**PUEBLO COMMUNITY COLLEGE FOUNDATION
SCHOLARSHIP APPLICATION**

General

- To access the PCC Foundation Scholarship Application go to **puebloccfoundation.org** or:
    - My PCC Portal
    - STUDENT FINANCE tab
    - FINANCIAL RESOURCES box
    - Scholarships

- All applicants must apply for admission to Pueblo Community College.

- All applicants must have a student identification number (S#).

- Applicants will create an application account using a College-issued email address, username, password, and secret question.

- Be prepared to answer basic questions such as mailing address, date of birth, marital status, etc.

- Be prepared to answer questions about your high school career such as high school graduation date, high school cumulative GPA, and "Early College" participation.

- Be prepared to answer questions about your college career such as program of study, number of completed credit hours, anticipated graduation date, and if you intend to transfer and where.

- Be prepared to list your leadership and volunteer activities including dates.

Essays

- The application will ask you to write essays. Each essay has a maximum and minimum character limit. A character is a letter, number, space, or symbol. Remember, maximum means "not to exceed." Applicants are encouraged to pay close attention to grammar, spelling, and reader comprehension.

- Three **mandatory** essays (application may have essays similar to the following):
    - Please describe your **financial need** including your current source of income and how a scholarship award will help you obtain your education. Minimum length: 150 words. Maximum length: 300 words.
    - Describe the importance of continuing **education** in your life and how you will use your education to improve and enhance the quality of life in your community. Maximum length: 150 words
    - Describe your **goals** and plans after graduation. Maximum length: 150 words.
    - Optional Essays include President's Leadership Program; Education after Incarceration; GLBT Support; Italian Heritage; Mexican Heritage; Nursing; Culinary Arts/Hospitality Studies – 500 WORDS.

Letters of Recommendation

- You have the ability to request letters of recommendation from up to three references. Email addresses of the references are required.

- Recommendations should come from faculty, staff, or current employers.

- It is strongly suggested that you contact your references to confirm their wish to participate and obtain their e-mail address.

- Continue to follow-up with your references to verify they have submitted the letter electronically.

- There is a deadline to submit letters of recommendation.

- Paper copies of the letters will not be accepted.

> Incomplete applications will not be considered for scholarships.
> Submitting an application does not guarantee you will receive a scholarship award.
> Questions and concerns can be directed to 719-544-0677.

To reset your password:

1. Log in as a "Returning User"
2. Click Forgot Your Password?
3. Enter same email address used to create the account.

A new password will automatically and immediately be sent to the user's email address. The new password will be combination of numbers, symbols, upper and lower case letter. User can hand type new password or cut and paste.

Manage Letters of Recommendation

You can manage your letters of recommendation by

1. Log in as a "Returning User"
2. Click Manage Letters of Recommendation.

If a reference has not completed the letter of recommendation, either:

- Send a reminder email or
- Withdraw the reference

Frequently Asked Questions

Q: Can I return to complete the application later?

A: *Yes. You can log in and out of the application as often as needed up until the application due date. To ensure the data entered is saved, click on "Save and Continue" at the bottom of the page you are on before logging out.*

Q: What is the best way to complete the essay questions?

A: *We recommend that you log out, complete your essays in MS Word or another similar word processor. You can check the length of your essay by clicking on "Tools, then Word Count." Make sure you look at the Character count. Then copy them using the "Copy" command in your word processor. Log back into your scholarship application,"Paste" your essay and continue completing your application.*

Q: Can I print a copy of my completed application?

A: *Yes. On the summary page there is a link called "Printer-friendly version." Click on this link to print your application using your web browser. This would be for your records only, as only on-line applications will be reviewed.*

Q: Can I change any answers after completing my application?

A: *No. Once you submit your application, your answers are final.*

Q: Will I receive an email confirmation of my completed email application?

A: *Yes. You will receive an e-mail at the e-mail address you entered when creating your on-line scholarship account once you submit your application. You also will be directed to complete an on-line survey to help us better meet your needs.*