

# INSTRUCTIONS TO APPLY FOR AN NCC FOUNDATION SCHOLARSHIP

Norwalk Community College Foundation (NCCF) switched to the SmarterSelect platform in 2021. Please create a new account if you do not have one already. Also, make sure you update your login using your personal email. Use this document to apply for a **Path2Success Scholarship and Coaching**.

**DO NOT USE YOUR PHONE TO APPLY! PLEASE USE A PC OR A LAPTOP TO FILL OUT THE APPLICATION. Assistance is available in the Foundation office.**

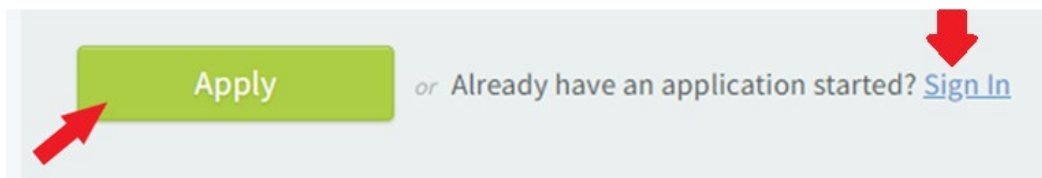
**STEP 1.** On the NCC Foundation website ([www.ncc-foundation.org](http://www.ncc-foundation.org)):

- Navigate to ‘**Scholarships**’ on the right-hand side of the page and pick the ‘**Current CT State Norwalk Students**’ tab.



**STEP 2.** Click on ‘**Path2Success**’ and Read all the requirements carefully to determine if you are eligible to apply. Scroll down and click ‘**APPLY**’ to begin.

**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**’.



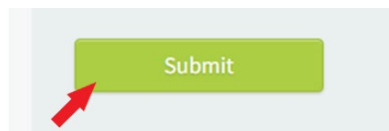
**STEP 4.** Complete the ‘**Pre-Qualify Questionnaire**’ to determine your eligibility and then hit ‘**Submit**’.

Path2Success Coaching Program

DEADLINE: 202 at 11:59 PM EST (Midnight)

202-202 Path2Success Coaching Program

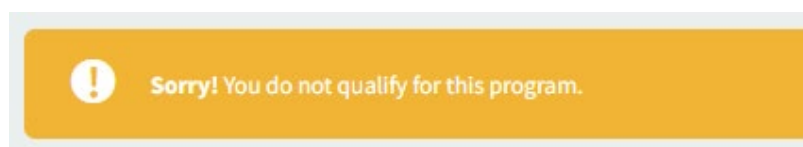
To apply, please answer the following questions (must answer 'Yes' to ALL below to be eligible). If ANY answer is 'No', you are not eligible for this program.



The pre-qualification questionnaire is different for each scholarship/award.

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/award. You will see the notification as shown below.



Stop and review other options to see what alternatives are available for you. You may visit, call, or email the Foundation office if you have questions about scholarship eligibility.

**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.

**NOTE:** For help with accessing your Student ID, email, and Degree Works, the [Blackboard Help Desk](#) is available (24/7) via chat and phone 860-723-0221.

### **CRITICAL NOTES BEFORE PROCEEDING:**

- **Create an account only if you are using this system for the first time!**
  - There is no need to create a new account every time you apply for a scholarship. It can lead to confusion with your applications. Use the 'Forgot your Password?' option to reset your password.
  - Your college email address is formatted [firstname.lastname@ctstate.edu](#) for new users.
- **Existing users:** If you created your account using [xxxx0000@mail.ct.edu](#) or [00000000@student.comnet.edu](#), you must change it immediately. Log in and update your email address under 'My Profile' or contact SmarterSelect support.

- You can use a personal email address if you prefer (**recommended**).


→ Create New Account Sign In ←

**Sign into your Account**

✉ Email Address

🔒 Password SHOW

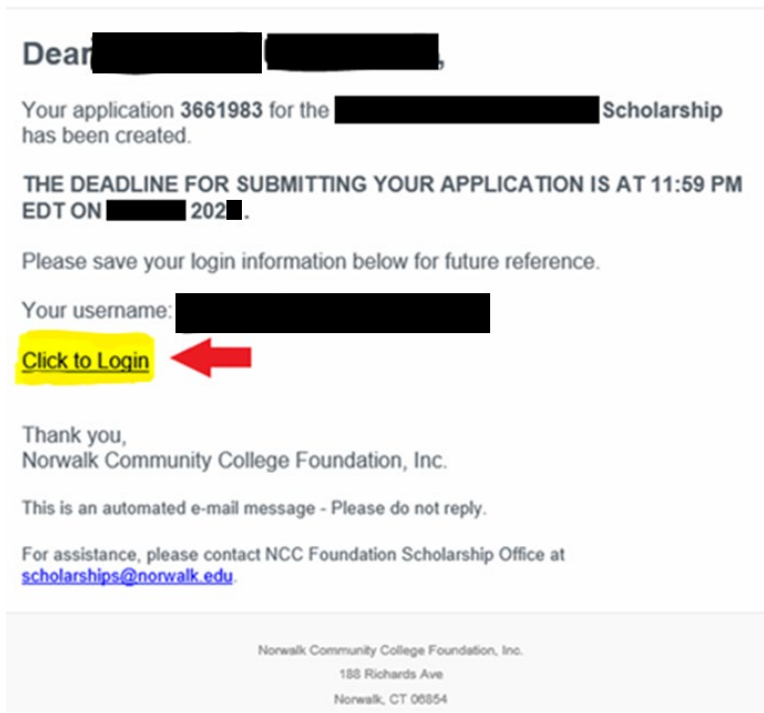
Sign In

 Sign in with Google

→ [Forgot your Password?](#)

**STEP 6.** Once you create an account or sign-in to your existing one, the 5-section application process begins. You will receive a confirmation email indicating your application is ready to begin, see example below. **Please keep it for future reference and review the deadline date for submission. It is important that you regularly check your email throughout the application process for updates on your application, including missing information and/or documents. Applications completed after the deadline will be rejected, no exceptions.**

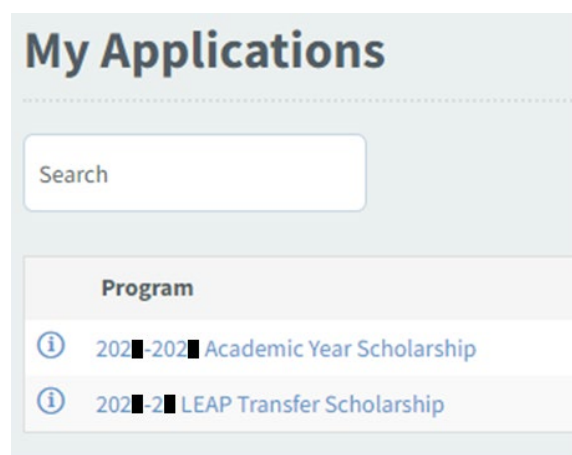
**NOTE:** If you have not received a confirmation email, check your ‘Junk/Spam’ folder for all emails from [‘Norwalk Community College Foundation, Inc.’] Application Created/Submitted, NCC Foundation Scholarship Office <automated.email@smarterselect.com>’.

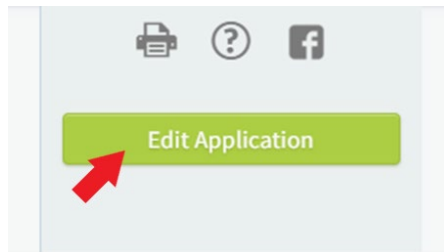


**STEP 7.** Each application contains five main sections. Please read all the questions carefully. The five sections are:

- a. Required Information Checklist.
- b. Student Information.
- c. Personal Information.
- d. Academic Information.
- e. File Uploads.

Each page 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. **Remember to save at the end of each editing session.**





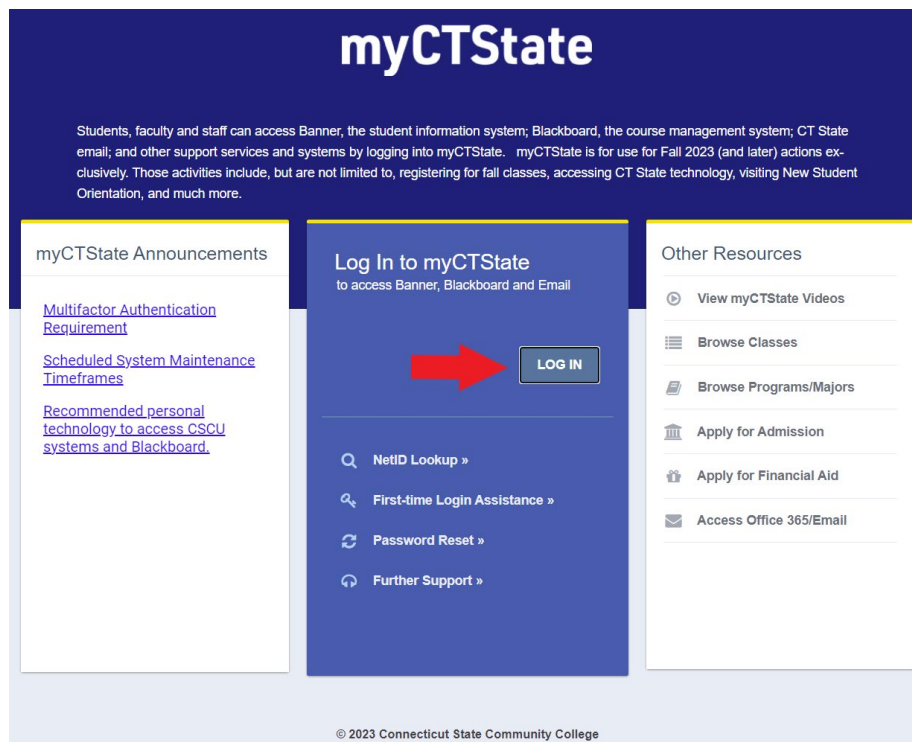
**STEP 8.** The **Required Information Checklist** section describes what information you need to gather to be able to fill out the scholarship application correctly. Please read this part very carefully! **Incomplete applications will be DECLINED!**

**STEP 9.** The **Student Information** section asks for your school information including your Student ID, your college email, your major, overall GPA, number of credits completed and credits in progress (currently taken but not finished yet). All the information can be found on **my.ctstate.edu** portal. Use your Degree Works (Program Audit) sheet to provide all the information required in the application. You will upload it later in the **‘File Uploads’** section.

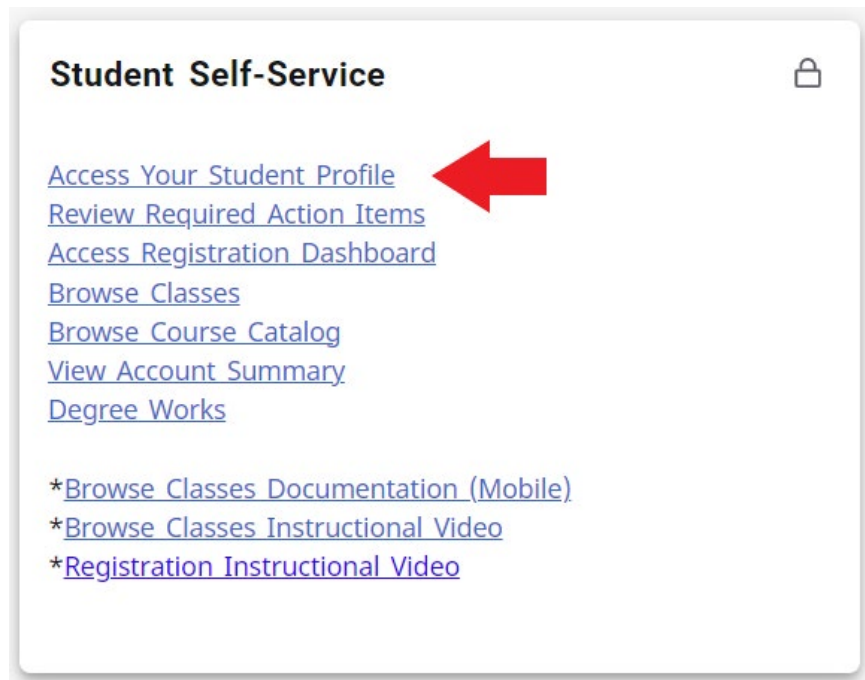
**How to find your Student ID (example):**

1. To find your Student ID (@00000000), you need to log into **my.ctstate.edu** with your college email and password.

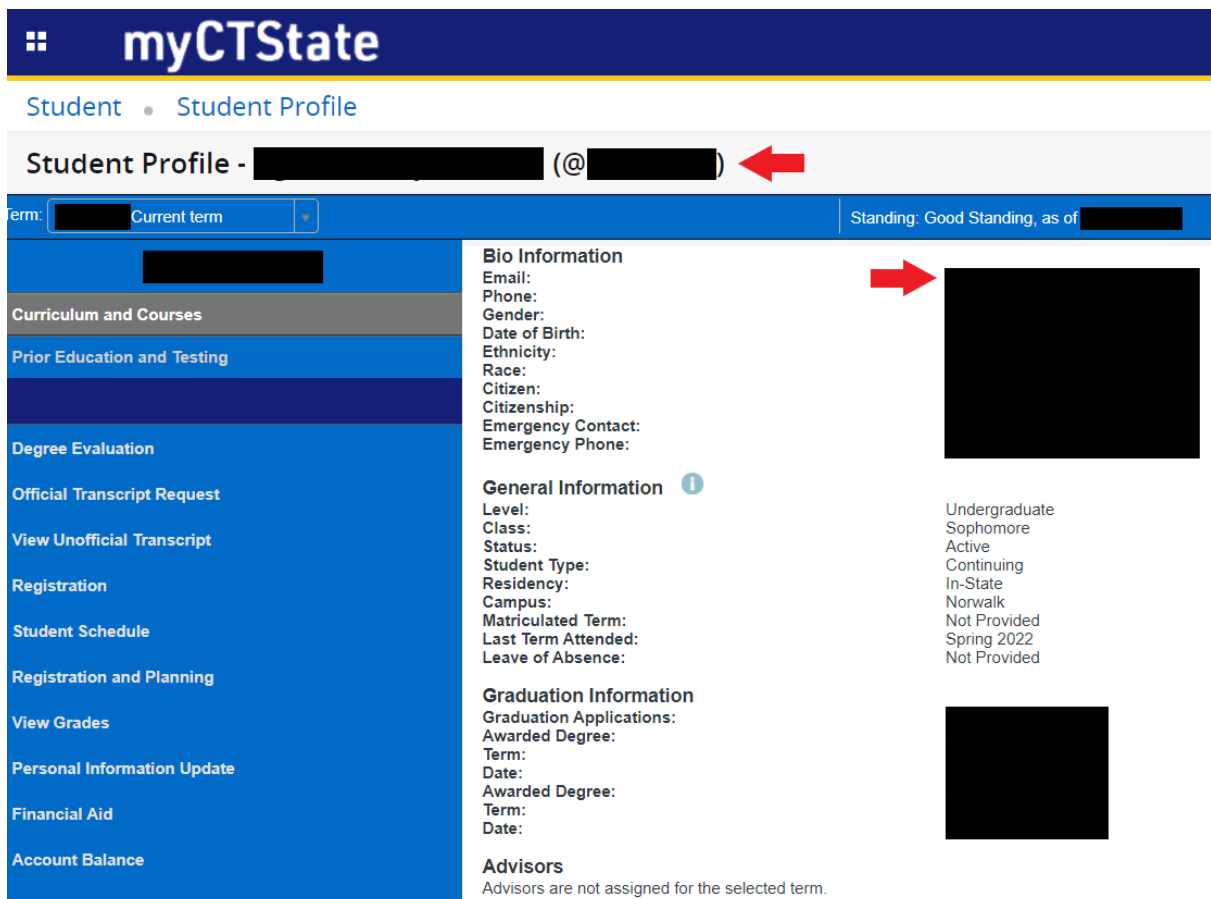
**NOTE:** For help with accessing your Student ID, email, and Degree Works, the [Blackboard Help Desk](#) is available (24/7) via chat and phone 860-723-0221.



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



3. Your student account summary will come up. You can find your Student ID (@00000000) next to your name.



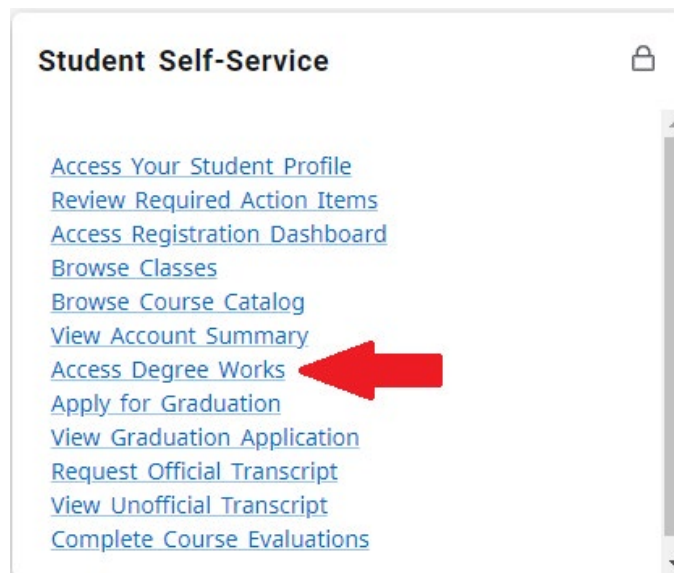
Please note your college email has a new [firstname.lastname@ctstate.edu](mailto:firstname.lastname@ctstate.edu) format.

Use this email address as your College Email in the application.

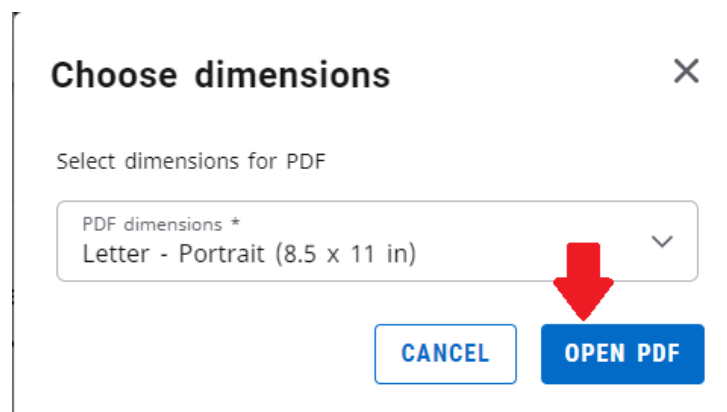
**NOTE:** For help with accessing your Student ID, email, and Degree Works, the [Blackboard Help Desk](#) is available (24/7) via chat and phone 860-723-0221.

**How to view and save a Degree Works sheet (example):**

1. To view and save your Degree Works sheet, you need to log in to **my.ctstate.edu** with your college email and password.
2. On the left-hand side under ‘**Student Self-Service**’ card click on ‘**Access Degree Works**’.



3. A new window should open, showing you a ‘**Program Audit**’ page. Click on the printer icon on the right-hand side. Select your format under ‘**PDF dimensions**’ and click ‘**OPEN PDF**’ box.





4. When a new window opens, click on the arrow pointing down on the right-hand side of the screen. Save your file on your desktop or in a folder where you will be able to find it. Use your last and first name as a file name (e.g., Smith, Julia Degree Works).

**NOTE:** A CT State Transcript is created as soon as you are admitted. Degree Works must be used for this application. Other documents WILL NOT BE ACCEPTED. Please do not upload your high school transcript, certifications, or registration forms.

**STEP 10.** The **Academic Information** section asks for academic related information including two short essay questions and one additional (optional) box for any special consideration.

**NOTE:** You must write a minimum of 100 words; no exceptions! Answers with less than 100 words will be considered incomplete and your application will be declined.

**STEP 11.** The **File Uploads** section requires that the following documents be uploaded before you submit your application. See each page listed below for instructions on how to upload each file:

- A copy of your Degree Works sheet. (See step 9, page 6, page 8)
- A copy of your Fall/Spring schedule. (See page 8)
- International students must submit a SIGNED copy of their I-20. (See page 11)
- A screenshot of your current Financial Aid Award Offer from [my.ctstate.edu](http://my.ctstate.edu). (See page 11)
- The current FAFSA Submission Summary - US citizens, Permanent Residents, and eligible nonresidents only. (See page 13)

**OR**

- Signed [Income Verification Form](#) – international students, DACA, undocumented, TPS and others. (See page 14)

**How to upload your Degree Works sheet:**

1. Follow the steps listed in Step 9 '**How to view and save a Degree Works sheet (example):**' if you have not saved it yet.
2. Go back to your application and click '**Select File**'. Browse for your saved program audit and click '**Open**'.

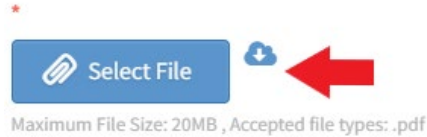


## Upload Files Here

If you need assistance, please review this manual.

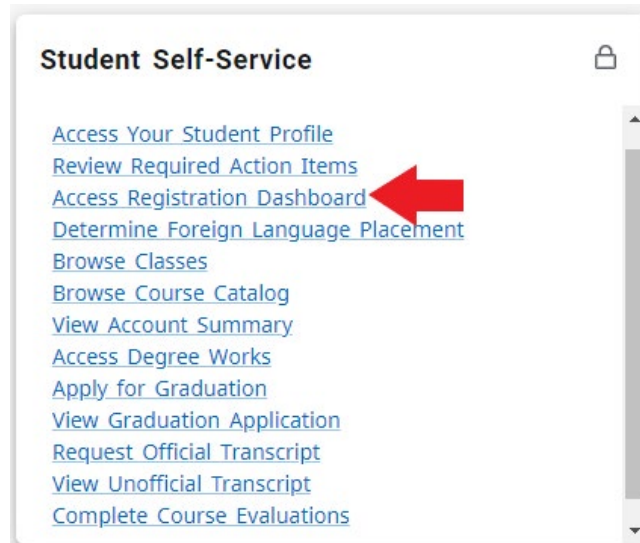
Upload your full CT State Norwalk Degree Works here. Do not upload:

- High School Transcripts
- Other Colleges Transcripts
- Incomplete Transcripts

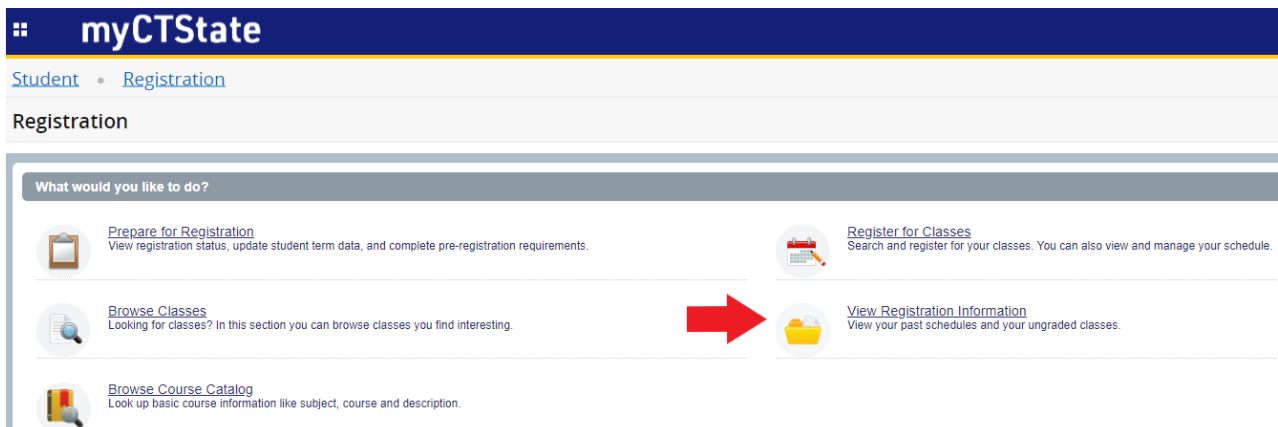


## How to view, save, and upload your Fall/Spring schedule (example):

1. To view and save your registration log in to **my.ctstate.edu** with your college email and password.
2. On the left-hand side under ‘**Student Self-Service**’ click on ‘**Access Registration Dashboard**’.



3. Select ‘**View Registration Information**’.



4. Select **'Active Registrations'** and click the printer icon to save it on your desktop or in the folder where you will be able to find it. You will be asked to submit your spring registration in January again. Make sure your name and class details are visible. Use your last and first name as the file name (e.g., Smith, Julia Fall Registration).

myCTState

[Student](#)
[Registration](#)
[View Registration Information](#)

View Registration Information

Look up a Schedule

Active Registrations

Class Schedule

Term: Fall

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Personal Finance	BFIN 1100, 030	3	15913	Distance Learning	Standard Letter	Undergraduate	Late Start-13 Week...	None		Registered	**Web Registered**...

Total Hours | Registered: 3 | Billings: 3 | CEU: 0 | Min: 0 | Max: 19

myCTState

[Student](#)
[Registration](#)
[View Registration Information](#)

View Registration Information

Look up a Schedule

Active Registrations

Class Schedule

Term: Spring

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Business Communications	BUSN 2100, 016	3	45773	Lecture	Standard Letter	Undergraduate	Full Term (1)	None		Registered	**Web Registered**...
Principles of Macroeconomics	ECON 1001, 007	3	41724	Distance Learning	Standard Letter	Undergraduate	Full Term (1)	None		Registered	**Web Registered**...
Principles of Managerial Accounting	ACCT 1170, 056	3	47475	Distance Learning	Standard Letter	Undergraduate	Late Start-13 Week...	None		Registered	**Web Registered**...

Total Hours | Registered: 9 | Billings: 9 | CEU: 0 | Min: 0 | Max: 19

## CSCC - PROD

### Schedule

**Classification:** Freshman **Level:** Undergraduate  
**College:** Arts and Humanities **Major:** Liberal Arts and Sciences

Title	Course Details	Credit Hours	CRN	Meeting Times
Elementary Italian I	ITAL 1011 001	4.0	10379	Monday, Wednesday 09:30 AM - 11:15 AM Norwalk, Main Campus East - Norwalk, E220
Public Speaking	COMM 1301 031	3.0	12165	Tuesday, Thursday 01:45 PM - 03:15 PM Online Synchronous, LIVESTREAM
Statistics I	MATH 1200 029	3.0	13588	Tuesday, Thursday 10:15 AM - 11:45 AM Norwalk, Main Campus West - Norwalk, W217

Total Hours | Registered: 10 | Billing: 10 | CEU: 0

5. Go back to your application and click **‘Select File’**. Browse for your saved Fall/Spring schedule and click **‘Open’**.



### **How to upload an I-20:**

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

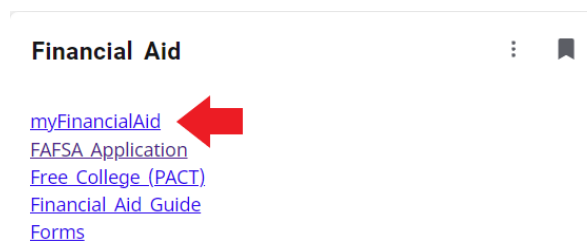
1. In the application **‘Files Upload’** section, click **‘Select File’**.
2. Browse for your saved version of your I-20 and click **‘Open’**. Make sure it is signed by both you and your international student services coordinator.



### **How to view, save, and upload a screenshot of your CT State Norwalk financial aid breakdown for the current year (example):**

**NOTE:** This process is needed even if financial aid information is empty or not yet available. Please see the examples below. Each student may see different information. If you are not receiving financial aid, please contact the Financial Aid office and ask for an official letter. It will be accepted as well.

1. Log in to **my.ctstate.edu** with your college email and password.
2. Look for **‘Financial Aid’** card and click on **‘myFinancialAid’** link.



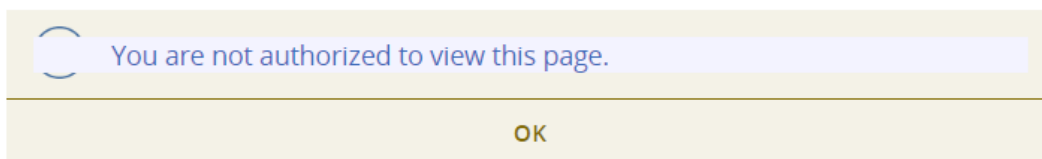
3. Please select the **appropriate** year as requested (from the top of the list) to see if there is any financial aid available for you. **Do NOT** submit Award History from previous years or your eligibility list.

4. You should see your Award Offer for 202X-202X Award Year. Take a screenshot (Print Screen) of it or click the printer icon next to the ‘**Aid Year**’ box.
5. Save it on your desktop or in the folder where you will be able to find it.
  - Use your last and first name as a file name (e.g., Smith, Julia Award Offer).

Grants and Scholarships to Pay for College			
Financial aid that doesn't have to be repaid.			
Type	Fall 20██	Spring 20██	Amount
Federal Pell Grant	\$3,698.00	\$3,697.00	<b>\$7,395.00</b> ACCEPTED
Federal SEOG Grant	\$300.00	\$300.00	<b>\$600.00</b> ACCEPTED
Mary Ann Handley Award	\$506.00	\$500.00	<b>\$1,006.00</b> ACCEPTED
	<b>\$4,504.00</b>	<b>\$4,497.00</b>	<b>\$9,001.00</b>
			<b>-\$9,001.00</b>

Grants and Scholarships to Pay for College			
Financial aid that doesn't have to be repaid.			
Type	Fall 20██	Spring 20██	Amount
Mary Ann Handley Award	\$2,233.00	\$2,629.00	<b>\$4,862.00</b> ACCEPTED
	<b>\$2,233.00</b>	<b>\$2,629.00</b>	<b>\$4,862.00</b>
			<b>-\$4,862.00</b>

If you see a message like the one below, it means that you were not awarded for the year. Take a screenshot of that message and upload it. This will be accepted.



OR

Financial Aid

Aid Year: 2020-2021 Award Year

Home **Offer** Financial Aid History Resources Notifications Satisfactory Academic Progress College Financing Plan

**CT State Community College Financial Aid Guide**  
The CT State Community College Financial Aid Guide is available with information, policies, FAQs and more. To access the guide please click [HERE](#).

[View your Payment Schedule](#)

No award information is available for this aid year.

**Submit**

- Go back to your application and click ‘**Select File**’. Browse for your saved Award Offer and click ‘**Open**’.

Upload a screenshot of your 2020-2021 CT State award offer or financial aid breakdown here. Please make sure the whole academic year is visible. You must still upload it even if you don't receive any financial aid. \*

**Select File**

Maximum File Size: 20MB , Accepted file types: .pdf, .jpg, .bmp, .jpeg

### **How to upload a copy of your FAFSA Submission Summary:**

**NOTE:** Only one file needs to be submitted! Please see below.

- If you are a US citizen, permanent resident or eligible nonresident, you must submit your FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>) through the Financial Aid Office at CT State Community College.
- Download your FAFSA submission summary for the requested year and save it on your desktop or in a folder where you will be able to find it. Use your last and first name as the file name (e.g., Smith, Julia FAFSA).
- Go back to your application and click ‘**Select File**’. Browse for your saved FAFSA and click ‘**Open**’.

Upload your 2020-2021 Submission Summary (NEW!) from your FAFSA - US citizens, permanent residents, and eligible nonresidents only.

If you are not eligible for FAFSA, then please upload [Income Verification Form](#) here. \*

**Select File**

Maximum File Size: 20MB , Accepted file types: .pdf

For FAFSA please see <https://studentaid.gov/> or contact the Financial Aid office at CT State.

## OR

1. If you are an international student, DACA, undocumented student, TPS or a student with any other status not eligible for federal financial aid, you must submit signed Income Verification Form.
2. Go to our website [https://ncc-foundation.org/wp-content/uploads/2023/11/Income-Verification-form-\\_02-24-23.pdf](https://ncc-foundation.org/wp-content/uploads/2023/11/Income-Verification-form-_02-24-23.pdf) and download the form.
3. Complete the form using USD currency, sign it, and save your file on your desktop or in a folder where you will be able to find it. Do not leave anything blank. Use your last and first name as the file name (e.g., Smith, Julia IVF).
4. Go back to your application and click ‘Select File’. Browse for your saved IVF and click ‘Open’.

Upload your 20██-20██ Submission Summary (NEW!) from your FAFSA - US citizens, permanent residents, and eligible nonresidents only.

If you are not eligible for FAFSA, then please upload [Income Verification Form](#) here. \*



For FAFSA please see <https://studentaid.gov/> or contact the Financial Aid office at CT State.

**STEP 12.** Uploading files is the last part of the application. Once all files are uploaded, and all sections have been completed, the application is ready to be submitted. Make sure you read the ‘**Application Acknowledgements**’ section. This provides essential information about scholarship awarding and distribution rules you need to follow.

**NOTE:** For help with accessing your Student ID, email, and Degree Works, the [Blackboard Help Desk](#) is available (24/7) via chat and phone 860-723-0221.

### **IMPORTANT:**

- Incomplete applications will be denied!
- Applications containing documents uploaded to the wrong place or containing partial information will be considered **INCOMPLETE and will be DENIED.**
  - Please check that you have selected the latest Financial Aid year.
  - Please be sure to properly save and upload ALL other requested documents.
  - Please check your emails frequently for notifications from us. Make sure you give the correct email address so we can reach you when needed. You can lose your scholarship if you miss any of our emails.

Review your application again, and again, and double check that all your responses were filled out correctly and you uploaded all of the required documents in the right place.

Check one more time!

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

**The NCC Foundation will contact you once all applications are reviewed and will request you to submit a Thank You note to the donors. These are required in order to receive a scholarship! Once the post-acceptance has been submitted, the Business Office will receive a request to apply your award to your student account. Awards may take several weeks from when you are notified to be posted into your account. Please make payment arrangements with the Business Office to ensure your classes are not dropped.**