Welcome to the information page for the Scholarship Application for the 2013-2014 academic year for Riverside Community College District (RCCD) available to current high school seniors. This is your opportunity to apply for scholarship funds to help you attain your educational goals and dreams!

Riverside Community College District offers scholarships for current high school students to attend any college in RCCD during 2013-2014. The colleges within RCCD are: Moreno Valley College (MVC), Norco College (NC) and Riverside City College (RCC). Please read this information carefully, paying close attention to the instructions on how to complete the application and supporting documents. Be sure to plan ahead and start early in order to meet the deadline!

Although your financial need may be considered in determining eligibility, scholarship eligibility is also based on scholastic achievement and other criteria as set forth by the scholarship donors. However, if you are applying for a need-based scholarship (where financial need will be considered), you must complete the 2012-2013 Free Application for Federal Student Aid (FAFSA) prior to submitting your scholarship application. The FAFSA is available on-line at www.fafsa.ed.gov. You will need to list the Title IV Code of 041735 if you will attend Moreno Valley College, 041761 if you will attend Norco College and 001270 if you will attend Riverside City College. It is highly recommended that you complete both the 2012-2013 and the 13-14 FAFSA even if you are not applying for need-based scholarships as you may be considered for other scholarships that become available at a later date.

How To Apply
All complete scholarship applications must be submitted on or before the application deadline on Monday, March 4, 2013, 4:00 pm. Remember to allow yourself plenty of time to complete the required documents and submit the application to meet the deadline. Please don’t wait until the last day to avoid any unforeseen problems. Absolutely no late applications will be accepted!

To apply for the scholarships offered by RCCD, please follow the steps outlined below:

1. Review the list of scholarships for high school seniors offered by RCCD. Read each one to decide which scholarships you are eligible for and want to apply to. You will be required to apply for each scholarship separately. You may apply for as many scholarships as you wish, however, please do not apply for those that you do not meet the criteria.

2. Write your personal essay (please read the detailed directions below on how to write your Personal Essay).
   - Be sure to include your name and student ID# or SSN in the heading.
   - Your essay should be no more than 1-2 pages (one page is best).
3. Ask at least one qualified person to complete a Recommendation letter or a Scholarship Evaluation using the Scholarship Evaluation form (please read the information below regarding obtaining a Scholarship Evaluation.
   - This form/letter needs to be completed by an individual who can attest to your current academic strength and potential for success (please read the detailed information regarding obtaining Evaluations or recommendations).
   - Although only one Evaluation/recommendation is required, you may submit more than one.

4. Obtain an official copy of your high school transcript. It must be in a sealed envelope; please do not open it.

5. Optional: If you would like the Scholarship Committee and/or Donors to know about your extra-curricular activities and accomplishments, you may also create a resume listing them. You may include things such as student activities, club involvement, sports participation, community involvement, service and volunteer actions, awards and accolades, accomplishments, hobbies, etc.

6. Submitting the scholarship application:
   - Read and follow the instructions carefully to complete the scholarship application and all supporting documents (essay, recommendation).
   - In the section regarding your high school graduation, please be sure to list when you will graduate even though you have not yet graduated (for example: June 2013, and don’t forget to list the name and city of your High School).
   - Submit a complete scholarship packet for each scholarship you wish to apply for:
     - Scholarship Application
     - Personal essay
     - At least one Evaluation form or recommendation letter
     - Official High School transcript (in sealed envelope)
     - Optional: Activity/Accomplishment resume
     - Optional: 2nd or 3rd Evaluation form or recommendation letter
   - Submit your complete application packet on or before the deadline of Monday, March 4, 4:00 pm to your High School Guidance office or the Student Financial Services office at Moreno Valley College, Norco College or Riverside City College.

The Personal Essay
The Personal Essay is the most important part of your scholarship application. This is your chance to let the Scholarship Committee or Donor know your educational and career goals, why you have selected your stated major and career goal, your life experiences which have influenced this decision, and your anticipated role in society after your career goal has been achieved. The following will information will assist you in writing your Personal Essay:

1. Basic format:
   a. Be sure to include your name and student ID# in the heading.
   b. Your essay should be no more than 2 pages.
   c. Make your essay easy to read. Remember, the Committee or Donor will be reading many essays, and although you want your essay to stand out you do not want it to be hard on the eyes while reading. It is better to use your words to show your uniqueness, rather than complicated lettering. The easiest to read is 12 point, Times New Roman font.
   d. If possible, double space your essay with one inch margins.
2. Content: There are endless ideas and suggestions as to how to write a personal essay for scholarships. However, the following suggestions will make it easy to organize your thoughts and personal information into a concise and easy-to-read essay:
   a. Create an Outline: Just getting started is often the hardest part. To begin, make an outline of the things you would like to say in your essay such as:
      • Your educational and career goals,
      • Why you have selected your stated major and career goal,
      • Your life experiences which have influenced this decision,
      • Your anticipated role in society after your career goal has been achieved,
      • Why you need the scholarship or any unusual circumstances which may affect your current financial situation,
      • Anything else you feel the Scholarship Committee or Donor needs to know about you in order to present yourself as the best candidate for the scholarship.

3. Writing your essay: Next, you need to organize the outline into an essay. The following is an easy guide to help you arrange your ideas and thoughts into a well-written essay.
   a. First Paragraph: The first paragraph is considered your introduction. The introduction is where you want to catch the reader’s attention and make them want to continue reading. Explain why you chose your major and/or career goal. You may also want to begin with a personal story.
   b. Body of Essay: The body of your essay should be 2-3 paragraphs and is the main part of your essay. This is where you tell about you, your story, your life, accomplishments, and plans for the future, and the reason you need the scholarship funds. The easiest way to write this part of your essay is to think in terms of Past, Present, and Future: Where have you been? Where are you now? Where are you going? This will cover just about everything you need to say such as:
      • Life experiences and circumstances that have led you to choose your educational and career goals;
      • Reasons for choosing these goals or experiences which have influenced your decisions;
      • What have you done and what are you doing now in your life to achieve your goals;
      • What are your plans for the future and what will you do once you have achieved your educational goal and how you will contribute to society.
   c. If you have had negative circumstances or difficulties in your life, they can be mentioned briefly, but state how you have positively overcome them. The Scholarship Committee is looking for individuals who have prevailed over difficult circumstances and have a commitment to succeed despite a hard or unstable life.
   d. If you mention any of your personal qualities, give an example of how you have used or demonstrated that quality. For example, if you state that you are a responsible person, give an example of how you have shown responsibility.
   e. Explain any circumstances regarding your financial situation (especially if it has changed since you completed the FAFSA, such as job loss, etc.) and why you need the scholarship funds.
   f. Talk about your academic history, what classes you have taken to further your educational goal, your scholastic successes, what your plans are at RCCD and how they will translate into your career and life goals.

4. Conclusion: The conclusion of your essay may contain the following:
a. Express gratitude to the Donor or Committee for providing the scholarship funds and taking the time to read and review your application.
b. Explain how the scholarship funds will help you if you are awarded the scholarship.
c. Mention how you will give back to society or the community.

5. Perfecting your essay:
   a. After you have written a first draft, put it away and don't think about it for a few days. Then, re-read it. This will help you have fresh thoughts and ideas to make necessary changes.
   b. Re-write and re-visit several times. If it is too long, shorten it by taking out unnecessary sentences.
   c. Have other people read it for content and ask for feedback.
   d. The most important of all: review for correct grammar, spelling and punctuation.

6. There are also many websites that give excellent information on writing a scholarship essay (please be careful not to pay for access to any sites offering help on writing a scholarship essay). You may want to visit some of the following sites for additional ideas and suggestions regarding scholarships. Each has a section about writing a scholarship essay.
   - www.essayinfo.com
   - www.scholarshiphelp.org
   - www.financialaidtips.org

Scholarship Evaluations/Recommendations
To apply for RCCD Scholarships, you are required to submit at least one evaluation or recommendation letter. However, you do not need a different evaluation/recommendation for each scholarship application; you may use the same evaluation or recommendation letter for each scholarship application - that way you only need to ask at least one qualified individual to write an evaluation or recommendation for you. However, be sure to carefully read the criteria for specific scholarships as they may require that your recommendation letter be completed by instructors within your major. You may also want to ask a second or third person for an evaluation or recommendation as an additional recommendation.

An Evaluation Form is available on the Moreno Valley College, Norco College and Riverside City College websites. The person you ask for an evaluation for your scholarship application may use this form, or they may choose to write a recommendation in letter style. It is your responsibility that the evaluations and/or recommendation letters are submitted with your other application materials, on or before the deadline of Monday, March 4, 2013, 4:00 pm.

Who should you ask for a scholarship evaluation or recommendation letter? The Evaluation Form or Recommendation Letter should be completed by an individual who can attest to your current academic strength and potential for success. The best sources are:
   - Instructors who teach classes within your major and for which you have done excellent work
   - Employers if you are currently working in your chosen field.
   - Other recommended sources are other instructors (outside your major), academic advisors, counselors, employers (even if outside your chosen field), clergy or other known members of the community.

Be sure to ask for evaluations and recommendation letters from sources that you know will write favorable things about you. A parent, relative, or other student are poor sources for scholarship evaluations and will not be considered as valid recommendations. Please ask for evaluations and/or recommendation letters early enough to allow your evaluator plenty of time for the evaluation to be completed and submitted before the deadline. You may need to follow-up and remind them about two or three weeks before the scholarship deadline if you have not yet received the evaluation you previously requested.
Scholarship Notification
All students will be notified by mail of their application status by early May, 2013 with a congratulation/award letter. Students not selected as scholarship recipients will also be notified by early May, 2013. Notification will be mailed to the address listed on the scholarship application. If your address changes between March 2013 and May 2013, please update your information with the MVC, NC or RCC Admissions & Records office and notify Paula Farish in the Student Financial Services office, Riverside City College at paula.farish@rcc.edu or (951) 222-8741.

Scholarship Disbursement
The scholarships you are applying for now are for the 2013-2014 academic year. If you are the recipient of a scholarship you will be sent a letter in June 2013 with disbursement information. The fall 2013 semester portion of the scholarship will be disbursed upon verification of enrollment at any college in the Riverside Community College District for the fall 2013 semester. Scholarships of $250 or less will be disbursed all in the fall semester. Scholarships over $250 will be disbursed half in the fall semester and half in the spring semester upon verification of eligibility.

RCCD Scholarships are disbursed to your Sallie Mae Debit MasterCard (the same way other financial aid is disbursed). If you have not yet signed up for the Sallie Mae Debit card, please go to your college website on the Financial Aid page and click on “Sallie Mae Debit MasterCard” or “Debit Card” and follow the instructions to sign up. If you do not sign up for the Sallie Mae Debit card your disbursement will be mailed by check to the preferred mail address listed with your home college Admissions & Records office.

The scholarship funds are generally disbursed the week before the semester begins if enrollment in the required number of units is verified. If you are not yet enrolled in the required number of units at that time, the funds will be disbursed on the next financial aid disbursement date after you enroll in the required number of units and the class(es) has started. The Financial Aid Disbursement Schedule is located on the Financial Aid page on your home college website.

The spring 2014 semester portion of the scholarship will be disbursed in mid-February 2014 upon verification of completion of required enrollment during the fall 2013 semester with the GPA required by the scholarship and enrollment at any college in the Riverside Community College District for the spring 2014 semester.

If a scholarship recipient does not complete the required enrollment during the fall 2013 semester with the GPA required by the scholarship and/or does not enroll for the spring 2014 semester, their scholarship will be awarded to an alternate. Scholarship disbursement dates may be dependent upon receipt of funds from the scholarship donor. If the funds are not received in time for the first disbursement, they will be disbursed on a future disbursement date according to the Financial Aid Disbursement Schedule.

In Conclusion...
- It is your responsibility to ensure that a complete scholarship application and the required documents are submitted on or before Monday, March 4, 2013, 4:00 pm. No exceptions or extensions will be granted. Incomplete applications will not be eligible for consideration. Remember, a complete scholarship application consists of the following:
  - Scholarship Application
  - Required supporting documents:
    - Personal essay
• One Evaluation Form or Recommendation letter
• Official High School transcript

☐ Optional: Activity/Accomplishment resume

☐ Optional: 2nd or 3rd Evaluation Form or Recommendation letter

- All applications will remain active during the 2013-2014 academic year. Should a new scholarship become available or a recipient becomes ineligible, a current applicant in good standing may be considered for the scholarship. If additional scholarships are made available through the Riverside Community College District Foundation or other donating organizations after the application deadline, your application will be screened for eligibility; therefore, you may be the recipient of a scholarship for which you did not previously apply.

- The information on your scholarship application is recognized to be of a confidential nature and when applying you agree that Riverside Community College District may reveal or forward the contents of your application to the Scholarship Committee members, Scholarship Donors and/or other reviewing committees. Any disclosure of confidential information to individuals not directly associated with the evaluation process is prohibited.

- Please do not wait until the last minute! You are strongly encouraged to prepare your required documents (personal essay, evaluations, etc.) in advance and submit your scholarship application before the deadline date. Request scholarship evaluation and/or reference letters early to allow plenty of time for completion by the deadline date. No late applications will be accepted.

- Good Luck! If you have any questions regarding the scholarship process or require assistance in applying, please contact:

  - RCC: Linda Ammeraal at linda.ammeraal@rcc.edu or Paula Farish at paula.farish@rcc.edu
  - MVC: Tracy Jelensky at tracy.jelensky@mvc.edu
  - NC: Nelya Parada at nelya.parada@norcocollege.edu

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RCCD scholarships are awarded based on criteria established by donors and awards are based on receipt of funding from scholarship donors. Scholarships are made available to the Riverside Community College District from the following sources:

- The Community Foundation Serving Riverside and San Bernardino Counties
- Community organizations and individuals
- Riverside Community College District Foundation
- Riverside Community College District clubs and departments

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The Riverside Community College District Foundation was established in 1975 as a tax-exempt fundraising organization for the Riverside Community College District. Its mission was to solicit and administer assets and to make expenditures for the benefit of the Riverside Community College District. The Foundation is comprised of a diverse group of business, civic and community leaders, all of whom share a commitment to the academic excellence of the College.

Since its inception, the Foundation’s fundraising efforts have primarily focused on generating financial aid and scholarship assistance for students, and select projects as determined by the RCCD Foundation Board or the Riverside Community College District Board of Trustees. In 1991, the Foundation launched a successful $1 Million Endowed Scholarship Campaign held in conjunction with the College’s 75th Anniversary celebration. The Campaign was one of the first of its size at a community college. Today the Foundation’s assets have grown to more than $4 million, and nearly $600,000 is distributed annually in scholarship support to deserving students.

Establishing a scholarship is a special way to honor or memorialize a friend, a Riverside Community College alumnus, a family member or even your community group while providing support for current and future students. If you would like to learn more about the Foundation’s scholarship program or are interested in establishing a scholarship, please call the RCCD Foundation office at (951) 222-8626. The RCCD Foundation is a not-for-profit 501(c) 3 organization, and your scholarship gift is tax-deductible to the extent permitted by law.