



MT. SAC!

Mt. San Antonio College

HOW TO GET THE APPLICATION

A link to the on-line application can be found at:

www.mtsac.edu/scholarships/applynow.html

ABOUT THE APPLICATION

Once you have signed in to the on-line application using your my.mtsac username and password, you will need to fill out and complete the General Application. Some scholarships will require an additional essay and/or questions. You **MUST** fill out all required fields and click "Finish and Continue" to proceed. Do not leave any question blank. You can also save your progress and exit the system by clicking the "Save and Keep Editing" button. You can return at any time during the application period to complete the process.

Once you have completed all the required questions on the General Application, the system will recommend scholarships you may be eligible for based on your General Application. First, read through each scholarship, confirm you meet the conditions stated in the supplemental questions section, click "Apply", and then "Finish and Submit" once you are done.

DEADLINE INFORMATION

All applications and additional required documents **MUST** be **SUBMITTED** by:

Monday – April 18, 2016

LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

PROGRAM TIMELINE

Winter 2016	Scholarship application available on-line
April 18, 2016	Mt. SAC Scholarship Program Deadline
June 2016	Award Notifications*
June 4, 2016	Scholarship Awards Ceremony
Fall 16/Spring 17	Funds awarded to student accounts

*You will be notified of your status with the program, regardless of whether you are selected, via an email sent to your my.mtsac email address available via your my.mtsac portal.

2016-2017

Scholarship Program Application Instructions

PERSONAL STATEMENT RESPONSES

Responses to the prompts listed below are REQUIRED. Personal statement responses **MUST** be submitted in order for your application to be considered complete. Personal statement responses **MUST** be 500 words or less (responses over the word limit will not be scored).

Responses to the following prompts **MUST** be the focus of your personal statements:

- A summary of your life experiences and/or hardships that have impacted your path to higher education.
- A description of how you developed an interest in your major field of study.
- A discussion of your educational and career aspirations as well as how you intend to achieve these goals.
- A discussion of how your educational experience will be affected if selected to receive a scholarship from the Mt. SAC Scholarship Program.

DO NOT INCLUDE YOUR NAME/ID ON ANY PORTION OF YOUR RESPONSES OR YOUR APPLICATION WILL BE DISQUALIFIED.

APPLICATION WORKSHOPS

In order to assist you in the application process, the Scholarship Program Office will host three types of workshops: 1) Introduction to the On-line Scholarship Application, 2) Writing Personal Statement Responses, and 3) Application Q&A's. The first workshop will introduce you to the application and the second workshop will guide you in writing your personal statements. The last workshop is designed to offer you a last minute question and answer session before submitting your application on April 18, 2016.

Workshop dates, times, and locations can be found on reverse page. Workshops are geared toward current applicants.

CONTACT INFORMATION

Feel free to contact a Scholarship Program Office staff member if you need assistance at any point in the application process.

Mt. SAC Scholarship Program Office
Student Services Building
Counter #5 of Financial Aid
(909) 274-4457
scholarships@mtsac.edu

MT. SAC SCHOLARSHIP PROGRAM POLICIES & PROCEDURES

- The Mt. SAC Scholarship Program is only open to students who are continuing their education during the 2016-2017 academic year, either by returning to Mt. SAC OR transferring to another eligible educational institution (exceptions may apply where noted).
- All sections of the on-line application must be completed in order for your application to be considered complete. Type 'N/A' if the question does not apply. Do not leave it blank.
- Only COMPLETE applications including, but not limited to, the required personal statement responses, submitted by the stated deadline will be reviewed by the Scholarship Committee.
- Relatives of donors and/or Scholarship Committee/application review members are not eligible for awards from the Mt. SAC Scholarship Program.

Additional information relevant to the processing of your application:

- The Mt. SAC Scholarship Program Office reserves complete discretion to determine and confirm your eligibility for any and all awards offered through the Mt. SAC Scholarship Program.
- All decisions are final and not subject to appeal.
- If you are applying for scholarships which require a demonstrated financial need, you must have a current year FAFSA or Dream Act application on file at Mt. SAC at the time of application and be determined to have unmet need.
- Meeting the minimum eligibility requirements for a particular scholarship does not guarantee your selection for an award.
- Applications **MUST** be submitted on-line by the stated deadline in order to be considered for selection.
- If selected as an award winner for the current competition year, you will be required to submit all necessary paperwork to claim your award to the Scholarship Program Office by stated deadlines.
- Scholarship monies will only be released to your educational institution and are available for educational expenses only.
- The release of funds is pending you maintain eligibility for the award you were selected for at the time of disbursement (exceptions may apply pending donor specifications).
- Awards will be disbursed in two equal payments during the 2016-2017 academic year.
- Application materials, upon submission, become the property of Mt. SAC and will not be returned.
- Supplemental materials (i.e. resumes, certificates, etc.) will **NOT** be accepted, nor forwarded to the Scholarship Committee.
- The availability of scholarships, as well as award amounts, are **NOT** subject to change based on availability and funding.

APPLICATION WORKSHOP CALENDAR

Workshop: *Intro to the Mt. SAC On-Line Scholarship Application*

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, March 9, 2016	4:00 pm	Ragan Room
Monday, March 14, 2016	11:00 am	Ragan Room
Thursday, March 17, 2016	2:00 pm	Ragan Room
Tuesday, March 22, 2016	12:00 pm	Ragan Room
Thursday, March 24, 2016	1:00 pm	Ragan Room

Workshop: *Writing the Mt. SAC Scholarship Program Personal Statement*

<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday, March 30, 2016	3:00 pm	Ragan Room
Wednesday, April 6, 2016	5:30 pm	Ragan Room
Thursday, April 7, 2016	2:00 pm	Ragan Room
Monday, April 11, 2016	11:00 am	Ragan Room
Tuesday, April 12, 2016	12:00 pm	Ragan Room
Wednesday, April 13, 2016	6:00 pm	Ragan Room
Friday, April 15, 2016	11:00 am	Ragan Room

Workshop: *Mt. SAC Scholarship Program Application Q&A*

<u>Date</u>	<u>Time</u>	<u>Location</u>
Friday, April 15, 2016	3:00 pm	Ragan Room
Monday, April 18, 2016	12:00 pm	Ragan Room

Please note: Workshop dates and times are subject to change. The Ragan Room is located on the 1st floor of the Student Services Center. Space is limited, no RSVP required.