Scholarship Application Guide
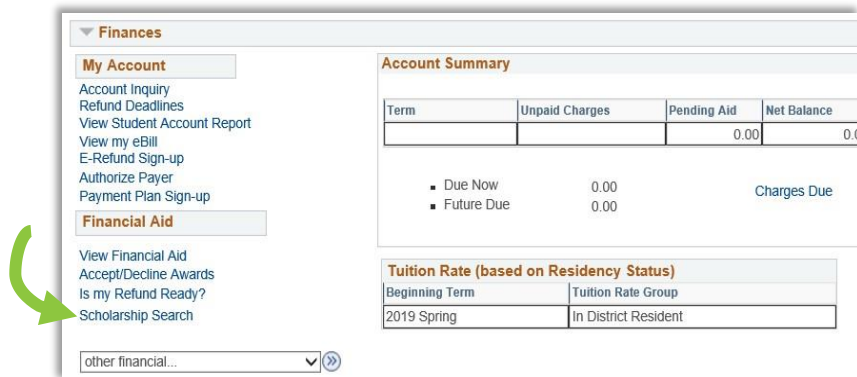## MCC Foundation Scholarships

Step 1 – Search and Apply for Scholarships

MCC current and prospective students can apply for MCC Scholarships from their MyMCCKC Student account. This Guide walks you through the steps to start your application process. Step 1 – Search and Apply for Scholarships – takes approximately 20-30 minutes. We encourage you to complete the full process (Step 1 *and* Step 2) as soon as possible.

> *Tip: The priority date for consideration is <u>April 1</u> each year (4 months before fall classes begin). Students who are selected to receive a scholarship are generally notified and awarded in June.*

1. Log in to your myMCCKC account and click the **Student Center Home** button.

2. Under the Finances > Financial Aid section, click **Scholarship Search**.

3. Click **Enter Here** to continue.

> *Tip: Do not use the back button in your browser, because you will be forced to start over.*

4. Select the **Aid Year** for which you wish to apply for scholarships.

5. When you answer the first set of 10-12 filtering questions, ***give yourself every benefit of the doubt*** so that you are connected with as many opportunities as possible. Make sure that you answer each question carefully the first time.
   → Are you earning a degree or certificate or both? *If you are interested in both, select both!*
   → If you think you might transfer to a four-year institution, *select yes!*
   → If you have not completed your FAFSA, *select yes, and* [complete your FAFSA](#) *as soon as possible.*
   → If you think you might eventually enroll full time, *select 12 credit hours or more.*

*Tip: If you cannot remember your EFC number, grade point average, or total number of credits taken, reach out to your advisor or visit the **[Virtual Enrollment Center](#)**.*

6. Your answers will narrow down your scholarship results. We recommend that you check the box in the top left corner for every scholarship, because you will next answer additional filtering questions. After you have checked all boxes, click **Next**.

Initial Scholarship Results

Based on your answers, you might qualify for the following scholarships. All scholarship amounts depend on funds available at the time. Check the box next to each scholarship that interests you.

☐ **A.J. Slater Memorial Scholarship**   Based on funds available

More

Campus of Attendance: Any
Residency: Any
Area of Study: Any
Academic Performance: Any
Enrollment Status: At least 6 hours
Financial Need Required: No

7. Answer the next set of 50-60 questions to filter for scholarships for which you would make a good candidate. You may answer the same question multiple times if it applies to multiple scholarships.

☐ **Administrative Center Staff Association Scholarship**   Based on funds available.

More

Campus of Attendance: Penn Valley
Residency: Missouri
Area of Study: Any
Academic Performance: 2.5 cumulative MCC GPA or 2.5 high school GPA if first time freshman
Enrollment Status: At least 6 credit hours
Financial Need Required: No

8. After you have answered all questions, you will see a revised list of scholarships with the boxes already checked. Scroll to the bottom and check the box next to **I Agree** and click the **Apply Now** button to finish Step 1 of the MCC Scholarship Application process. You will see a confirmation screen and receive a confirmation email with next steps within 24 hours.

☑ **e2 Metropolitan Community College Scholarship** $500/semester

More

Campus of Attendance: Any
Residency: Missouri, with preference to students from Andrew, Buchanan or DeKalb counties but open to students from Clinton, Clay or Platte counties
Area of Study: Any
Academic Performance: 2.5 GPA

Family Educational Rights and Privacy Act Consent
I hereby authorize the college to release the following educational records and information: Receipt of scholarship for the purpose of publishing donor reports and other Foundation publications. Information may be supplied to the donor regarding my GPA, enrollment status and courses attended.

I understand further that this consent shall remain in effect until revoked by me, in writing, and delivered to MCC, but that any such revocation shall not affect disclosures previously made by MCC prior to receipt of any such written revocation.
☑ **I Agree**

Apply Now

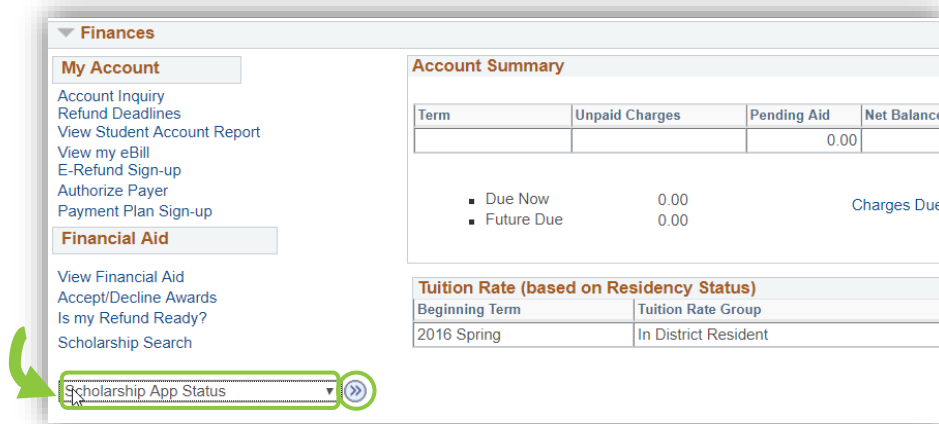***In 24 hours, proceed to MCC Scholarship Application – Step 2 on the next page.***

Tip: Many MCC scholarships require an essay or letter of recommendation from an instructor or counselor. You will identify and submit these documents during Step 2 of the Scholarship Application process.

![MCC Metropolitan Community College logo]

Step 2 – Complete your Scholarship File

Congratulations! You've taken the first step in the scholarship application process by using the MCC Scholarship Search Tool to apply for scholarships. **Your next step is to complete your scholarship file.** Please read the information below carefully, as incomplete applications will not be considered. We strongly encourage you to submit your materials as soon as possible.

> *Tip: The priority date for consideration is* <u>*April 1*</u> *each year (4 months before fall classes begin).*
> *Students who are selected to receive a scholarship are generally notified and awarded in June.*

1. Log in to your myMCCKC account and click the **Student Center Home** button.

2. Under the Finances > Financial Aid section, click the drop-down box and select **Scholarship App Status**, then click the double arrows icon.

3. Review the list of scholarships for which you applied.

   a. **Application Complete** indicates no further action is required by you.

   b. **Information Needed** indicates additional information is required to complete your scholarship file.

4. Review the **To Do List** under each incomplete scholarship application.

   a. **Initiated**: You have not yet submitted documentation or submitted documentation within the last 1-2 weeks.

   b. **Completed**: This To Do List item has been received and uploaded to your Scholarship File.

5. Click the link for each *Initiated* To Do List item to view additional details and submission instructions.

To Do List

To Do Item Detail

Essay on Benefits to You

Aid Year	2022

Description

Short essay on why this scholarship will benefit you.

At the top of your document print your first and last name, student ID number, date of birth, and the word, "Scholarship" plus the title/name of the item (ex. Recommendation from Counselor OR Essay on Why a Scholarship Will Benefit Me).

There are 3 ways to submit this document (email is preferred):

- email attachment to Metro.DataCenter@mcckc.edu

- mail to MCC-Student Data Center, 3200 Broadway, Kansas City, MO 64111

- hand it in at any campus student services office

`Previous`

To Do List

To Do Item Detail

Recmnd from Instr or Counselr

Aid Year	2022

Description

Recommendation from instructor or counselor.

At the top of your document print your first and last name, student ID number, date of birth, and the word, "Scholarship" plus the title/name of the item (ex. Recommendation from Counselor OR Essay on Why a Scholarship Will Benefit Me).

There are 3 ways to submit this document (email is preferred):

- email attachment to Metro.DataCenter@mcckc.edu

- mail to MCC-Student Data Center, 3200 Broadway, Kansas City, MO 64111

- hand it in at any campus student services office

`Previous`

a. **Essays:** Please read the instructions carefully as there are multiple essay topics. You only need to submit one essay for each topic to satisfy the requirement for multiple scholarship applications. For example, when you submit one *Essay on Benefits to You*, it will apply to all scholarships with this required essay topic.

b. **Recommendation Letters:** There are also multiple types of recommendation letters. You will need to request a letter from one or more persons with whom you have built professional or educational rapport. If the individual must meet certain criteria, this will be included in the Description.

> *Tip: We encourage you to ask for a copy of your letter of recommendation to submit in future years.*

6. Submit your documents. Make sure your **first and last name**, **MCC Student ID number**, **date of birth**, and **the document type** are clearly listed on the document. We recommend that you submit via email to Metro.DataCenter@mcckc.edu.

> *Tip: Recommendation letters can be sent by the writer directly to this email address as long the required information is listed at the top of the document.*

Financial Aid Application Timeline

- ✦ *FAFSA priority date:* **February 1***.*
- ✦ *Completed Scholarship Application Priority Date:* **April 1***.*
- ✦ *Enroll early: Fall enrollment opens in early-April and Spring enrollment opens in early-November.*
- ✦ *Committees select candidates:* **late-April and early-May.**
- ✦ *Recipients are notified and awarded:* **June.**