

Troubleshooting Instructions

When first viewing the scholarship website you will notice:

The screenshot shows the top section of the scholarship website. At the top right, there is a large yellow 'MCC' logo and a photo of a smiling man with his arms crossed. Below the logo, the word 'SCHOLARSHIPS' is written in large blue letters, followed by the tagline 'Of course you can.' in a handwritten font. A red arrow points from the top left towards the 'SCHOLARSHIPS' text, with the text 'Click here to only look at scholarships offered.' written inside it. Below the header, there is a search bar and a 'Search Website!' button. A yellow button labeled 'Explore Scholarships' is highlighted with a red arrow. Below the search bar, there is a paragraph of text: 'Welcome to Muskegon Community College... Search Website! We have many scholarships available based on a variety of criteria including academic achievement, financial need, community service, and more. You are welcome to explore our list of scholarships at any time. In order to apply for scholarships at Muskegon Community College, you must be admitted to MCC in a degree-seeking program.' Below this text is a yellow button labeled 'Explore Scholarships'. Further down, there is a paragraph: 'You will receive an email confirmation when your application is complete. When the scholarship committees have completed their selections, you will receive notification via MCC email regarding the outcome of your scholarship application(s).' Below this is a note: '*You must be a U.S. Citizen, Permanent Resident, or Eligible Non-Citizen (as defined by FAFSA) to apply for scholarships'. At the bottom, there are three columns: 'Students' with a photo of three young people and an 'Apply Now' button; 'Faculty/Staff' with a photo of a large group of people and a 'Login' button; and 'Review Committee' with a photo of graduates and a 'Login' button. A red arrow points from the bottom right towards the 'Apply Now' button, with the text 'Click here to login and apply for scholarships.' written inside it.

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Anything that appears in **BLUE** is preloaded from your student account at MCC.

Applicant Information

Schools Student Id

First Name

MI

Last Name

Street:

City:

State:

Zip:

Home phone number on file:

Cell Phone:

High School:

HS GPA on file

MCC GPA on file:

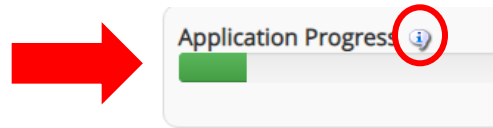
FAFSA Year on file:

If you see some information that is incorrect, please let us know! Please visit: <https://www.muskegoncc.edu/registrars-office/change-name-address-or-residency/> and follow the instructions for the information that you wish to change.

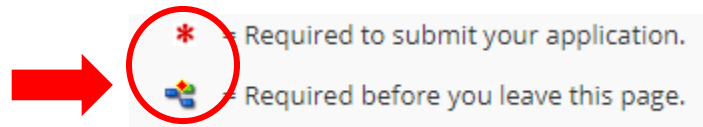
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Some things to look out for when filling out an application to make sure it is complete.

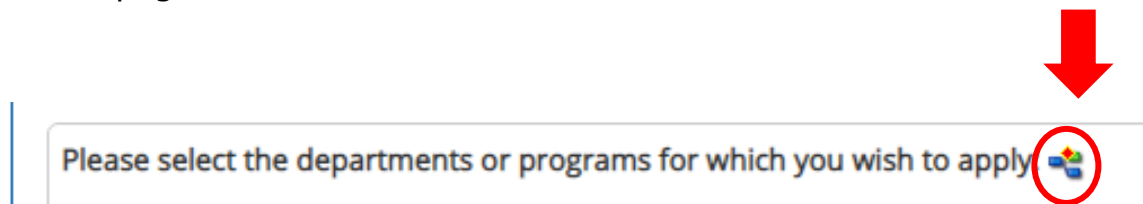
1. When starting an application you will see a bar that checks your progress. The little "i" explains the bar and additional questions.



2. If you see these symbols while filling out your application, make sure you fill out the questions completely before continuing. These are required before an application can be submitted.



Ex. If you are applying for an achievement based scholarship, you will see this on the first page of applying. This means you need to answer the question before you leave the page.



3. When submitting a transcript, you do not need an official one to apply for a scholarship. Just the most recent.

Upload a copy of your high school or college transcript (whichever is most recent)

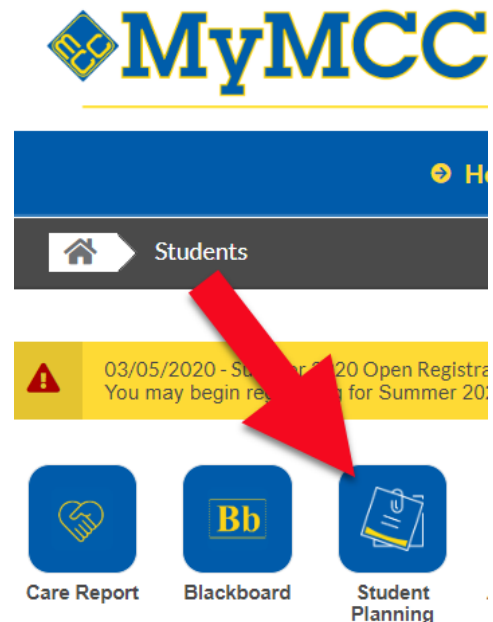
This will be considered an unofficial transcript.
High School/GED Transcripts: Upload a copy of your transcripts. Also, please be sure to contact your high school/GED Center to have your official transcripts sent to MCC if you haven't done so previously.
Muskegon Community College transcripts: Go to MyMCC, save a PDF your unofficial transcripts, and attach them.

gh school or college transcript (whichever is most recent)*

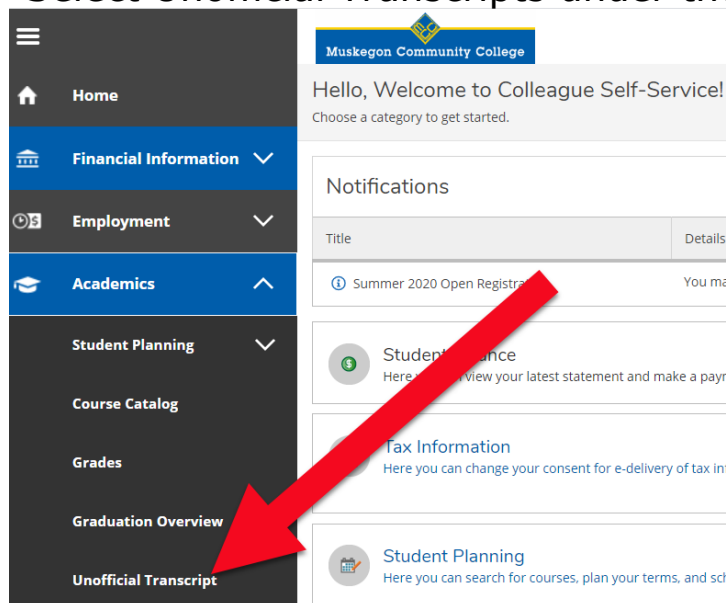
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How to obtain your unofficial MCC transcripts:

- Navigate to MyMCC
- Select the Student Planning button



- Select Unofficial Transcripts under the Academics tab



- Select Student Planning Transcript, save the PDF, and upload it to your scholarship application.



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4. If asked, make sure you know when you will be attending, so you will be receiving the award at the correct time.

Award Timeframe

If successful, when would you like the award to begin: *

A. Fall

B. Winter

5. If asked to put in a recommender, put in the accurate information of the person. They may have to be specific people from the college or can be people from your job or high school. You and the recommender will receive emails confirming the request.

Enter the contact information for your recommenders. Recommendations should be from English teachers in the institution last attended.

1.

Recommender Full Name (1)

Recommender Email Address (1)

Please enter a valid email address.

6. If you have properly filled out the application, you can see a page review of everything to double check your work before submitting. Once everything looks good, you can submit and will receive a confirmation e-mail. After you have checked and submitted your application you will not be able to edit it any longer.

muskegoncc.scholarships.ngwebsolutions.com says

By pressing OK, you will submit this application. You will NOT be able to modify your answers. Press Cancel now if you wish to modify any answer before submission.

OK Cancel

Troubleshooting Instructions

If you receive this picture when reaching the end of your scholarship application, take a minute to look back and see what you have missed!



Wait! You are not done yet!

Problems Found!

You may NOT submit your application due to the 3 problems listed below. Please rectify those issues, and then return to this page to review and submit your application.

- **Modify your answers.:**
 - You must provide an answer for the question, "Upload a copy of your most recent transcript:."
 - You must provide an answer for the question, "List those activities in which you participate(d):."
- **Modify your answers.:**
 - You must provide an answer for the question, "Please list all other scholarship(s) or financial aid for which you are eligible:."