Carroll Community College Foundation Scholarship Application User Guide

SECTION 1: OVERVIEW

Scholarship Manager is the one-stop application to apply for all privately funded Carroll Community College Foundation Scholarships. With one application, students will be entered into consideration for hundreds of possible awards. There are many different scholarships with a wide variety of criteria, including some that require students to demonstrate financial need (need-based) and others that do not (merit-based).

To apply through Scholarship Manager, students must:
- ❖ Have been admitted to attend Carroll as a credit student and have Carroll login credentials.
- ❖ Have a high school diploma or GED (Dual-enrollment students are not eligible)
- ❖ Be in good academic standing.
- ❖ Register for at least six billable credit hours per semester for the applicable academic year.
- ❖ Students who wish to apply for need-based scholarships must have completed a FAFSA or MSFAA (not required for merit-based scholarships)

Scholarship Manager uses a combination of student-supplied information (your application) and information from your student account such as registration status, GPA, Financial Aid status, and area of study.
- ❖ Students only need to submit one application per year. Once submitted, student applications are kept on file for the remainder of the academic year. Applications submitted during the first (spring) application cycle will automatically be entered into consideration for the second and third (summer) application cycles. Students who miss the submission deadline for the spring cycle may submit for the later cycles.
- ❖ Students may save and revisit their application as often as needed to complete it to their satisfaction, but once submitted, it cannot be modified. The Foundation can reopen an application upon request.
- ❖ Application data taken from the student's record is updated daily, with any resulting changes to the student's eligibility changing accordingly. Changes to student data will continue to be applied after a student submits their application. For example, if a student changes their major after submitting their application, they would be matched to scholarships aligning with the new major, not the old major.
- ❖ **To maximize scholarship opportunities, students are encouraged to register for fall classes as soon as possible as well as to submit any forms required by the Admissions and Financial Aid departments.**

Any questions regarding Foundation scholarships or the application processes can be directed to:

<div align="center">

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SECTION 2: THE APPLICATION

The Scholarship Application can be found at: https://carrollcc.scholarships.ngwebsolutions.com/ or on the scholarship page of the Carroll Website (https://www.carrollcc.edu/admissions-aid/costs-scholarships-aid/academic-programs-tuition-fees/scholarships/)

From this landing page, click the APPLY NOW button to log in with your Carroll Community College single sign-on credentials.

Students may view the available scholarships without opening the application by clicking the "Browse Scholarship Directory" button. Students cannot apply directly to scholarships from the directory.

Welcome to the Carroll Community College Foundation Scholarship Manager!

This site allows current, returning & newly admitted Carroll Students to apply for hundreds of scholarship opportunities with one easy application. There are scholarships available based on a variety of criteria such as academic achievement, financial need, county of residency, program of study, and community service.

The 2023-2024 Spring Scholarship Application is OPEN!
Apply by April 16, 2023 for 1st Round Consideration
To be considered, students must:
- Be registered in a credit program for at least 6 billable hours
- Have a high-school diploma or GED
- Be in good academic standing
- For need-based scholarship, students must have completed a FAFSA or MSFAA

APPLY NOW (Student Login)

Not yet a Carroll Student?
Apply today and be ready to apply for scholarships in as little 2 business days. While you wait, browse our scholarship opportunities.

Become a Carroll Student   **Browse Scholarship Directory**

Administrators — **Login**   Reviewers — **Login**   Donors — **Login**

Logging into the system will take students to their home page where there are sections for tasks to be completed and tasks that have been completed. The tasks section includes applications to start or to be completed as well as any required follow-up information for students who are offered scholarships.
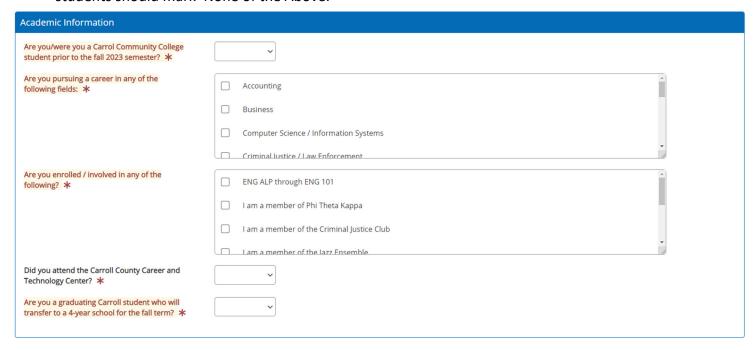
Academic Year 2023-2024   Student Name | Logout

🏠   My Applications   Contact Us

Session expires in 45 minutes.

Home
Welcome to the student landing page.

Tasks 1

Type	Task	Due	Action
Application	General Scholarship Application *Academic Year 2023-2024*	3/31/2023 11:59 PM	Start Application

Completed Tasks

- No Tasks at this time. -

The application is comprised of four pages with various subsections.

❖ Fields marked with a red asterisk are required and must be completed to submit the application. Fields without an asterisk are not required, but **students are highly encouraged to complete all available fields to maximize their eligibility.**

❖ As students fill out the application, certain answers may unlock additional opportunities, causing new questions to appear. Fields that can unlock additional opportunities are highlighted with red font, as in the picture below. Again, it is highly recommended that students complete all questions. Scholarships that require additional answers often have smaller candidate pools to compete against.

❖ Questions with multiple checkboxes allow for multiple selections. If none of the selections apply, students should mark 'None of the Above.'

Page 1 - General Scholarship Application

❖ *Student Information:* This section is prepopulated with information from the student record. This information cannot be modified. Any inaccuracies must be updated on the student record.

❖ *Academic Information:* Five base drop-down or multiple-selection questions regarding the student's academic history. Answers in this section may open new opportunities in this or later sections.

❖ *Qualification Questions:* Four base drop-down or multiple selection questions to match students to donor-specified criteria on specific scholarships.

Page 2 – Skills, Activities & Career Plans

❖ *Skills & Activities:* Depending on previous answers this section may contain 0 – 10 multiple-selection or short-answer questions.

❖ *Career Plans:* Depending on previous answers this section may contain 1 – 5 short answer questions.

Page 3 – Additional Opportunities: Depending upon previous answers, this page may include between 0 – 6 sections of scholarship-specific criteria.

Page 4 – Essay & Recommendations

- ❖ *Essay:* The first question in this section is a required essay, between 150-600 words, for all scholarship applicants. This essay is the student's best opportunity to speak to the selection committee about who they are and why they should be considered for scholarships. Suggested topics are listed to aid students in deciding what to write, but students are not required to answer any specific question. **Students are strongly encouraged to write from the heart and to check for grammar and spelling.**

- ❖ *Additional Information:* The second question is an optional field for students to use if there is any additional information they would like to convey to the scholarship committee. Students will not be scored on whether or not this section is completed.

- ❖ *Letters of Recommendation:* This section allows students to provide the names and emails of up to two people from whom they would like to request recommendations. Emails will be sent to the named individuals with a recommendation form. Completed recommendations will be returned electronically to the scholarship system, even after the application has been submitted. Students who request at least one recommendation before submitting their application will be able to modify requests after submission. Students may view the status of recommendation requests from their account, but the content of the recommendation remains confidential. Students are not required to have recommendations to submit their general application, however, some specific scholarships do require recommendations. Obtaining recommendations will also improve students' overall scores, which may influence selections.

SECTION 3: AWARDING, NOTIFICATION & ACCEPTANCE

Selection & Awarding: After the application period closes, the Scholarship Committee will meet to review applications and make awards based on the donor-indicated criteria for each scholarship. Due to the volume of scholarships and applications, this process can take several weeks.

Notification: Once selections are complete, **all students who applied will be sent a notification to their Carroll email directing them to check Scholarship Manager**. The 'my awards' section of Scholarship Manager will indicate if the student is being offered a scholarship, and detail the steps needed to accept the award. Students with offers will also see steps to be completed in the 'tasks' section of their homepage. **Students are responsible for monitoring their email and/or Scholarship Manager homepage for information on awards, requirements, and deadlines, even over summer break.**

Donor Thank You Letters: **All students offered a scholarship are required to write a letter of appreciation to the donor(s) who funded the scholarship.** The offer information on Scholarship Manager will contain submission instructions, including the submission deadline. Failure to submit a thank you letter will result in

the scholarship offer being withdrawn. Once an offer is made, the thank you letter requirement will also appear on the student's Scholarship Manager homepage as a task requiring completion.

Conditional Offers: Scholarship offers are made based on a student's fulfillment of the various criteria set by the donor(s), and the expectation that they will meet the listed minimum enrollment and minimum cumulative grade point average at Carroll Community College for the Fall and Spring semesters. All scholarship awards are divided evenly between the fall and spring semesters, with half of the award being disbursed to the student account at the beginning of each semester. **Failure to meet the advertised requirements for any awarded scholarships will result in the cancellation of the offer.**

Financial Aid Review: Scholarship offers are contingent upon review by the Financial Aid Office. Once a student's donor letter(s) has/have been received, their information will be submitted to the financial aid office for verification of application details and to ensure that the award fits within their financial aid package. After verification, the scholarship will be added to the student's financial aid package. When the financial aid package is finalized, the funds will be credited to the student's account. No funds will be distributed until this process is completed.

All student applications will be kept in the system for through the end of the academic year consideration in later award cycles.

Any questions regarding Foundation scholarships or the application processes can be directed to: