



Seattle Central Community College

FOUNDATION

Instruction 2011-2012 Foundation Scholarship

It is the applicant's responsibility to submit a complete application and all required attachments.
Late, partial or incomplete applications will not be considered.

DEADLINE: Scholarship application and attachment file are to be submitted online no later than
6:00p.m., Friday, April 15, 2011.

COMPLETE APPLICATION INCLUDES:

1. Application
2. Attachments (one PDF file)
 - a. Transcript (unofficial)
 - b. Class Schedule
 - c. Letters of Recommendation (2)
 - d. Personal Statement
 - e. Supplemental Scholarship document(s), if applicable

INSTRUCTIONS

Read through all instructions and application questions before beginning to complete the application. The application is available and submitted **online only**. All required attachments must be submitted electronically. **No hard copies will be accepted.**

Print a copy of the blank application form and use it as a draft copy before completing it online (File->Print). **You will not be able to save information online** and return to complete it later. **Plan ahead!** Scan your documents into one electronic PDF file (it'll be multiple pages) and have your prepared information for the application form well in advance of the deadline of **6:00 p.m., Friday, April 15, 2011**. You may submit your application as soon as you have all of the required documents; however, note that the application and attachment file must be submitted at the same time.

All students who receive a scholarship must attend the awards ceremony. Transfer students' ceremony will be held in June 2011; all other students will have their ceremony in October 2011.

If you have a documented disability and need assistance with completing the application, contact the Foundation office (BE 4180, 206/587-5490, sccscholarships@sccd.ctc.edu).

SCHOLARSHIPS

Your application will be considered for all scholarships for which you meet all of the criteria. Scholarships are awarded in a range of values that will be announced to recipients when the Foundation sends award notifications the end of spring quarter. All applicants will be notified whether awarded a scholarship or not.

To see a current list of 2011-2012 scholarships and their criteria, go to the link at the end of these instructions. The list will be updated as new opportunities become available and all qualified applicants will be considered for any new scholarship opportunities added after the application deadline.

Note: Personal information you provide in your application is used to determine scholarship eligibility only. Any fields left blank will reduce the number of scholarships you may qualify for.

I. > APPLICATION

A. PERSONAL INFORMATION

All information is confidential and used only to determine scholarship eligibility.

In the Ethnic Origin field, select your primary ethnicity from the drop down menu, and use the Other Ethnicity field for a secondary ethnicity. If you're Asian or Pacific Islander (API), select your API ethnicity. If your API ethnicity isn't listed, write it in the Other Ethnicity field.

B. STUDENT STATUS

Scholarships are classified in 3 student groups: **High School** (H.S. seniors graduating Spring 2011), **Incoming/Continuing College** (non-2011 high school graduates or college students returning or new to Seattle Central), and **Transfer** (Seattle Central students transferring to another four-year institution in Fall 2011). Each student status may have up to 5 categories of scholarships offered: (1) general, (2) program-based, (3) academic merit, (4) financial need or (5) personal history and/or achievement.

Currently I Am/Next Year I Will Be

Select from the drop down menus your student status for the **Current Year (2010-2011)** and what your status will be for **Next Year (2011-2012)**. If you're a high school senior who will graduate Spring 2011, indicate the name and city of your school.

If you'll be an Incoming/Continuing College student at Seattle Central in 2011-2012 indicate which quarters (Summer 2011-Spring 2012) you plan to attend. Transfer students who plan to transfer to their four-year institutions in Summer or Fall 2011 do not need to complete these boxes.

C. ACADEMIC INFORMATION

Select from the drop down menus your area of study; this should be your educational major. If you have more than one, mark your primary area of study in the first field. If you're undecided, select that option.

Credits and GPA are taken from your unofficial Winter Quarter 2011 transcript or the most recent quarter you attended school. This information is on your transcript.

D. EDUCATIONAL AND/OR WORK EXPERIENCE

List your three most recent educational or work experiences. The last column relates to education only.

E. COLLEGE AND/OR COMMUNITY ACTIVITIES

Use the box to explain any time spent outside the classroom in volunteer activities on campus or in the community. State the average number of hours each week you devote to work and volunteer activities.

F. FINANCIAL STATUS

Financial information will highlight your eligibility for any scholarship that has a financial need criterion; it's a factor in many scholarships. Failure to provide this information will reduce the number of scholarships you are eligible for. Use the box at the bottom of this section to describe any unusual financial circumstances.

G. SUPPLEMENTAL SCHOLARSHIPS

These are the only scholarships that you can select specifically to apply for. They're listed on page 3 of the application. In the 2011-2012 scholarship list the last criterion for each of these scholarships describes its special requirement. Mark the box(es) in this section and include the required document(s) in your file attachment. Be sure to write the scholarship's name at the top at the top of your supplement document.

H. AGREEMENT OF UNDERSTANDING

Read all of the information that pertains to applying for and accepting a Foundation scholarship. It's required to mark the box that you agree with the terms in order to proceed; it's your electronic signature.

2. > PDF ATTACHMENT FILE

All documents you attach with your online application must be submitted electronically in one PDF file. Keep the pages in the order outlined in this section. It will be a multiple page file. Failure to follow these instructions may disqualify your application.

Currently enrolled Seattle Central students who have previously paid a computer lab fee (UT and/or CL fee) for the quarter may use the Computer Center on the 3rd floor (BE3148) to scan documents and save as a PDF file. For non-Seattle Central students, the downtown branch of the Seattle Public Library (1000 Fourth Avenue) has free access to computer and scanner equipment. Some retail copy shops (e.g. FedEx Office) have equipment you can rent for a fee. Be sure to have a thumb drive or other storage device with you to save scanned file.

If you need help accessing computer resources or completing the online application, contact the Foundation office (BE 4180, 206/587-5490, sccscholarships@sccd.ctc.edu).

A. TRANSCRIPT and CLASS SCHEDULE

Transcripts may be unofficial and should include Winter Quarter 2011 grades or the most recent quarter for which you last attended school. Class schedule should be for Spring Quarter 2011.

NOTE: If you're not enrolled this spring quarter or haven't attended school since the 2005-2006 academic year, you'll need to provide a replacement document explaining why you don't have either or both documents. Identify the replacement document using its original name: "transcript" or "class schedule" at the top of the page.

Current Seattle Central students:

To print a copy of these documents, go to Student Online Services page on the Seattle Central website <http://seattlecentral.edu/sos/index.php>.

Choose "Get Your Grades (Unofficial Transcript)" <https://sccdweb.sccd.ctc.edu/seacen/waci002.html> and "Lookup Your Schedule" <https://sccdweb.sccd.ctc.edu/seacen/waci003.html>. Sign in and print the documents (File->Print).

Non-Seattle Central students:

Include a copy of your most recent unofficial transcript—college or high school, as applicable. You will need to scan a hard copy.

B. LETTERS OF RECOMMENDATION

Two letters of recommendation are required. At least one must be from a person who knows you academically: an instructor, faculty or advisor. The second may be from a non-family member such as an employer or community leader. Letter should be typed (preferably on letterhead) and signed by its author. REQUEST RECOMMENDATIONS EARLY!

C. PERSONAL STATEMENT

Personal statement must be limited to one typed page. Describe your educational and career goals, why you feel you deserve a scholarship and your reasons for attending Seattle Central. Address any personal challenges and how you have overcome them.

D. SUPPLEMENTAL SCHOLARSHIPS

See information on page 2.

3. > STEPS TO SUBMIT ONLINE APPLICATION & ATTACHMENT FILE

- A. Complete all the fields in the online application form.
- B. Check the box at the end of the Agreement of Understanding.
- C. Click "Add Attachments" to upload your PDF attachment file that's been saved in the following page order:
 - Transcript
 - Class Schedule
 - Letters of Recommendation (2)
 - Personal Statement
 - Supplemental Scholarship document (s)

- D. Click "Browse" and find the location of your attachment file.
Highlight the file and click on "Open" or double click on the file to attach it.
- E. Click "Add" to attach the file.
The file will be listed in the lower half of the screen under the heading of "Attachments for: Foundation Scholarship" if it has been attached correctly.
- F. Click "Finish" when you've confirmed the file is attached.
You'll be returned to your online application. Review your application. Make any corrections, if necessary.
- G. Print a copy of your application before submitting it. (File->Print)
- H. Click "Go" to submit your application and attachment.
A screen will appear to confirm submission of your application.

Congratulations! You've completed your 2011-2012 foundation scholarship application.

NEED TO ASK A QUESTION FACE-TO-FACE?

Go to the Foundation Office (BE 4180) or Career Services Center (BE 1102E).

SCHOLARSHIP LINKS

<p>ONLINE APPLICATION 2011-2012 SCHOLARSHIPS & CRITERIA SCHOLARSHIP FAQs</p>	<p>https://eforms.seattlecolleges.edu/lfserver/FoundSchol http://seattlecentral.edu/foundation/scholarships http://seattlecentral.edu/foundation/faq.php</p>
<p>QUESTIONS?</p>	<p>Email: scccscholarships@sccd.ctc.edu Call: 206/587-5490 or 206/587-5491 Visit: Foundation office BE 4180</p>

**SUBMIT YOUR ONLINE APPLICATION & PDF ATTACHMENT FILE BY
6:00 P.M., FRIDAY, APRIL 15, 2011**

NON-DISCRIMINATORY STATEMENT

Seattle Central Community College does not discriminate on the basis of race, color, religion, veteran status, national origin, sex, disability, sexual orientation or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies including those related to Sec 504 ADA and Title IX:

Kathryn Woodley, (206) 587-5417
Seattle Central Community College
1701 Broadway Mail stop 2BE4180
Seattle, WA 98122