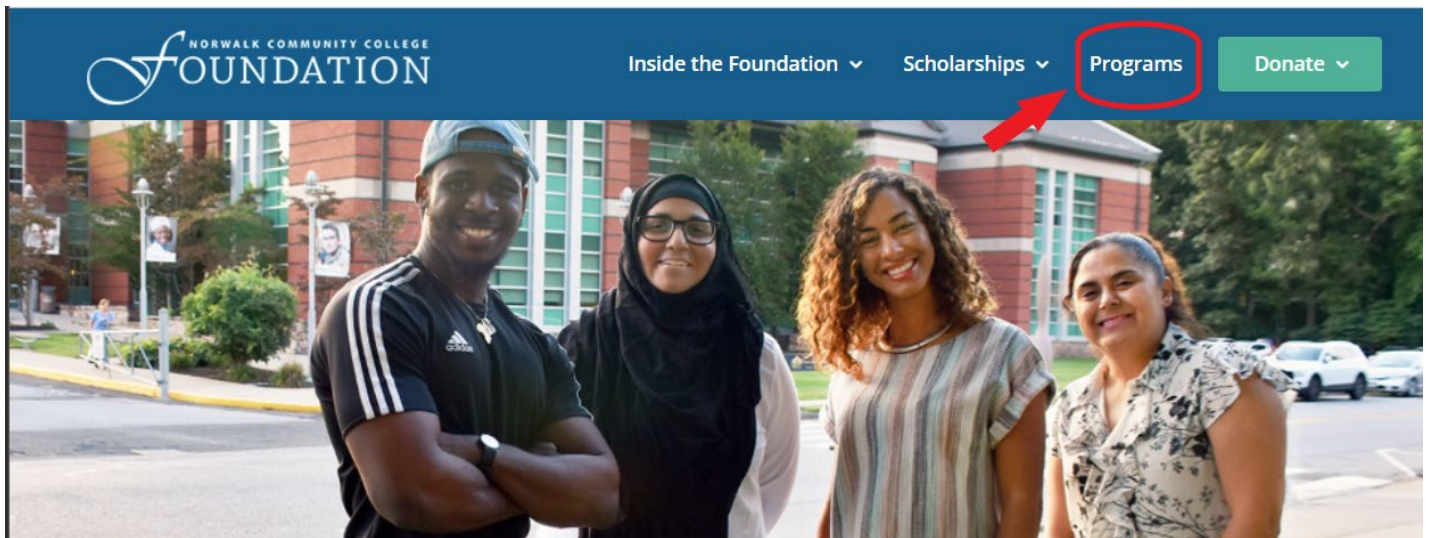


INSTRUCTIONS TO APPLY FOR AN NCC FOUNDATION SCHOLARSHIP

Norwalk Community College Foundation (NCCF) switched to a new platform in 2021, please be sure to use updated credentials. Every student needs to create a new account if they have not done it yet. Use this document to apply for a Path2Success Coaching Program.

STEP 1. On the NCC Foundation website (www.ncc-foundation.org):

- Navigate to **'Programs'** on the right-hand side of the page to find the **'Path2Success'** section if you want to apply for a coaching program.



STEP 2. Select the program of interest and read all the requirements carefully to determine if you are eligible. Click **'Apply Here'** to begin.

- Path2Success Program Example:

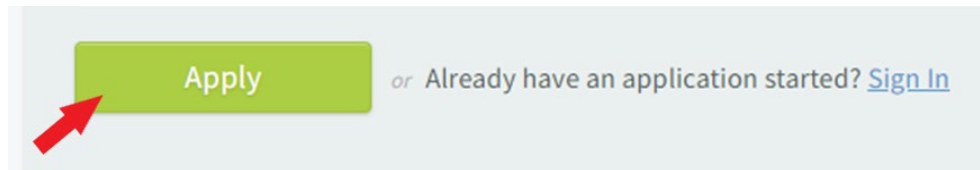


Path 2 Success

APPLY HERE



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.**’



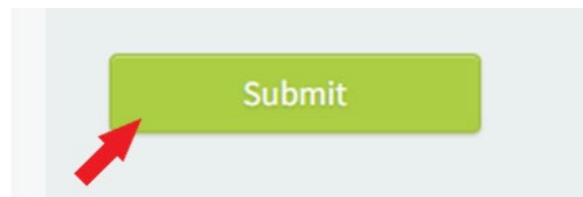
STEP 4. Fill out the ‘**Pre-Qualify Questionnaire**’ to determine your eligibility and then hit ‘**Submit.**’

Spring 2023 Path2Success Coaching Program

DEADLINE: December 02 2022 at 11:59 PM EST (Midnight)

2022-2023 Path2Success Coaching Program

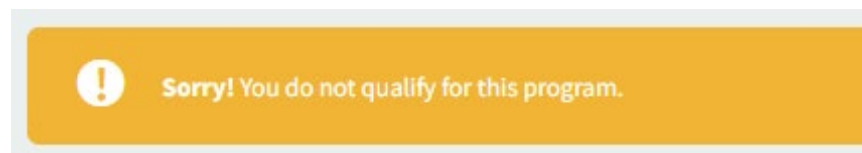
To apply, please answer the following questions (must answer 'Yes' to ALL below to be eligible). If ANY answer is 'No', you are not eligible for this program.



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 college email address is formatted XXXX0000@mail.ct.edu.
 - You can use a personal email address if you prefer.

The image shows a user interface for account management. At the top, there are two buttons: 'Create New Account' on the left and 'Sign In' on the right, both with red arrows pointing to them. 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' button. Below the input fields is a large blue 'Sign In' button. Underneath that is a 'Sign in with Google' button with the Google logo. At the bottom, there is a blue link 'Forgot your Password?' with a red arrow pointing to it.

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 <automated.email@smarterselect.com>’

Dear [REDACTED],

Your application 3661983 for the [REDACTED] Scholarship has been created.

THE DEADLINE FOR SUBMITTING YOUR APPLICATION IS AT 11:59 PM EDT ON [REDACTED] 2022 .

Please save your login information below for future reference.

Your username: [REDACTED]@ncc.comnet.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 NCC Foundation Scholarship Office at scholarships@norwalk.edu.

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

STEP 7. Each application contains 3 sections. Please read all the questions carefully. The three sections are:

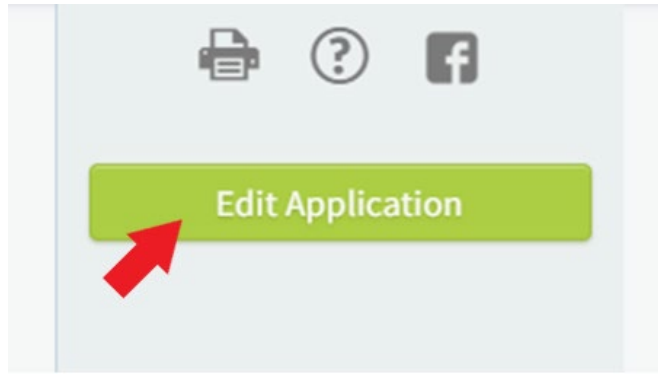
- a. Students Information.
- b. Academic Information.
- c. File Uploads.

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.

My Applications

Search

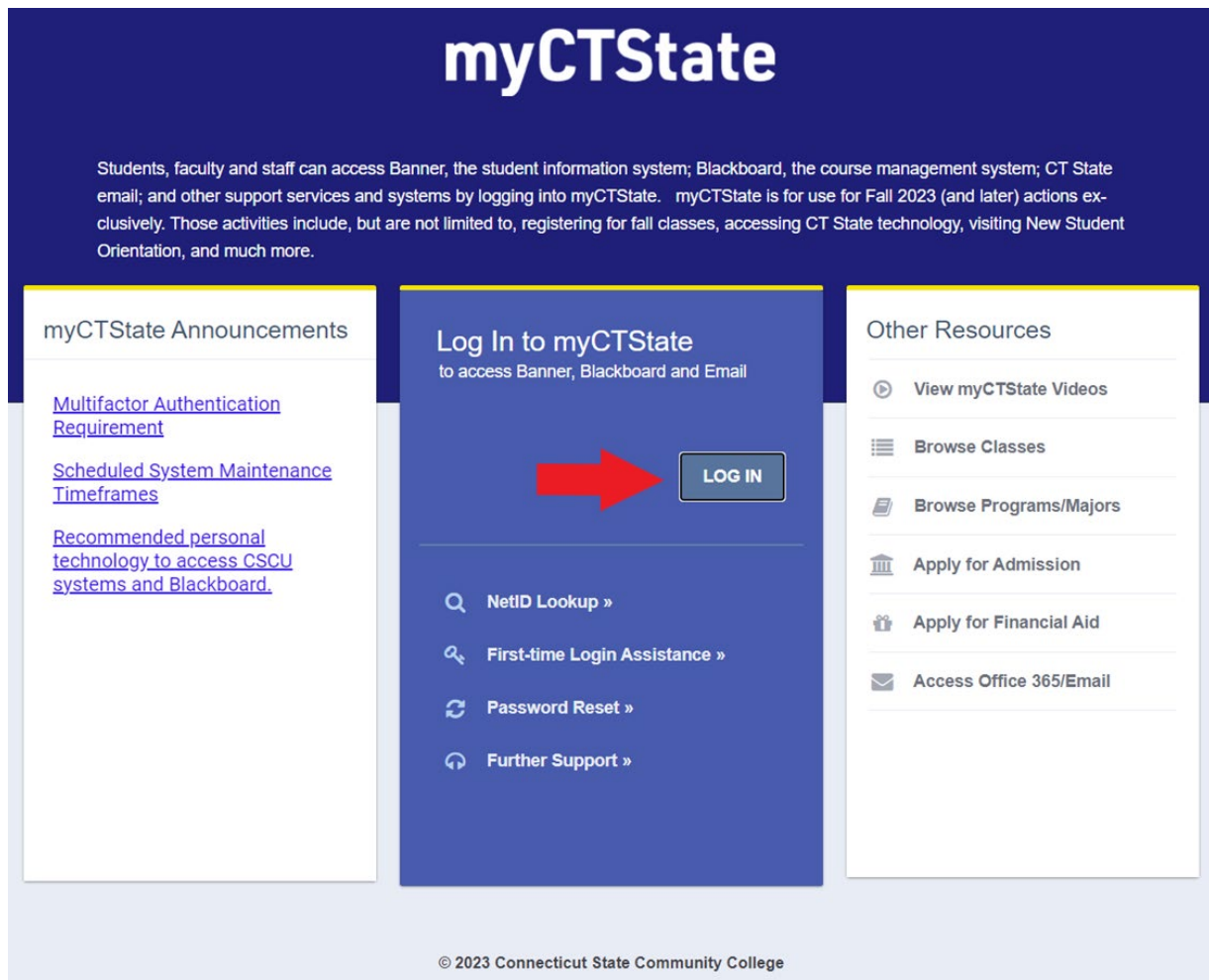
| Program | |
|---------|-------------------------------------|
| | 2022-2023 Academic Year Scholarship |
| | 2022-23 LEAP Transfer Scholarship |



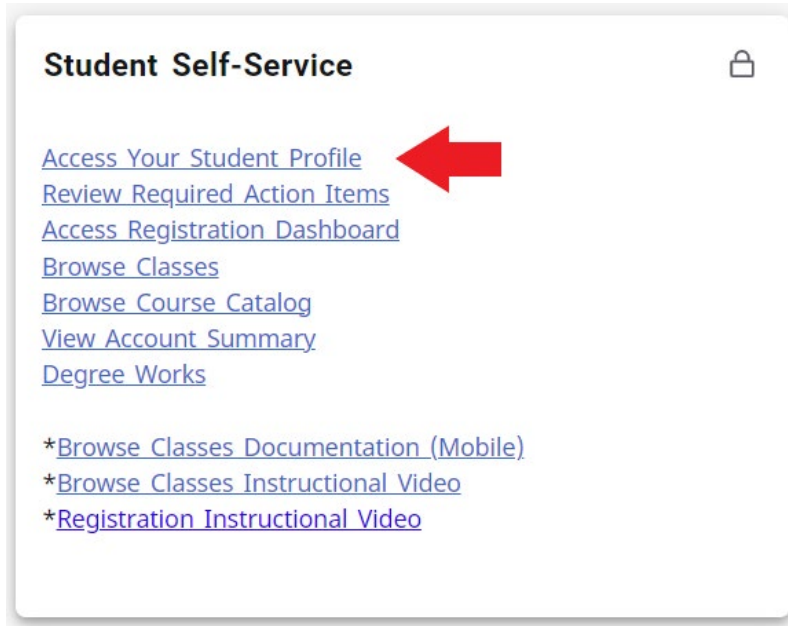
STEP 8. The **Student Information** section asks for your personal information including your institutional GPA, numbers of credits completed so far and credits in progress (currently taken but not finished yet). All the information can be found on **my.ctstate.edu** portal on the Academic Transcript page. A copy of your unofficial transcript will need to be uploaded later and will be used to provide GPA and course completed. Degree Works is used a reference only and is not uploaded.

How to view and save an unofficial transcript:

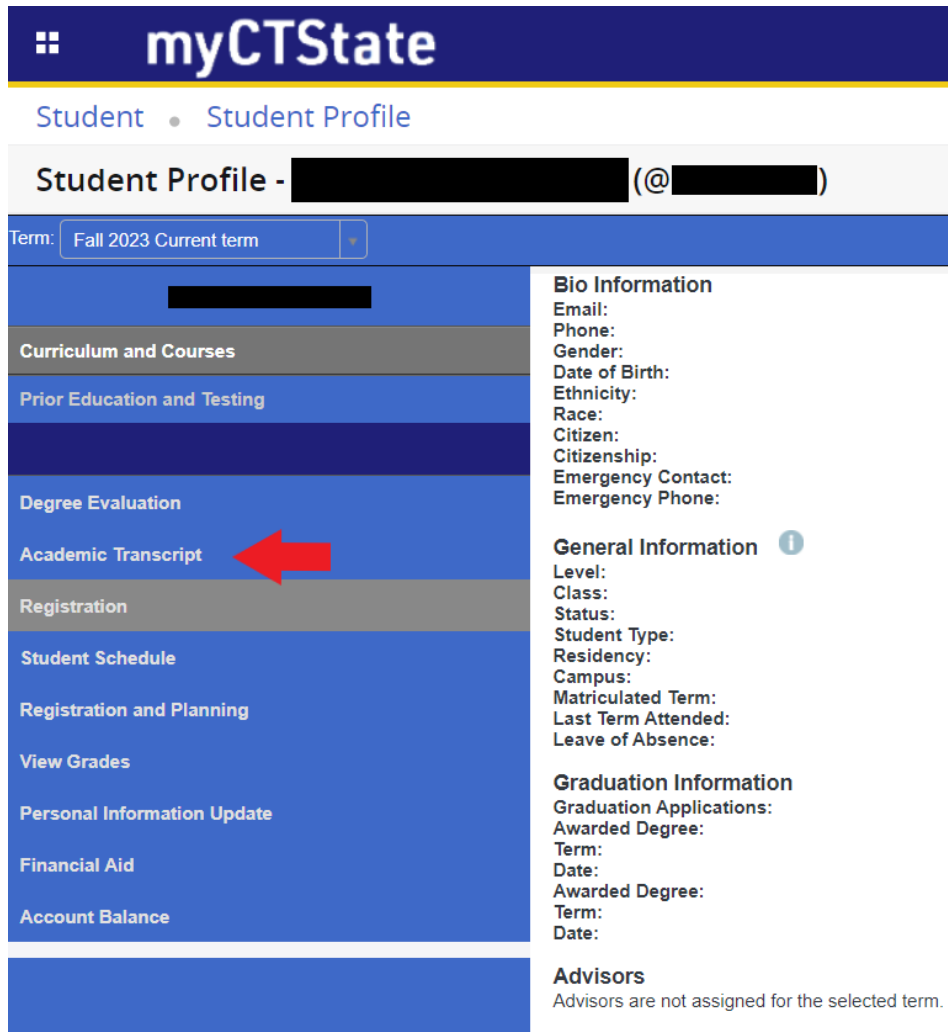
1. To view and save your unofficial transcript, you need to log in to **my.ctstate.edu** with your Banner ID (00000000@student.commnet.edu) and password.



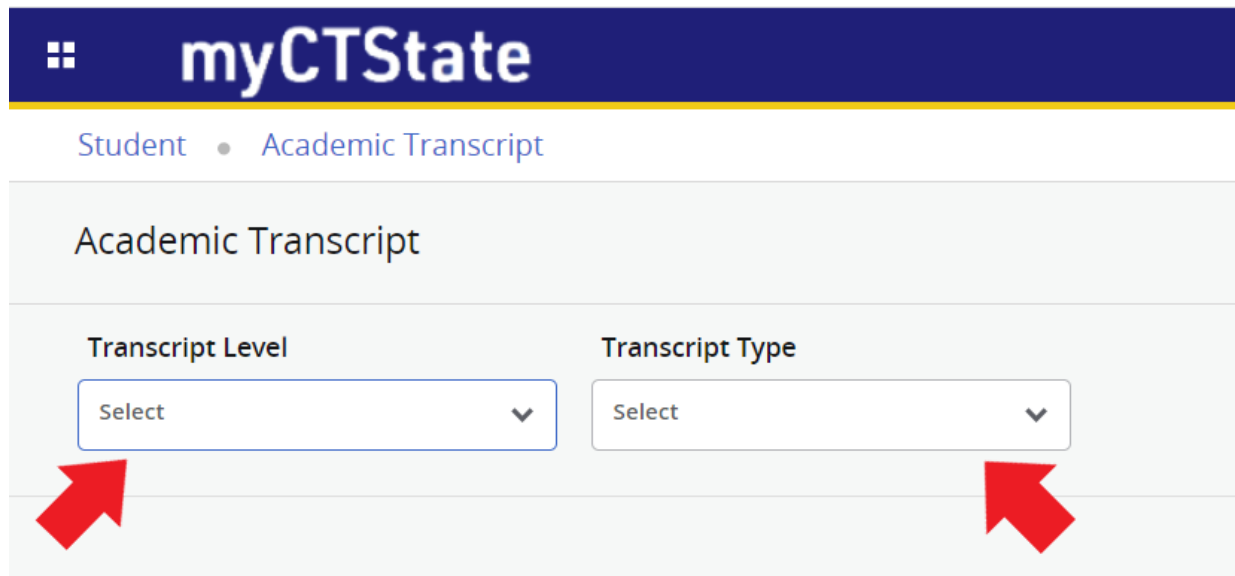
2. On the left-hand side under ‘Student Self-Service’ click on ‘Access Your Student Profile’



3. On the left-hand size panel click on ‘Academic Transcript’. It will prompt you to a new window.



4. Select 'Transcript Level' and 'Transcript Type'



5. Scroll to the bottom of your transcript and look for 'Total Institution GPA.' This is your **Institutional GPA**. Use this part also for number of credits completed ('Earned hours'). Transfer credits do not count as earned at NCC.

Transcript Totals

| Transcript Totals - (NCC Credit) | Attempt Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA |
|----------------------------------|---------------|--------------|--------------|-----------|----------------|------|
| Total Institution | 73.500 | 73.500 | 73.500 | 73.000 | 256.40 | 3.51 |
| Total Transfer | 0.000 | 0.000 | 12.000 | 0.000 | 0.00 | 0.00 |
| Overall | 73.500 | 73.500 | 85.500 | 73.00 | 256.40 | 3.51 |


6. To save your transcript, click **Ctrl + P** on your keyboard and save it as a PDF locally for use in the 'Files Upload' section of the application.

How to view information in Degree Works:

Login to 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, earned hours 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.

Student Self-Service

- [Access Your Student Profile](#)
- [Review Required Action Items](#)
- [Access Registration Dashboard](#)
- [Browse Classes](#)
- [Browse Course Catalog](#)
- [View Account Summary](#)
- [Degree Works](#) 

- *[Browse Classes Documentation \(Mobile\)](#)
- *[Browse Classes Instructional Video](#)
- *[Registration Instructional Video](#)


Program Audit

Student ID: @ [REDACTED] Name: [REDACTED] Program: **BH: Accounting AS** 




Level Undergraduate **Classification** Sophomore **Degree** Associate of Science **School** Business and Hospitality **Home Campus** Norwalk

Prior Degree Awarded Business Administration **Financial Aid SAP Status** Satisfactory Progress **Cell Phone** [REDACTED] **Registration Holds** none

Academic What-If

Format: Student View 

Program progress

 95%  100% Overall GPA: **3.51** 

Requirements Credits

STEP 9. The **Academic Information** section asks for academic related information including 1 short essay question and 1 additional (optional) box for any special consideration.

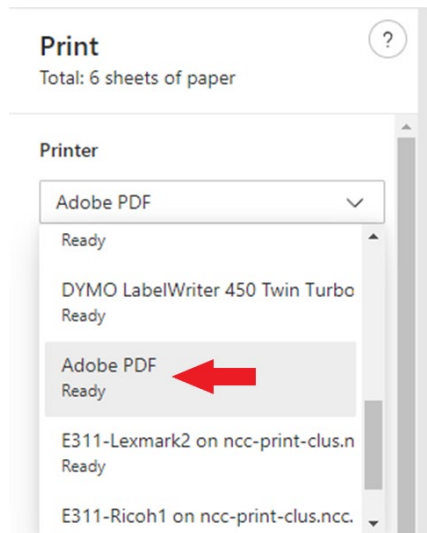
NOTE: You must write a minimum of three sentences to make sure that your application will be taken into account! Answers with less than 3 sentences will be considered incomplete and will disqualify you.

STEP 10. The **File Uploads** section requires several documents to be submitted. Review each option below to ensure a complete application is submitted:

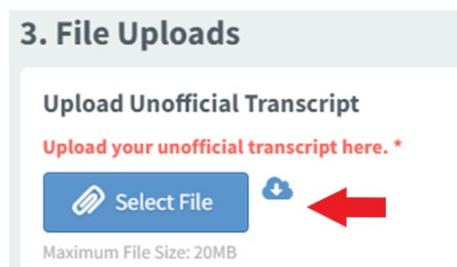
- A copy of your unofficial transcript.
- International students must submit a copy of their I-20.
- A screenshot of the current Financial Aid Award Package.
- An optional Program Coordinator form (use only if you have more than 64 credits earned – Nursing students are not eligible for this program)*.

To upload your unofficial transcript:

1. Follow the steps listed in Step 8 **‘How to view and save an unofficial transcript:’**,
2. To save your transcript, click **Ctrl + P on your keyboard.**
3. A new window should open, giving you a few options to print. Under **‘Printer’** tab, select **‘Adobe PDF’** or **‘Save to PDF’** or any equivalent depending on an equipment and browser you are using and then hit **‘Print.’**



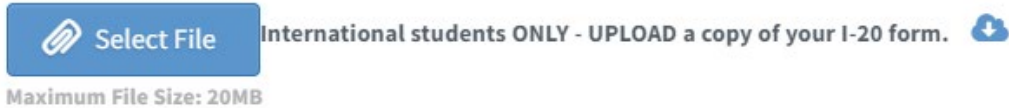
4. Save your file on your Desktop or in the folder where you will be able to find it. Use your last name and first last name as a File name (e.g., Smith, Julia Transcript).
5. Go back to your application and click **‘Select File.’** Browse for your saved transcript and click **‘Open.’**



How to upload an I-20.

If you are an international student, you need to submit your I-20 form as well.

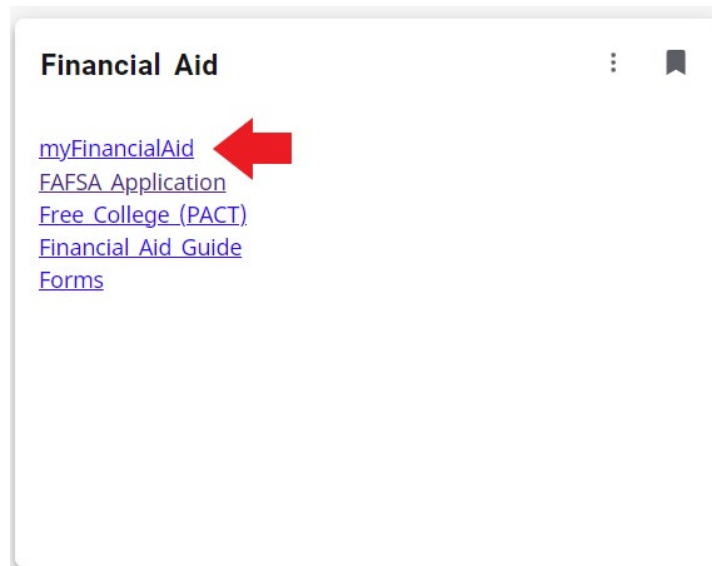
1. In the application 'Files Upload' section, click 'Select File.'
2. Browse for your saved version of your I-20 and click 'Open.'



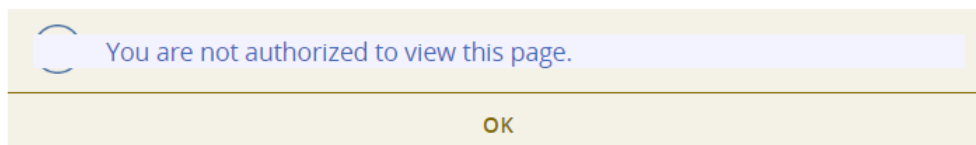
To upload a screenshot of your NCC financial aid breakdown for the upcoming year.

NOTE: This process is needed even if Financial Aid award information is empty or not yet available.

1. Log on to my.ctstate.edu and look for 'FINANCIAL AID' tab and click on it.



2. Please select the **UPCOMING** not a current year (the most top from the list) to see if there is any financial aid available for you. **Do NOT** submit Award History from previous years.
3. You should see your Award Package for 202X-202X Award Year. Take a screenshot (Print Screen) of it, save it on your Desktop or in the folder where you will be able to find it.
 - Use your last name and first last name as a File name (e.g., Smith, Julia Award Package).
 - It is okay if you see a message like the one below, you should still upload it. This is used for internal purposes only.



4. In the application 'Files Upload' section, click 'Select File.' Browse for your saved Award Package and click 'Open.'



***Optional Program Coordinator form:**

If you have more than 64 credits (Nursing students are not eligible for this program), download a program Coordinator form from NNC Foundation website (<https://ncc-foundation.org/current-ncc-students/>), have it signed by your Program Coordinator and upload for special consideration. ESL (English as a Second Language) credits below 142 level and any miscellaneous classes do not count.

OPTIONAL: Upload Program Coordinator Verification form here.

*If you have more than 68 credits [REDACTED], download this form from <https://ncc-foundation.org/current-ncc-students/> and upload it here signed by your Program Coordinator for special consideration.



STEP 11: 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 a 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**.

The NCC Foundation will contact you once all applications are reviewed and request you to submit a Post-Acceptance and a Thank You note to the donors. This part is required to receive a scholarship! Once the post-acceptance is submitted, the Financial Aid Office will receive a request to apply all awards to students' accounts.