# 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 Spring Only Scholarship.

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

- Navigate to **'Scholarships'** on the right-hand side of the page and pick the **'Current NCC Students'** tab.
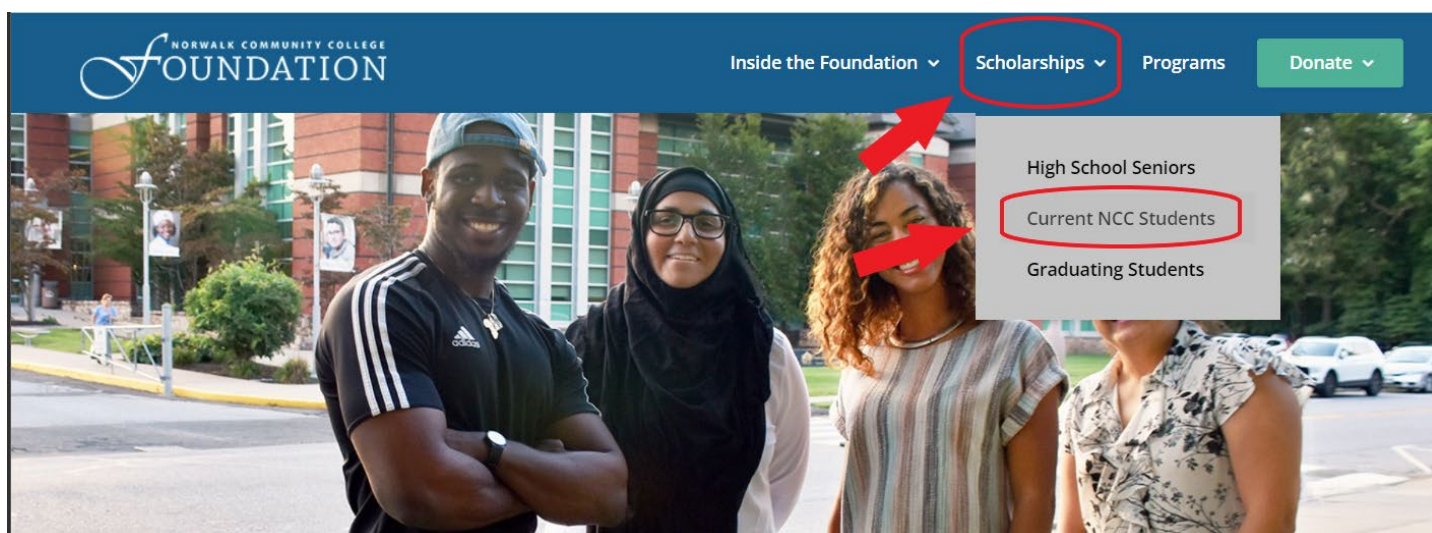
STEP 2. Select the scholarship of interest and read all the requirements carefully to determine if you are eligible. Click **'Apply Here'** to begin.

- Spring Only Scholarship Example:

Spring Semester Scholarship Information

This scholarship is for the Spring semester ONLY, and open to all current NCC students **who have NOT already received a scholarship this year.** Your award is based on the number of credits you enroll in and complete this spring, and your unmet need.

When to apply

The 2022 Spring Semester Scholarship application will open on **Friday, October 7, 2022**. Please check your eligibility before you apply. Instructions 'How to Apply' available below.

What you need

The scholarship is **open to all students** who **have not earned a prior associate degree at NCC, or a bachelor's or higher degree at any US institution.**

Students of any citizenship may apply (includes US citizens, US permanent residents, international students (F-1 VISA), and students without US citizenship or residency)

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.'**
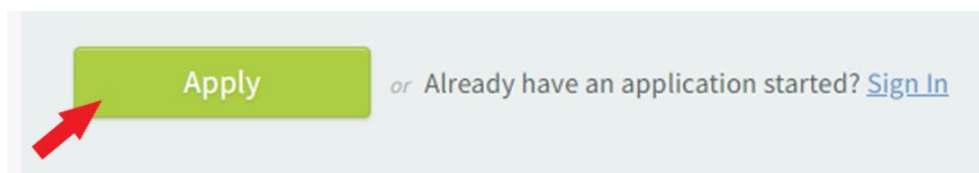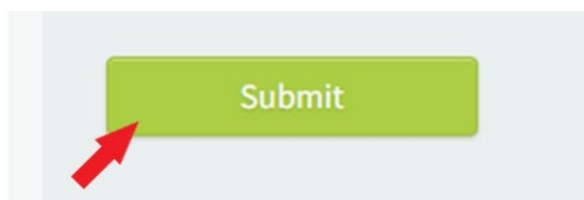

STEP 4. Fill out the **'Pre-Qualify Questionnaire'** to determine your eligibility and then hit **'Submit.'**

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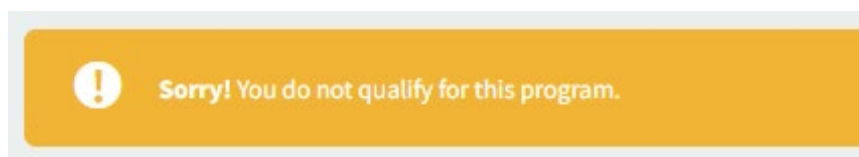
Stop and review other options to see what alternatives are available for you.

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.

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 ▮▮▮▮▮ ▮▮▮▮▮,

Your application 3661983 for the ▮▮▮▮▮▮▮▮▮▮▮ Scholarship has been created.

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

Please save your login information below for future reference.

Your username: ▮▮▮▮▮@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 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:
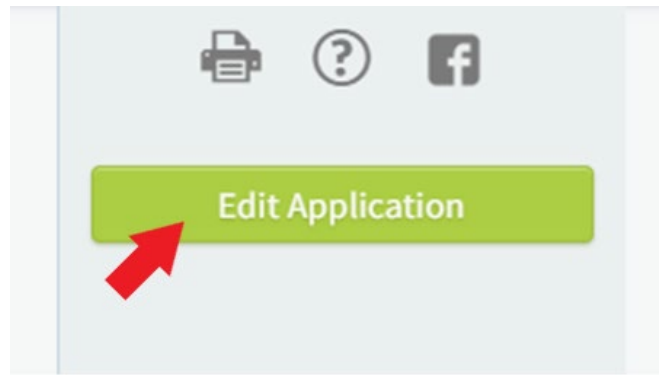
a. Students Information.
b. Academic Information.
c. File Uploads.

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.commnet.edu** portal on unofficial 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 as 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.commnet.edu** with your Banner ID (00000000@student.commnet.edu) and password.
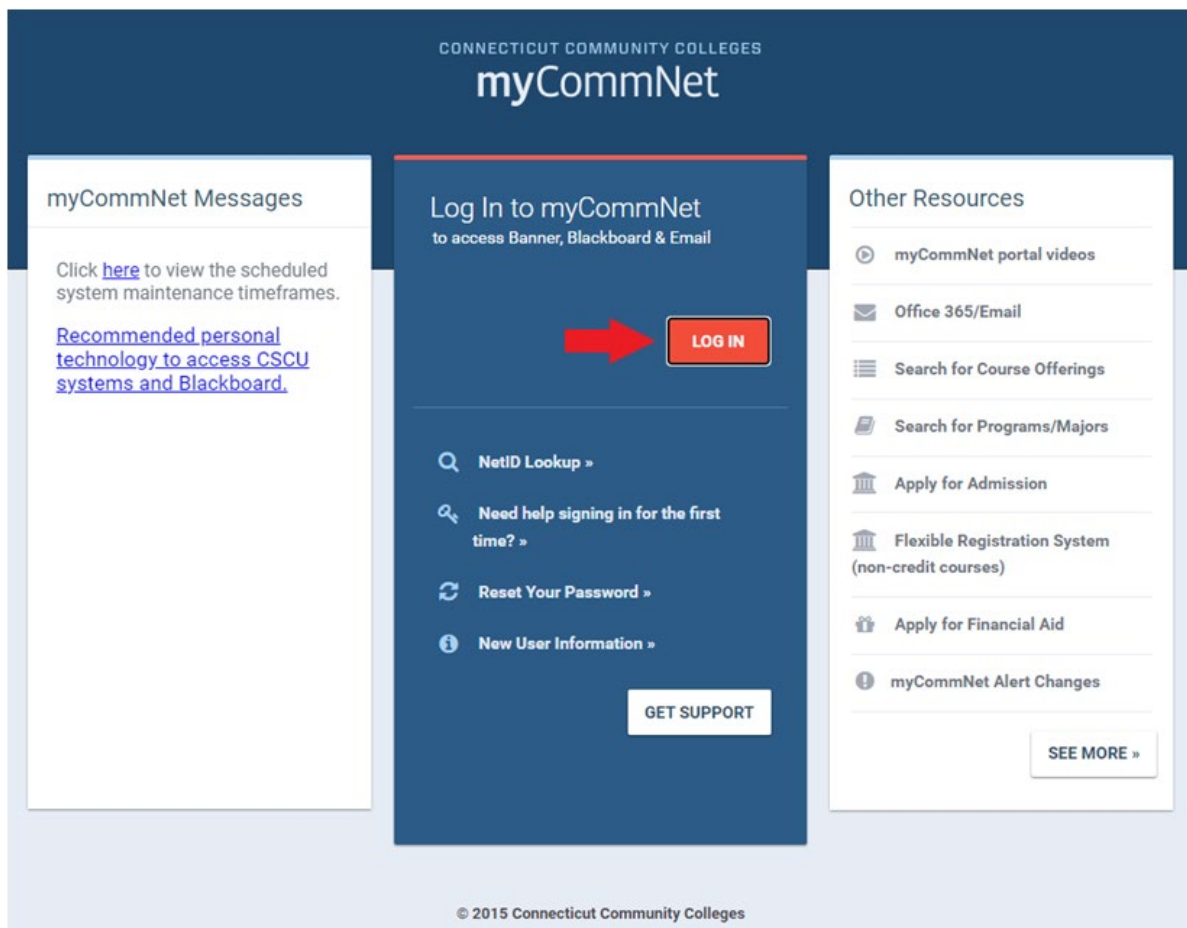
2. On the right-hand side click on **'Banner Student & Faculty Self-Service.'**
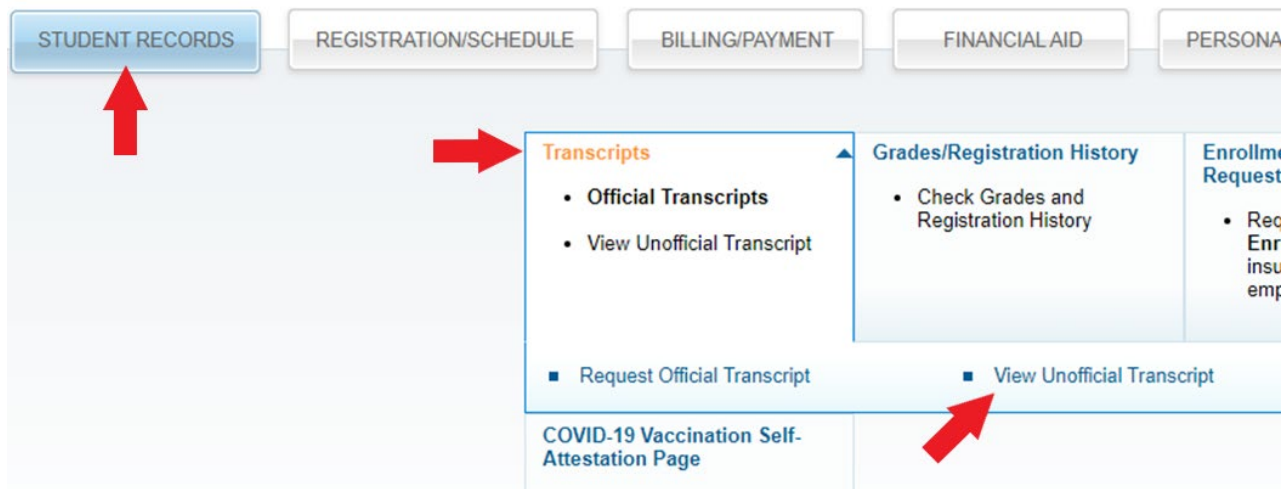
Access Banner Self-Service

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.'**

STUDENT RECORDS	REGISTRATION/SCHEDULE	BILLING/PAYMENT	FINANCIAL AID	PERSONA

Transcripts ▲

- **Official Transcripts**
- **View Unofficial Transcript**

Grades/Registration History

- Check Grades and Registration History

Enrollm Request

- Rec Enr insu emp

■ Request Official Transcript   ■ View Unofficial Transcript

COVID-19 Vaccination Self-Attestation Page

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

STUDENT RECORDS	REGISTRATION/SCHEDU

Unofficial Transcript

Home > Academic Transcript

Select the transcript level and "click" Submit.

Transcript Level: NkCC Credit ▾

Submit

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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 (NKCC CREDIT) -Top-	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	67.500	67.500	67.500	67.000	232.40	3.46
Total Transfer:	0.000	0.000	12.000	0.000	0.00	0.00
Overall:	67.500	67.500	79.500	67.000	232.40	3.46

Unofficial Transcript

6. To save your transcript, click **'CLICK HERE TO PRINT THE UNOFFICIAL TRANSCRIPT'** highlighted in yellow and save it as a PDF for use the **'Files Upload'** section of the application.

Display Academic History

Home > Display Academic History

This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

CLICK HERE TO PRINT THE UNOFFICIAL TRANSCRIPT

If a new window does not display, enable pop-ups in your browser.

Transfer Credit   Institution Credit   Transcript Totals   Courses in Progress

Transcript Data

STUDENT INFORMATION

How to view information in Degree Works:

Login to **my.commnet.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 <u>NOT</u> used for your unofficial transcript. This section is used to provide specific answers to questions, not for printing or submission.
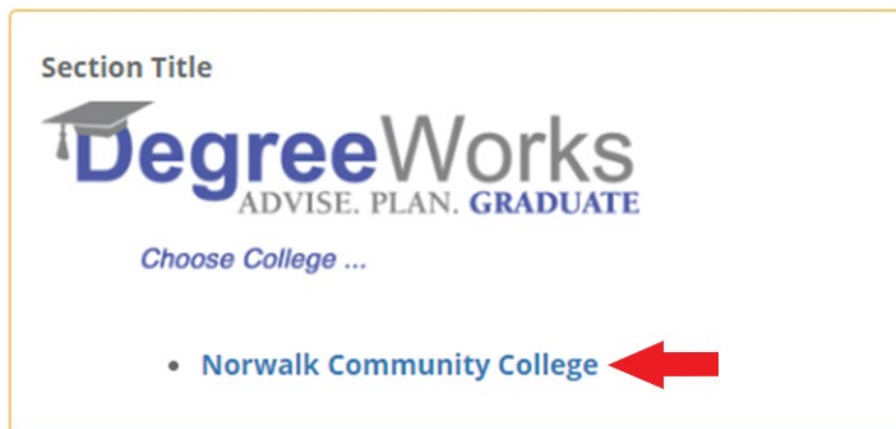
STEP 9. The **Academic Information** section asks for academic related information including 1 short essay question and 1 additional (optional) box for any special consideration.

> **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.

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 '**CLICK HERE TO PRINT THE UNOFFICIAL TRANSCRIPT'** highlighted in yellow.

Display Academic History

Home > Display Academic History

(i) This is NOT an official transcript. Courses which are in progress may also be included on this transcript.
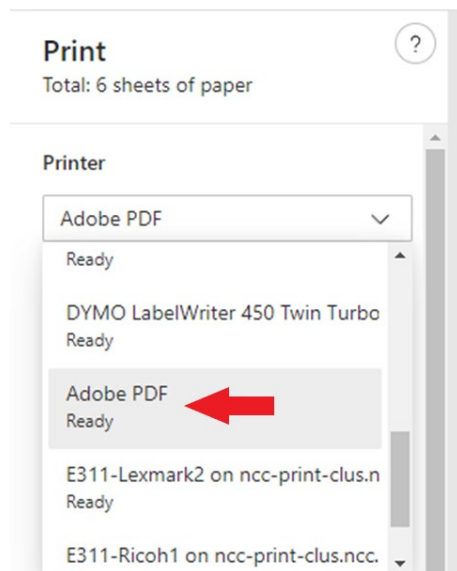
CLICK HERE TO PRINT THE UNOFFICIAL TRANSCRIPT

If a new window does not display, enable pop-ups in your browser.

Transfer Credit   Institution Credit   Transcript Totals   Courses in Progress

Transcript Data

STUDENT INFORMATION

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.'**

Print
?
Total: 6 sheets of paper

Printer

Adobe PDF   ⌄

Ready

DYMO LabelWriter 450 Twin Turbo
Ready

Adobe PDF   ⬅
Ready

E311-Lexmark2 on ncc-print-clus.n
Ready

E311-Ricoh1 on ncc-print-clus.ncc. ⌄

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.'**

3. File Uploads

Upload Unofficial Transcript

Upload your unofficial transcript here. *
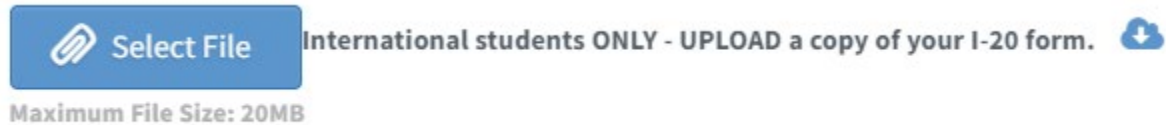
🔗 Select File   ⬇   ⬅

Maximum File Size: 20MB

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.commnet.edu** and look for '**FINANCIAL AID**' tab and click on it.
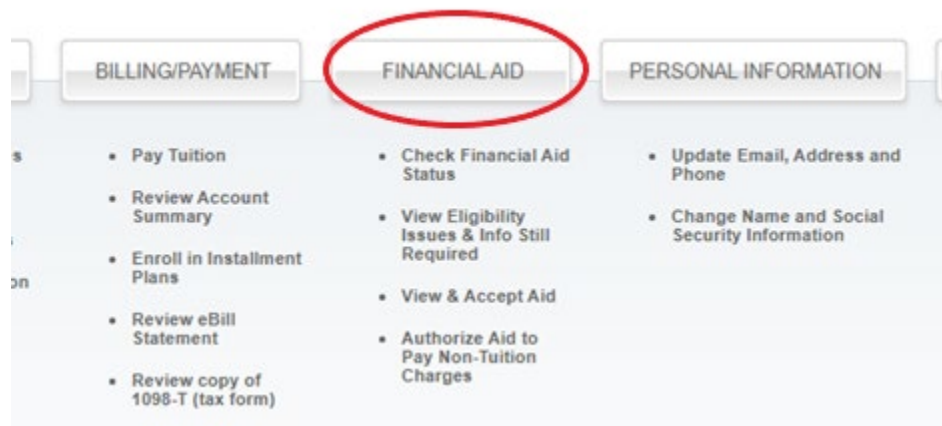
2. Select '**Award Package**' box then select Aid Year and hit submit.
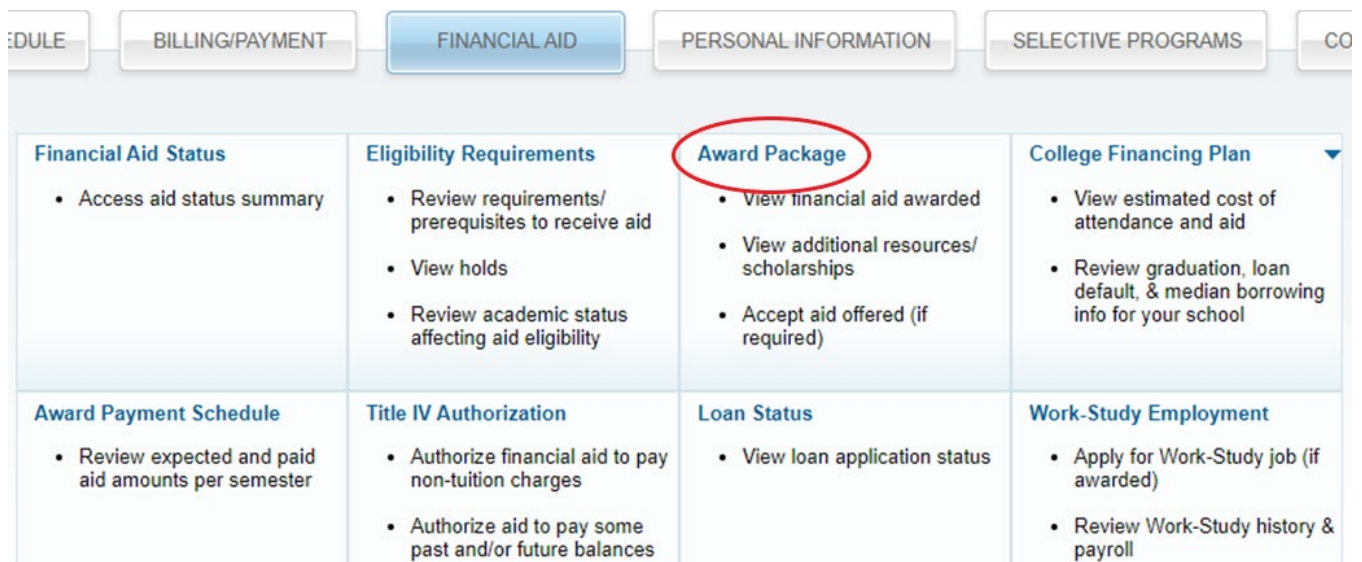
3. Please select the **UPCOMING** not a current year (the most top from the list) to see if there is any financial aid available for you. **Do NOT** submit Award History from previous years.

Select Aid Year

Home > Select Aid Year

> ⓘ Some financial aid information is determined by Aid Year - the ac
> Select the aid year from the drop-down list below, then click

Select Aid Year | 2022 - 2023 Award Year ▾

Submit

2022 - 2023 Award Year
2021-2022 Award Year
2020-2021 Award Year
2019-2020 Award Year
2018-2019 Award Year
2017-2018 Award Year
© 2022 Ellucian Co 2016-2017 Award Year
2015-2016 Award Year
2014-2015 Award Year
2013-2014 Award Year
RELEASE: 8.21.1 2012-2013 Award Year
2011-2012 Award Year

4. 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.

Award Package for 2022 - 2023 Award Year

Home > FINANCIAL AID > Award Package

| General Information | Award Overview | Resources/Additional Information | Accept Award Offer |

> ⓘ A financial aid award is not available for you at this time.
>   - Determine if you have any unsatisfied eligibility requirements.
>   - Contact your college's Financial Aid Office if you have questions.

Select Another Aid Year

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

Upload a screenshot of your 2022-2023 academic year NCC financial aid breakdown here. Please make sure the whole academic year is visible. *

Select File

Maximum File Size: 20MB

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 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 a student account.