



# 2018-2019 COCC Foundation Scholarship Application Instructions

1. How do I apply?
  - Submit an application using the online scholarship portal (AwardSpring) from December 15, 2017 through July 15, 2018 for 2018-2019 awards.
  - Access the application here: <https://cocc.awardspring.com>
2. How do I login to AwardSpring?
  - Your **Username** will be the first part of your COCC email address. Your **Password** will be the same password you use to open your student email account.
    - Example: If your email address is Bobcat@cocc.edu, your **Username** will be "Bobcat"
  - For COCC login assistance, click here: <https://www.cocc.edu/its/computer-labs/student-technology-account-assistance/>
3. Click the **Start Application** button on your Dashboard to begin filling out your application.
4. Several sections/tabs make up the entire application. Complete all of them in order to submit your application.
  - Sections that are not completed will display "**in progress**"
  - Sections that are complete will display "**completed**"
5. Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.

## Application FAQs

1. Although you can view all the available scholarships, you just submit one general application. Submission of the general scholarship application will place you in consideration for all scholarship opportunities you are qualified for.
2. For incoming students, you will be asked to upload your most recent transcript to verify your most recent GPA. Here are the instructions:
  - Click on the 'upload file' button
  - Select the desired file (saved on your computer)
  - Click on 'open'
  - The file will immediately attach or give you a failure error
  - The attached file will appear as a link right above the 'upload file' button
3. Scholarship notifications:
  - Round A awards will be made by August 1
  - Round B awards will be made by September 14
  - Applicants not selected will be notified by September 17

For COCC Foundation scholarship or application questions, please email [scholarships@cocc.edu](mailto:scholarships@cocc.edu)