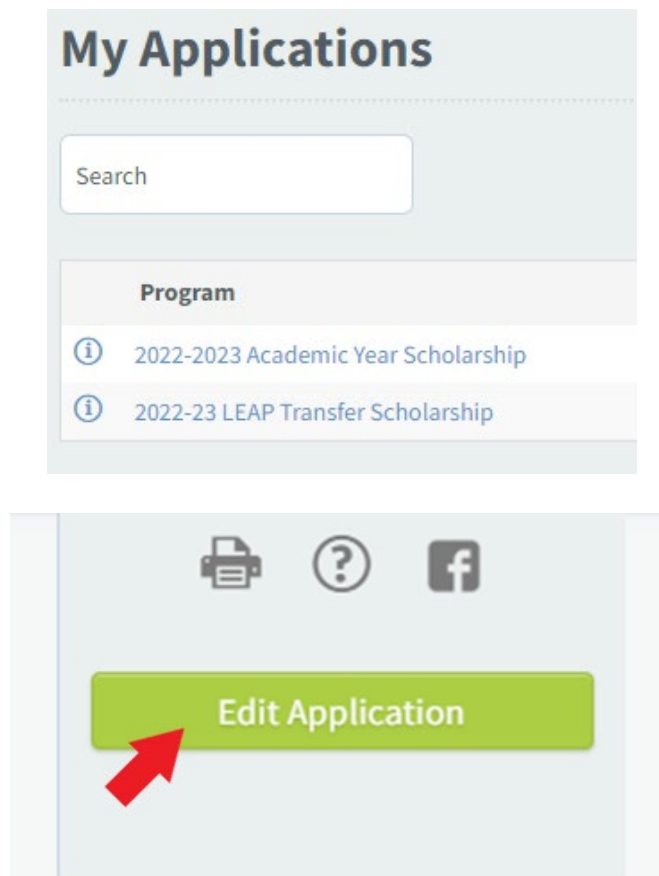
For assistance, please contact Norwalk Community College Foundation at [scholarships@ncc.commnet.edu](mailto:scholarships@ncc.commnet.edu).

Norwalk Community College Foundation, Inc.  
188 Richards Ave  
Norwalk, CT 06854  
United States

**STEP 7.** Each transfer scholarship application contains 4 sections. Please read all the questions carefully. The four sections are:

- a. Applicants Information.
- b. Transfer School Information
- c. File Uploads.
- d. Letters of Recommendation.

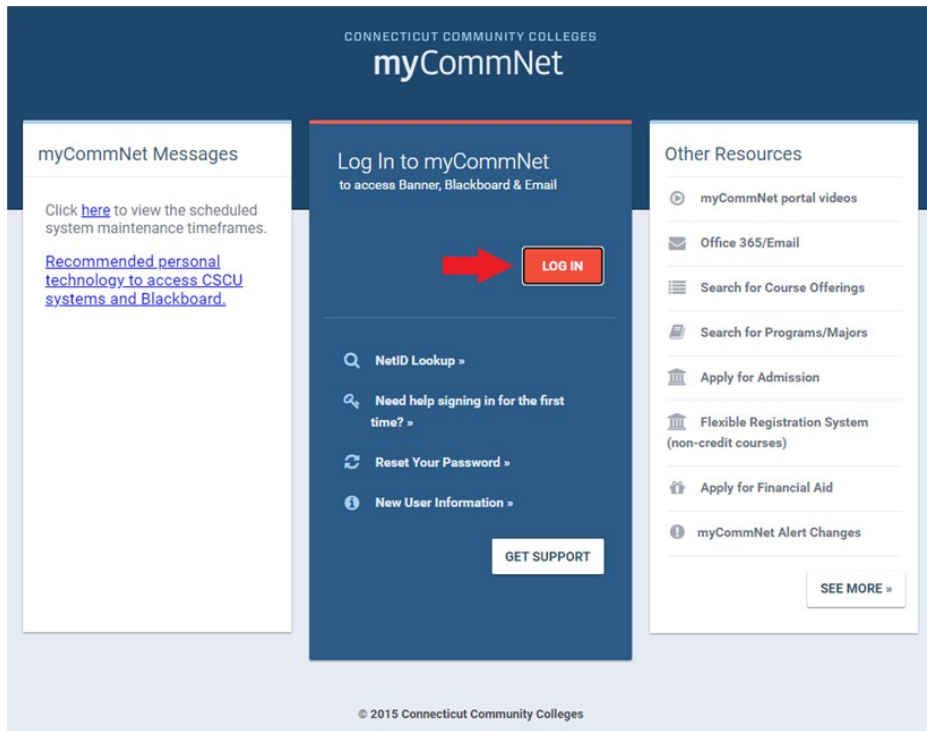
Each section can be worked on independently. To go back to your application at any time, simply log in with your credentials, select your application, and then click **'Edit Application'** on the top right-hand side of the page. Do not forget to save at the end of each editing session.



**STEP 7.** The **Applicants Information** section asks for your personal information including your institutional GPA, program of study, expected graduation date etc. All the information can be found on **my.comnet.edu** portal.

**How to view an unofficial transcript:**

1. To view your unofficial transcript, you need to log in to **my.comnet.edu** with your Banner ID (00000000@student.comnet.edu) and password.



2. On the right-hand side click on ‘Banner Student & Faculty Self-Service.’

## Access Banner Self-Service

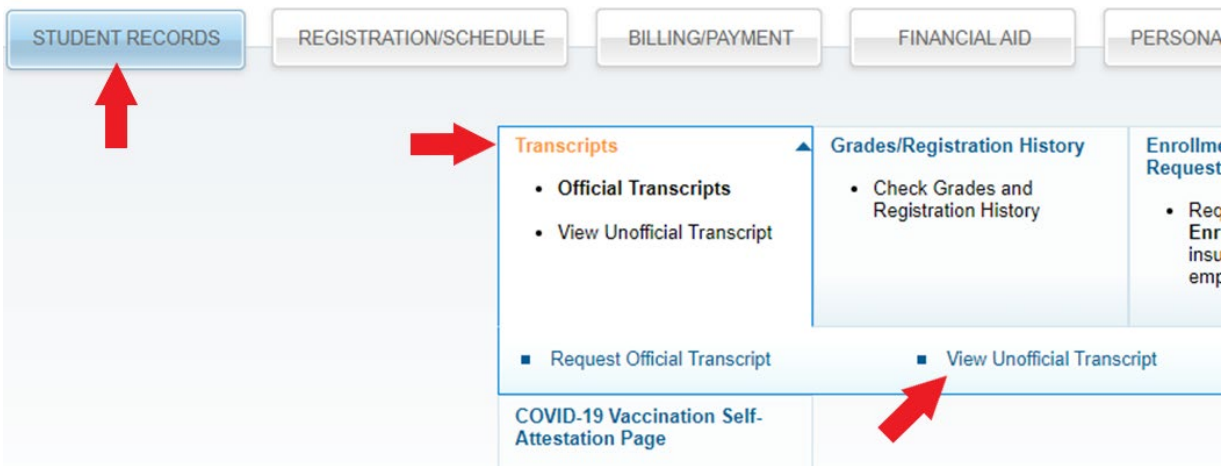
### Banner Student & Faculty Self-Service:

- Course registration, add/drop classes
- Degree requirements
- Transcripts
- Accounts/billing
- Financial aid
- Course evaluation, and more!
- FACULTY: Enter grades, check course rosters, etc.

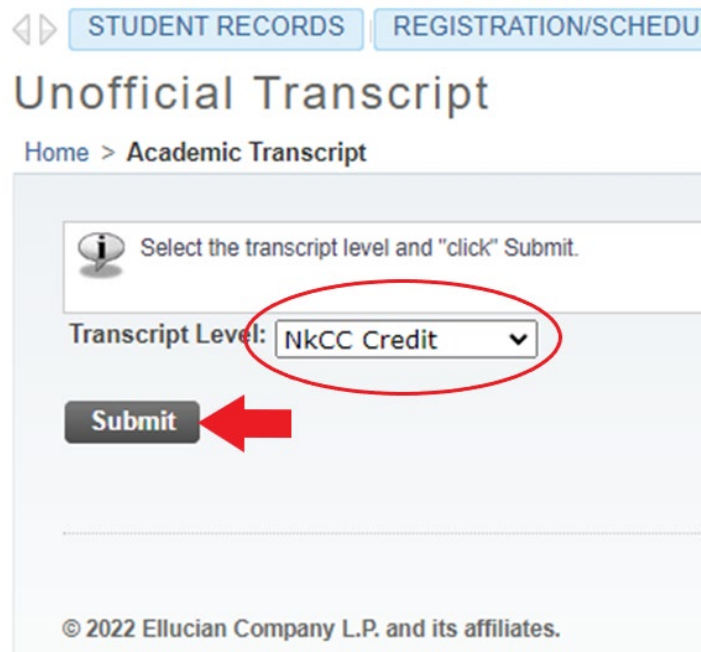


[Banner Student & Faculty Self-Service FAQs](#)

3. Click on ‘STUDENT RECORDS’ select ‘Transcripts’ then select ‘View Unofficial Transcript.’



4. Select 'NkCC Credit' and hit 'Submit.'



5. Scroll to the bottom of your transcript and look for 'Total Institution GPA.' This is your cumulative GPA.

TRANSCRIPT TOTALS (NKCC CREDIT) <a href="#">-Top-</a>						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Total Institution:</b>	67.500	67.500	67.500	67.000	232.40	3.46
<b>Total Transfer:</b>	0.000	0.000	12.000	0.000	0.00	0.00
<b>Overall:</b>	67.500	67.500	79.500	67.000	232.40	3.46

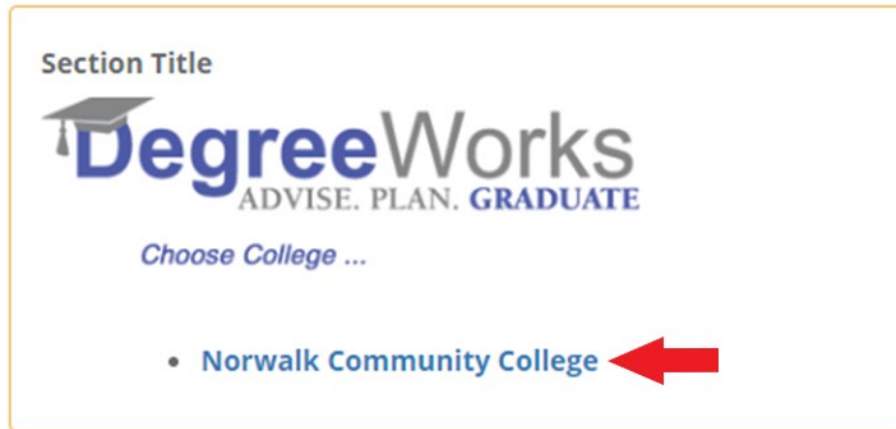
Unofficial Transcript

### How to view information in Degree Works:

Login to [my.comnet.edu](http://my.comnet.edu), find and click the **Degree Works** section on the left-hand side of the main page. In here you can find all the required information, such as your overall (cumulative) GPA, program of study etc.

**NOTE: Degree Works is NOT used for your unofficial transcript.** This section is used to provide specific answers to questions, not for printing or submission.

## Access Degree Works



Level NkCC Credit **Major Business Administration** Program Associate in Science College Norwalk CC (7704)  
Combined Academic Standing Good Standing Cell Phone [REDACTED] Prior Degree Awarded Accounting: Career Financial Aid Attempted Hours: 79.5  
Financial Aid Earned Hours: 79.5 Financial Aid GPA: 3.46

**STEP 8.** The **Transfer School Information** section asks for academic related information at your transfer school including major and name of school.

- **File Uploads** sections requires a few documents to be submitted:
  - a. Acceptance letter to your 4-year institution,
  - b. Tuition & Fees for the upcoming academic year/semester (Spring Only cycle). You can also find this information on your school's website.
  - c. Financial aid package received from your 4-year institution. If you do not receive any financial aid, upload a copy of that notification (a screenshot from your student account is fine too).
  - d. Either Student Aid Report (SAR) from your FAFSA (Free Application for Federal Student Aid) for the upcoming year (US Citizens and Permanent Residents Only) **OR** Income Verification Form (all other eligible students). IVF can be downloaded from the NCC Foundation website <https://ncc-foundation.org/graduating-students/>. **ONLY ONE** is needed.
  - e. Essay about your experience at NCC and your plans (max. 750 words). Please make sure you address the following topics:
    - Your academic experience at NCC.
    - How a LEAP/DREAM/RN to BSN Transfer Scholarship would help you in furthering your studies.
    - Your career and educational goals.
    - Any extra-curricular or community activities.
    - If applicable, any unusual circumstances, including financial need, for consideration.

**STEP 9.** The **Letters of Recommendation** section asks about 2-3 letters of recommendation from NCC faculty/staff members and community members. See all the requirements on the website. You need to enter your contact's information and submit.

This will send a notification to each person requesting to upload a recommendation letter for you. It **MUST** be done through the system. No letters will be accepted via email. Please make sure you notify your contacts about it.

Contact's First Name \*

This question is required.

Contact's Last Name \*

This question is required.

Contact's Email \*

This question is required.

Contact's Phone Number

 -  - 

Contact's Title

Contact's Organization

**NOTE: Your application will not appear as submitted until all requested letters are uploaded by the due date. It is your responsibility to submit all the required documentation.**

**STEP 10.** Uploading files is the last part of the application. Once all files are added, and all sections are completed, the application is ready to be submitted.

**NOTE:**

- Incomplete applications will be denied automatically.
- Applications with wrong uploads will be considered as **INCOMPLETE**.
  - Please pay attention to the Financial Aid year.
  - Please be sure to properly save and upload copy of an unofficial transcript.



Review again, and again, to make sure you filled out the application correctly and you uploaded required documents in the right places.

When you have double and triple checked your application, click **SUBMIT**.

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### *Things to Keep in Mind*

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Scholarship awards will be based on available funding. Completing the FAFSA can take a few days, so start early! Students who are awarded grants will be expected to:

- Maintain enrollment full time at a four-year school.
- Complete an agreement and a survey and upload a selfie.
- Keep in touch with the NCC Foundation throughout the academic year and 2 years after getting an undergraduate degree.
- Provide unofficial transcripts at the end of each academic semester.
- Be available to meet with donors of the selected (LEAP, DREAM or RN to BSN) Transfer Scholarship Program.

The NCC Foundation Scholarship Committee will review applications after the deadline. Those eligible will be invited to meet with the committee for a personal interview. All awards will be sent directly to the transfer school to be used for tuition and fees once unmet need is determined.