COLUMBIA COLLEGE FOUNDATION
ONLINE SCHOLARSHIP APPLICATION INSTRUCTIONS
Most scholarships are due 12/12/13

To login to Columbia’s online scholarship program:  https://gocolumbia.academicworks.com

1. You are now on Columbia College’s scholarship homepage and will see a list of all scholarships available (example below).

   Home Page ↓

   At the top right-hand corner of the homepage, you will see 2 boxes: Sign Up or Sign In. You will Sign Up the first time you login to the site and will receive a confirmation email to ensure your identity. Please make sure to check your spam folder for this email. Once you have confirmed your account, you can begin accessing the system. You will use the Sign In box to revisit the site from this time forward. PLEASE NOTE: This must be your college email address (not your personal email address)

2. Your scholarship application has 2 tabs.

   Tab 1 - Personal Information: Please complete all application questions on the first page. You will be asked to either Choose an existing reference or Add a New Reference. You will want to add a new reference when you complete this application for the first time. Please note that when you submit this application, a recommendation request will automatically be sent to the two people you choose. Make sure you speak to those you’re asking to write a reference before you submit! It is important to note that if the scholarships office does not receive two recommendations by the scholarship due date, your application(s) will not be considered.

   Tab 2 – This information is automatically uploaded from the Student Information System. You cannot change anything on this page but please review.
3. All Scholarship Opportunities:

Click on **Opportunities**, and you’ll see that there are 2 different ways scholarships are displayed: **All** and **Recommended**. Click on both for all opportunities! You will also notice that there are 2 different types of scholarships: **Apply** and **None**.

**Apply**: By clicking “Apply” on each of these scholarships, you will see that additional specific questions need to be answered to apply for this specific scholarship.

**None** - Using the information you provided on the General Application, along with the information automatically uploaded through the Student Information System, the program will automatically submit these scholarships with your General Application to the Scholarship Review Committee for consideration.

There are five pages of scholarships available to you. Please explore all 6 pages.

4. This page will appear after you’ve completed your General Application. You may revise it as often as you like. But the version saved when a particular scholarship is due is the version that will be submitted automatically. Again, you may edit your application at any time up until midnight of the scholarship due date.

The scholarships you have manually applied for will appear here.

The scholarship deadline!

This number represents the dollars already awarded, not the amount currently available!
THE DEADLINE IS FAST APPROACHING!

Most scholarship applications are due by December 12, 2013.

YOU CAN EDIT YOUR APPLICATION(S), INCLUDING YOUR PERSONAL STATEMENT, ANYTIME PRIOR TO A SCHOLARSHIP DUE DATE! Simply sign back in.

IMPORTANT REMINDER: Contact professors and/or college staff whom you plan to ask to provide a reference before submitting his or her name on your application. They may be inundated with requests! Let them know they need to submit before the deadline of 12/12/13.