

Riverside Community College District

2010 – 2011 Academic Year

Online Scholarship Application

“Helping to Build Dreams”

Welcome to the information page for the *new online* Scholarship Application for the 2010-2011 academic year for Riverside Community College District (RCCD).

This is your opportunity to apply for scholarship funds to help you attain your educational goals and dreams!

Riverside Community College District offers scholarships for students currently enrolled at any campus at RCCD. The application process is *entirely new this year* using an online application. Please read this information carefully, paying close attention to the instructions on how to complete the online application and upload supporting documents. Important: all documents required with your scholarship application must be in an *electronic format* and no more than 5MB in size (this includes your personal essay and evaluation/references). You will not be turning in your application to the financial aid office, it is all online!

To apply for scholarships at RCCD, you will need access to the RCCD website, a printer, ability to save documents to your desktop or a memory device (such as a memory stick, thumb drive, etc.) approximately one hour to review the scholarship listings and information and approximately one hour to apply and submit the application. Be sure to plan ahead and start early!

Although your financial need may be considered in determining eligibility, scholarship eligibility is also based on scholastic achievement and other criteria as set forth by the scholarship donors. However, if you are applying for a *need-based* scholarship (where financial need will be considered), you ***must*** complete the 2009-2010 Free Application for Federal Student Aid (FAFSA) prior to submitting your scholarship application. The FAFSA is available on-line at www.fafsa.ed.gov. You will need to list RCC as your school by listing the Title IV Code of “001270” for any campus at the Riverside Community College District.

How To Apply

All *complete* scholarship applications must be submitted online on or before the application deadline on **Wednesday, December 2, 2009**. Remember to allow yourself plenty of time to complete the required electronic documents and submit the application to meet the deadline. Because this is a new process, please don't wait until the last day to avoid any unforeseen problems. Absolutely no late applications will be accepted!

To apply for the scholarships offered by RCCD, please follow the steps outlined below:

1. Look at the listing of scholarships offered by RCCD on this webpage. Read each one to decide which scholarships you are eligible for and want to apply to. You may want to print the Quick List of scholarships and mark the scholarships you wish to apply for as you are reading the detailed listing.

Application Deadline is Wednesday, December 2, 2009 at midnight

You will be required to apply for each scholarship separately. You may apply for as many scholarships as you wish, however, please do not apply for those that you do not meet the criteria.

2. Write your personal essay (please read the detailed directions on how to write your Personal Essay on this webpage).
 - Your essay *must* be in electronic format (in other words, typed on your computer in Microsoft word or PDF and *less than* 5MB).
 - Save your essay to your desktop or a memory device. You will be asked to upload it as part of your online scholarship application.
 - Be sure to include your name and student ID# in the heading.
 - Your essay should be no more than 1-2 pages (one page is better).
3. Ask at least two people to complete a Scholarship Evaluation or Reference letter.
 - These forms/letters need to be completed by individuals who can attest to your current academic strength and potential for success (please see the detailed information regarding Evaluations or references on this webpage).
 - Read the scholarship listings carefully, as some require evaluations from specific sources.
 - The evaluation/reference must be in electronic format as you will be asked to upload it as part of the scholarship application.
4. Complete the Scholarship Supplement form.
 - The form is available on this webpage.
 - Save it in an electronic format on your desktop or memory device to be uploaded with your scholarship application.
 - If you have trouble saving the Scholarship Supplemental Form onto your desktop, it may be due to the version of Adobe that you are using. So, you will need to download a newer version of Adobe in order to save the documents to your desktop or use a computer with a newer version and save it to a memory device to be able to upload when you apply for the scholarships. ***You may also type the information requested on the Scholarship Supplemental Form onto a word document and save that to your desktop instead of the actual form available on our website. We do not necessarily need the form, just the information asked for on the form. Then you can upload the word document in place of the PDF (Adobe) form.
5. Optional: If you would like the Scholarship Committee and/or Donors to know about your extra-curricular activities and accomplishments, you may also create a resume listing them. You may include things such as student activities, club involvement, sports participation, community involvement, service and volunteer actions, awards and accolades, accomplishments, hobbies, etc.
6. Submitting the online scholarship application:
 - Print out the step-by-step instructions.
 - Know the names of the scholarships you are eligible to apply for. Use the Quick list of RCCD scholarships to mark the scholarships you want to apply for as you review the detailed listing.
 - Have the following electronic documents ready on your desktop or memory device to upload with your application
 - Personal essay

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- At least two evaluation forms or reference letters
 - Scholarship supplemental form
 - Optional: Activity/Accomplishment resume.
- Click on “Apply for RCCD Scholarships” to create and submit your scholarship application and required documents. Print and follow the step-by-step submission instructions. Special note: This online scholarship application is located on the RCCD Human Resources site and there may be references to applying for jobs and/or employment at RCC. Please disregard these references and follow the instructions for the scholarship application.

Scholarship Notification

All students will be notified by mail of their application status by early May, 2010 with a Congratulation/Award letter. Students not selected as scholarship recipients will also be notified by early May, 2010. Notification will be mailed to the address listed on the scholarship application. If your address changes between December 2009 and May 2010, please update your information in the RCCD system and notify Paula Farish in the Student Financial Services office, Riverside campus at (951) 222-8741.

Scholarship Award Recognition

Several activities are being planned to recognize scholarship recipients. If you are chosen to be a recipient, you will be *required* to attend a scholarship presentation as determined by the donor of your scholarship(s). Attendance at these functions is *mandatory* in order to receive your scholarship(s). Accepting your scholarship and not attending the receptions or special events will result in your scholarship being awarded to an alternate. If you are chosen for multiple scholarships, you may be required to attend several award ceremonies depending on the type of scholarship you are awarded. The ceremony dates will be listed in your Congratulation/Award letter and on the RCCD Student Financial Services website in January 2010.

Scholarship Disbursement

The scholarships you are applying for now are for the 2010-2011 academic year. If you are the recipient of a scholarship, you will be sent a letter in June 2010 with disbursement information. For students awarded a continuing (C) scholarship, the fall 2010 semester portion of the scholarship will be mailed to the address which is on file with the RCCD Admissions & Records Office near the end of August 2010 upon verification of full-time enrollment at Riverside Community College for the fall 2010 semester. Full-time enrollment will be verified in mid-August 2010. If a student enrolls full-time after this time, their scholarship check will be mailed in late- September 2010. Scholarships of \$250 or less will be disbursed all in the fall semester. Scholarships over \$250 will be disbursed half in the fall semester and half in the spring semester on verification of eligibility.

The spring 2011 semester portion of the scholarship will be mailed in mid-February 2011 upon verification of completion full-time enrollment during the fall 2010 semester with the GPA required by the scholarship and full-time enrollment at Riverside Community College District for the spring 2011 semester. Full-time enrollment will be verified in early-February 2011. If a student enrolls full-time after this date, their scholarship check will be mailed in late-March 2011.

If a scholarship recipient does not complete full-time enrollment during the fall 2010 semester with the GPA required by the scholarship and/or does not enroll full-time for the spring 2011 semester, their scholarship

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will be awarded to the alternate. If a scholarship recipient will only attend RCCD during the fall 2010 semester and the scholarship awarded is designated for continuing students, the recipient will only receive the fall portion (half) of the scholarship funds.

For students awarded a transferring (T) scholarship, the funds will be sent directly to the recipient's four-year institution in August, 2010. You must return the Transfer School Notification form included in your scholarship disbursement information letter so that we have record of where to send the scholarship funds. If you do not enroll in at least 6 units at the transfer university, the scholarship funds will be returned to Riverside Community College and awarded to an alternate recipient.

In Conclusion...

- It is **your** responsibility to ensure that a complete scholarship application and required documents is submitted online on or before **Wednesday, December 2, 2009**. No exceptions or extensions will be granted. Incomplete application packets will not be eligible for consideration. A complete scholarship application package consists of the following:
 - Online Scholarship Application
 - Required Supporting documents:
 - Personal essay
 - Scholarship Supplemental form
 - Two Evaluations or Reference letters
 - Optional Activity/Accomplishment resume
- Please remember that fall 2009 semester ASRCC Service Hours Logs and/or verification of community service hours must be submitted to the Riverside City Campus Student Activities Department by Friday, November 20, 2009 to be counted for scholarships that require student activity service hours.
- All applications will remain active during the 2010-2011 academic year. Should a new scholarship become available or a recipient becomes ineligible, a current applicant in good standing may be considered for the scholarship.
- The information on your scholarship application is recognized to be of a confidential nature and when applying you agree that Riverside Community College District may reveal or forward the contents of your application to the Scholarship Committee members, Scholarship Donors and/or other reviewing committees. Any disclosure of confidential information to individuals not directly associated with the evaluation process is prohibited. If additional scholarships are made available through the Riverside Community College District Foundation or other donating organizations after the application deadline of December 2, 2009, your application will be screened for eligibility; therefore, you may be the recipient of a scholarship for which you did not previously apply.
- Please do not wait until the last minute! You are strongly encouraged to prepare your required documents (personal essay, evaluations, etc.) in advance, save them to your desktop or a memory device and submit your online scholarship application *before* the deadline date. Request scholarship evaluation and/or reference letters early to allow plenty of time for completion by the deadline date.
- If you have any questions regarding the scholarship process, please participate in a scholarship workshop or contact Paula Farish at (951) 222-8741 or paula.farish@rcc.edu. *Good Luck!*

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RCCD scholarships are awarded based on criteria established by donors and awards are based on receipt of funding from scholarship donors. Scholarships are made available to the Riverside Community College District from four sources:

- The Community Foundation
- Community organizations and individuals
- Riverside Community College District Foundation
- Riverside Community College District clubs and departments



The Riverside Community College District Student Financial Services

Mission Statement: The mission of the Student Financial Services (SFS) Department is to provide a variety of resources and methods of learning to students applying for financial assistance throughout the communities of the RCCD District including (Norco, Moreno Valley and Riverside). We will help educate families on their options to finance their education. The SFS Department will strive to provide quality service, accurate and timely information regarding financial assistance to students and seek professional development through continual training to assure our service to students.

Moreno Valley Campus: To provide financial assistance information in a timely and accurate manner through a variety of resources and methods to support learning

Norco Campus: To provide high quality services to the community, offering various resources to help all potential students apply for financial assistance

Riverside City Campus: To provide accurate, confidential and friendly service to all persons seeking information on financial assistance.



The Riverside Community College District Foundation

The Riverside Community College District Foundation was established in 1975 as a tax-exempt fundraising organization for the Riverside Community College District. Its mission was to solicit and administer assets and to make expenditures for the benefit of the Riverside Community College District. The Foundation is comprised of a diverse group of business, civic and community leaders, all of whom share a commitment to the academic excellence of the College.

Since its inception, the Foundation's fundraising efforts have primarily focused on generating financial aid and scholarship assistance for students, and select projects as determined by the RCCD Foundation Board or the Riverside Community College District Board of Trustees. In 1991, the Foundation launched a successful \$1 Million Endowed Scholarship Campaign held in conjunction with the College's 75th Anniversary celebration. The Campaign was one of the first of its size at a community college. Today the Foundation's assets have grown to more than \$4 million, and nearly \$600,000 is distributed annually in scholarship support to deserving students.

Establishing a scholarship is a special way to honor or memorialize a friend, a Riverside Community College alumnus, a family member or even your community group while providing support for current and future students. If you would like to learn more about the Foundation's scholarship program or is you are interested in establishing a scholarship, please call the RCCD Foundation office at (951) 222-8626. The RCCD Foundation is a not-for-profit 501(c) 3 organization, and your scholarship gift is tax-deductible to the extent permitted by law.

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