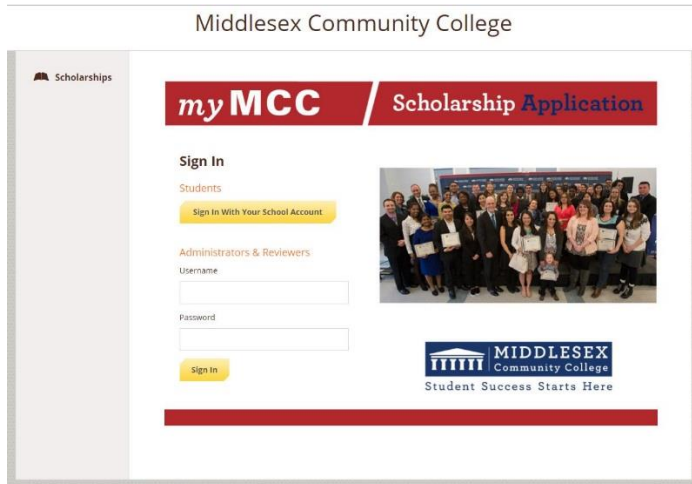


Instructions for Applying for MCC Foundation Scholarships

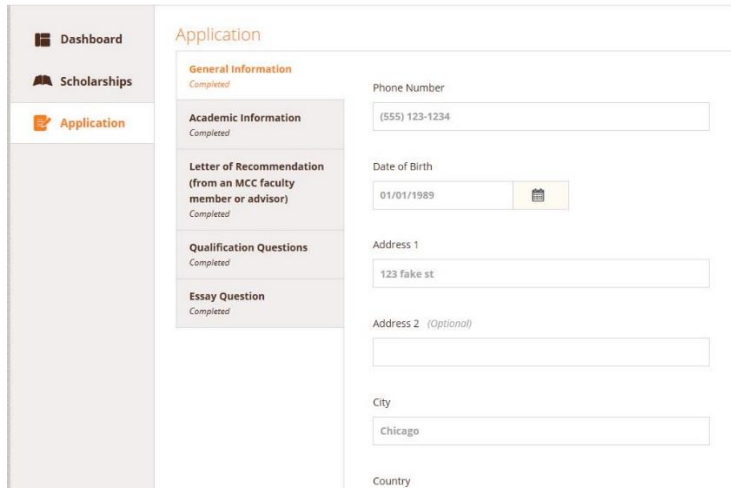
[Application opens on Monday, October 1, 2018](#)

[Deadline: Friday, December 14, 2018](#)



The screenshot shows the login page for the Middlesex Community College Scholarship Application. At the top, it says "Middlesex Community College". Below that is a navigation bar with "myMCC" and "Scholarship Application". There are two main sections: "Students" and "Administrators & Reviewers". The "Students" section has a yellow button that says "Sign In With Your School Account". The "Administrators & Reviewers" section has fields for "Username" and "Password", and a "Sign In" button. To the right of the login fields is a group photo of students and faculty, and the Middlesex Community College logo with the tagline "Student Success Starts Here".

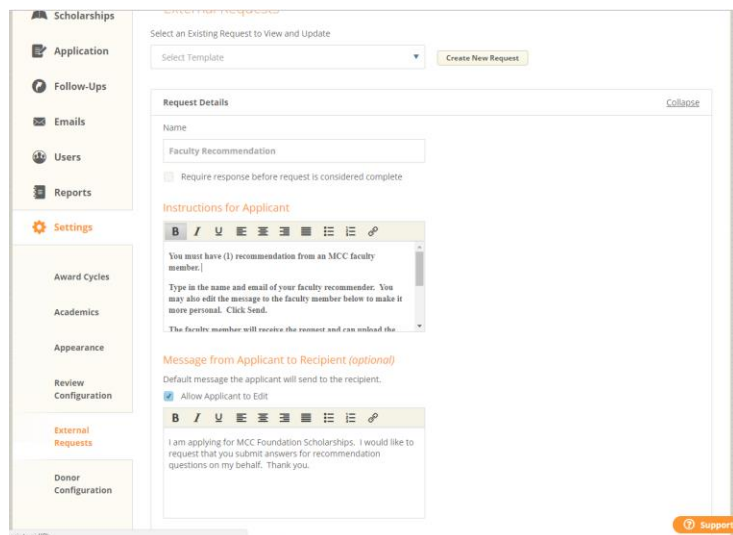
1. Click the yellow box that says, “Sign In With Your School Account”
2. This will bring you to the MCC login page.
3. Login with your A # and password.
4. You will come to the Scholarship Dashboard Screen – this screen will show you the status of your application.
5. On the left-hand side menu, you will see a tab for Scholarships – this lists all the available awards and criteria for the awards.



The screenshot shows the Scholarship Dashboard. On the left is a navigation menu with "Dashboard", "Scholarships", and "Application" (highlighted). The main content area is titled "Application" and has a sidebar on the left with sections: "General Information" (Completed), "Academic Information" (Completed), "Letter of Recommendation (from an MCC faculty member or advisor)" (Completed), "Qualification Questions" (Completed), and "Essay Question" (Completed). The main content area has several input fields: "Phone Number" (with value (555) 123-1234), "Date of Birth" (with value 01/01/1989 and a calendar icon), "Address 1" (with value 123 fake st), "Address 2 (Optional)", "City" (with value Chicago), and "Country".

6. The Application tab is on the left – click this tab to begin your application.
7. The Application has 5 sections: General Information, Academic Information, Letter of Recommendation, Qualification Questions, and Essay – You must complete all of the sections.
8. **For the Letter of Recommendation:**
 - a. You must request one (1) recommendation from an MCC faculty member or advisor.
 - b. You may request the recommendation directly through the application.

- c. Type in the name and email of your faculty recommender. You may also edit the message to the faculty member to make it more personal. Click Send.
- d. The faculty member will receive the request and can upload the recommendation directly to your application.
- e. PLEASE NOTE: Your application is not complete until the faculty member has uploaded the recommendation to your application. Please make the effort to speak to faculty member in person to follow-up on your recommendation.



9. **Essay** – one general essay (500-1000 words) is required.

Write an essay that includes answers to the following questions and prompts. Please upload the essay as a Word document. The essay should be 500-1000 words (approximately 1-2 pages).

- What are your educational objectives and goals/plans for the future, and what steps are you taking to achieve your goals?
- What life experiences have shaped who you are today, and what challenges have you overcome in achieving your education? What accomplishments have you achieved?
- Please explain why you need financial assistance.
- What impact has MCC made in your life and/or educational pursuits?

10. Submit Your Application

- a. Once you have completed all sections of the application, click the yellow “Submit Application” button at the bottom of the screen.
- b. This will bring you to your Dashboard to show you the status of your application.
- c. **Some scholarships will require additional follow-up questions.** You must complete the follow-items if you want to be considered for these specific awards. If your Dashboard states, “You have follow-up work to do,” click on the yellow “Complete Follow-Up” buttons.

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

2 Items requiring completion

2 Applied scholarships

Follow-Ups

Art Portfolio Scholarship
Due 12/30/2015

Complete Follow-Up

Community Service Scholarship
Due 12/30/2015

Complete Follow-Up

- d. After completing all follow-up items for the scholarship, click the Resubmit Application button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see “0 Items requiring completion” on your Dashboard.
- e. If all follow-up items are completed, your Dashboard will say, “You did it! Nothing left to complete” and it will also show you in a gray box your Applied Scholarships:

Middlesex Community College jstudent1@mail.middlesex.edu

- Dashboard
- Scholarships
- Application

You did it!
Nothing left to complete. Way to go!

0 Items requiring completion

8 Applied scholarships

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- f. **The deadline for MCC Foundation Scholarships is Friday, December 14, 2018!**

Additional Tips and Information for the Application and Scholarship Awards:

1. You do not need to do the application in one sitting. You may save and go back in the application during the open application period using your student id and password.
2. You will be automatically applied to all scholarships for which you meet the criteria, *but please pay attention to the Dashboard tab* for follow-up items that may be needed for certain awards.
3. The scholarship system integrates with MCC's student information system. Academic information such as GPA, major, etc. will update from the student information system as that information is available.
4. Awardees will be notified in early February of the award decisions.
5. Awards are applied to the student's MCC Student Account for the Spring 2019 semester.
6. All awardees must attend the **MCC Foundation Scholarship Award Ceremony on Wednesday, March 6, 2019 at 3:30pm at the Bedford Campus Center.**

For questions regarding the application or the scholarships, please contact:

mccscholarships@middlesex.mass.edu