

How to prepare to complete the:

PUEBLO COMMUNITY COLLEGE FOUNDATION

SCHOLARSHIP APPLICATION

General

To access the PCC Foundation Scholarship Application, go to “My PCC Portal”

- STUDENT tab
- Quick Links
- Scholarship Management

All applicants must have a PCC Student ID Number to apply for PCC Foundation Scholarships. If you do not have an S#, contact PCC Admissions 719-549-3010 or [Create An Account](#), it takes just a few minutes.

If logging in through the PCC Portal Student personal information will be auto-filled, i.e. mailing address, date of birth, marital status, etc.

Be prepared to answer questions about your Academic career such as high school graduation date, cumulative GPA, and “Early College” participation, program of study, number of completed credit hours, anticipated graduation date, and if you intend to transfer and where. Incomplete answers will not disqualify from scholarship awards, though, each question is related to specific scholarships so attention to detail is important.

Be prepared to list any leadership and volunteer activities.

Essays

The application will ask you to write essays. Each essay has a maximum and minimum limit. 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.**

Letters of Recommendation

You can submit up to three references. Email addresses of the references are required, so a link can be sent to your references. They will not be required to write a letter, but rather a few questions with comments to support your scholarly attributes.

Recommendations should come from people who can reference your academic success. (i.e.: instructors, 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 to insure a timely response.

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

The deadline to submit letters of recommendation is April 4th, 2018.

Paper copies of the letters will not be accepted.

Incomplete applications will not be considered for scholarships or applications without a valid PCC Student ID # (S#). Submission of an application, does not guarantee you will receive a scholarship award. Questions and concerns or if you need to amend an application to add your S# and it has already been submitted contact Ernest Montoya, Scholarship Coordinator 719-544-0677 email: scholarship@puebloccfoundation.org.

Manage Letters of Recommendation

You can manage your letters of recommendation by

1. Log into Scholarship Management
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 your school email address as with all related scholarship correspondence. You also will be directed to complete an on-line survey to help us better meet your needs.*