

For scholarship assistance, stop by the Career & Transfer Center in Upper Manzanita, the Academic Achievement Center in Upper Tamarack or the Instructional Technology Center in Tamarack 134. For additional information, contact the Foundation office at 588-5065.

Columbia College Foundation Scholarship Application Instructions Fall 2016

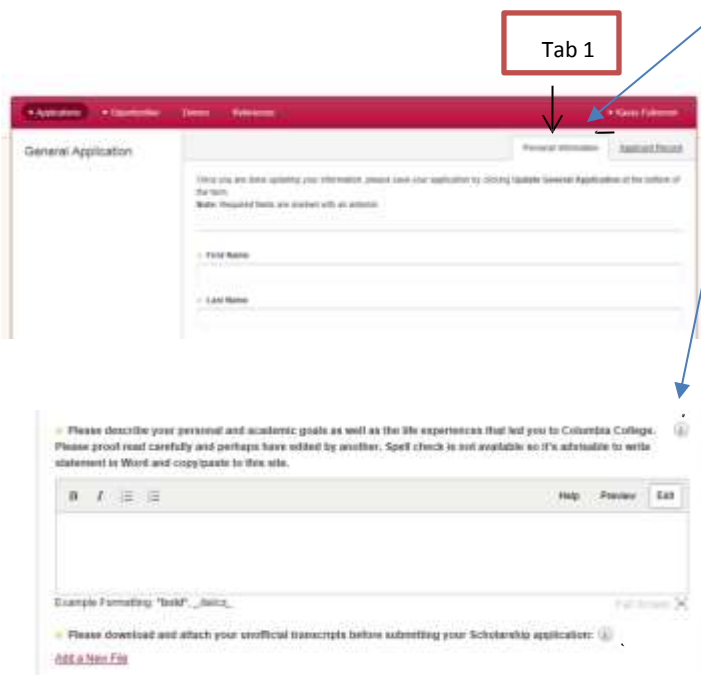
Click here to login to Columbia's online scholarship program: <https://gocolumbia.academicworks.com>

1. You are now on Columbia College's scholarship homepage which lists all scholarships available (multiple pages).



At the top right-hand corner of the homepage, you will see two boxes: **Sign Up** or **Sign In**. First-time users click on **Sign Up**, enter your student email and password. You will be sent a confirmation email with a log-in link. *TIP: If you don't receive an immediate email, check your spam folder.* Once you confirm your account, you can access the system at any time. Use the **Sign In** box to revisit the site from this time forward. **PLEASE NOTE: You must use your college email address (not your personal email address).**

2. Your scholarship application has 2 tabs.



TIP: Scroll through the entire application before you begin.

Tab 1 - Personal Information: Complete all application questions on the first tab.

TIP: Click on "i dots" for helpful info.

References: Near the end of the application, you will either **Choose an Existing Reference** (from previous semesters) or **Add A New Reference**. Reference requests are automatically sent to the emails you enter as soon as you save your application. *Ask permission BEFORE you submit a name!* Take care to enter emails correctly. **IMPORTANT: Two recommendations must be received by the scholarship due date or your application(s) may not be considered.** You may enter more than two names. Monitor reference requests from the "reference" tab on your dashboard.

Transcripts: You will need to download a copy of your unofficial transcript from Columbia College. Click on the "i dot" for information on this process.

"Save and Keep Editing," if you are not yet ready to submit. SAVE OFTEN. **Be aware that you will "time out" after 30 minutes of inactivity.**

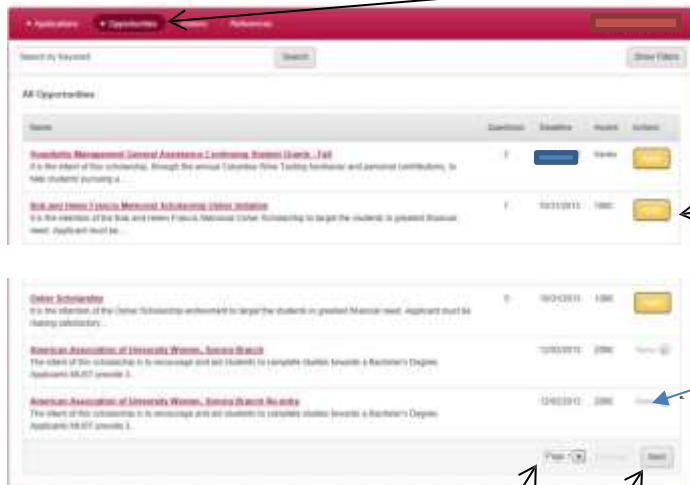
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Tab 2



Tab 2 – Applicant Record: This information is automatically uploaded from the Student Information System. You cannot change anything on this page, but please review for accuracy.

3. View all scholarship opportunities:



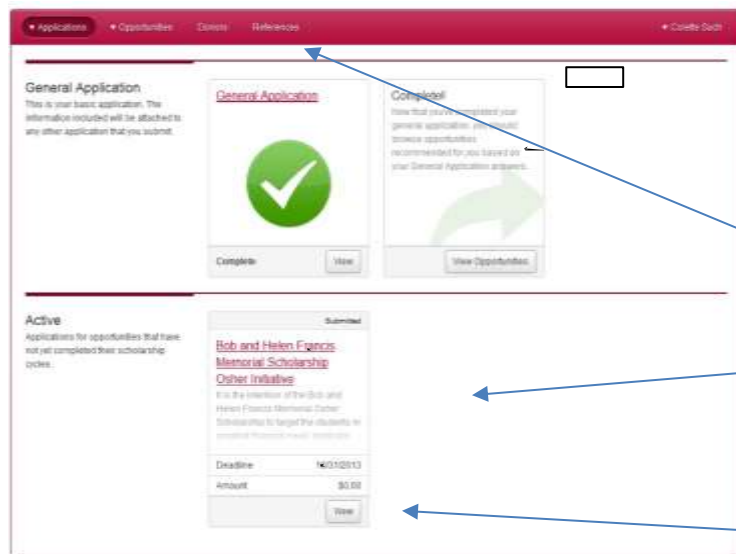
Click on **Opportunities** to view all scholarships. They are displayed two different ways: **All** and **Recommended**. Click on **both** to see *all* opportunities! You will also notice two options for action:

Apply: These scholarships require you to answer additional questions to be considered. Click on “Apply” to view and respond to the additional questions.

None – These scholarships are “auto matched” – they require only the information from the General Application. If you qualify, the program will automatically submit your application to these scholarships for consideration.

There are 5-6 pages of scholarships available to you. Please explore all of them!

4. Application status:



This page will appear after you’ve completed your General Application. You may revise your application as often as you like up until 11:59pm of the scholarship due date. The version saved when a particular scholarship is due is the version that will be submitted automatically.

Monitor your reference requests from the tab on your dashboard.

Any scholarships you have manually applied for will appear here. Scholarships that are “automatched” are not listed.

This number tracks the dollars already awarded, not the amount currently available!

IMPORTANT TIPS:

- Read through the entire application before you begin. Give yourself time to gather and prepare all required information.
- You can edit your application(s), including your personal statement, any time prior to a scholarship due date. Simply sign back in and continue to edit your work. **PROOF READ CAREFULLY!**
- Contact professors or staff to request a reference BEFORE you submit their names with your application. Ask for their permission – they may be inundated with requests. They will need to submit no later than 11:59pm on the scholarship deadline.