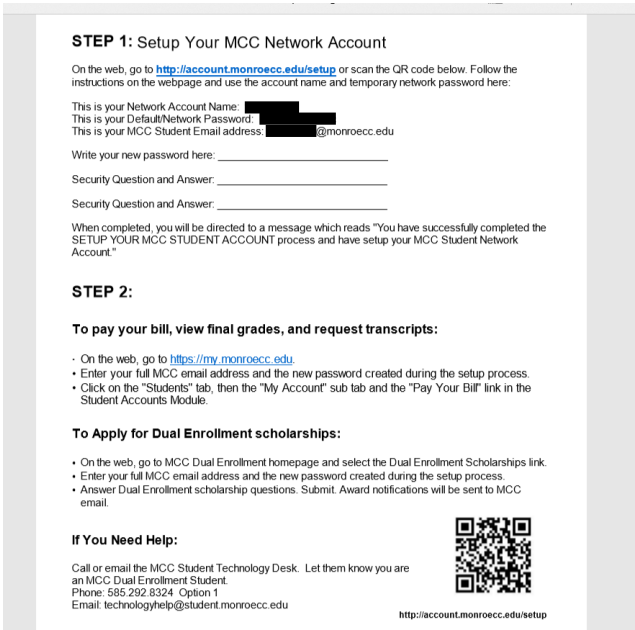
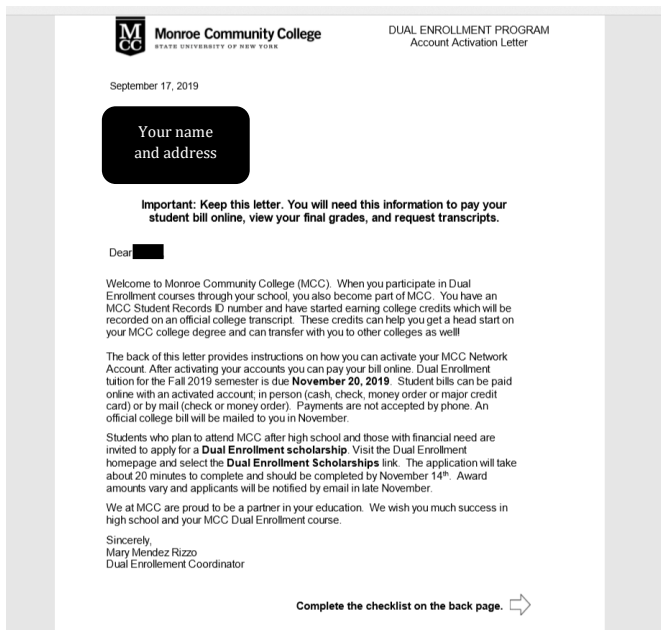




High school students, BEFORE you apply for Dual Enrollment scholarships, you must activate your student account.

About a week after registering for a Dual Enrollment course you will receive an Account Activation Letter in the mail. It is important you enter an accurate mailing address when you complete your Dual Enrollment registration so there is no delay in mailing you this letter.

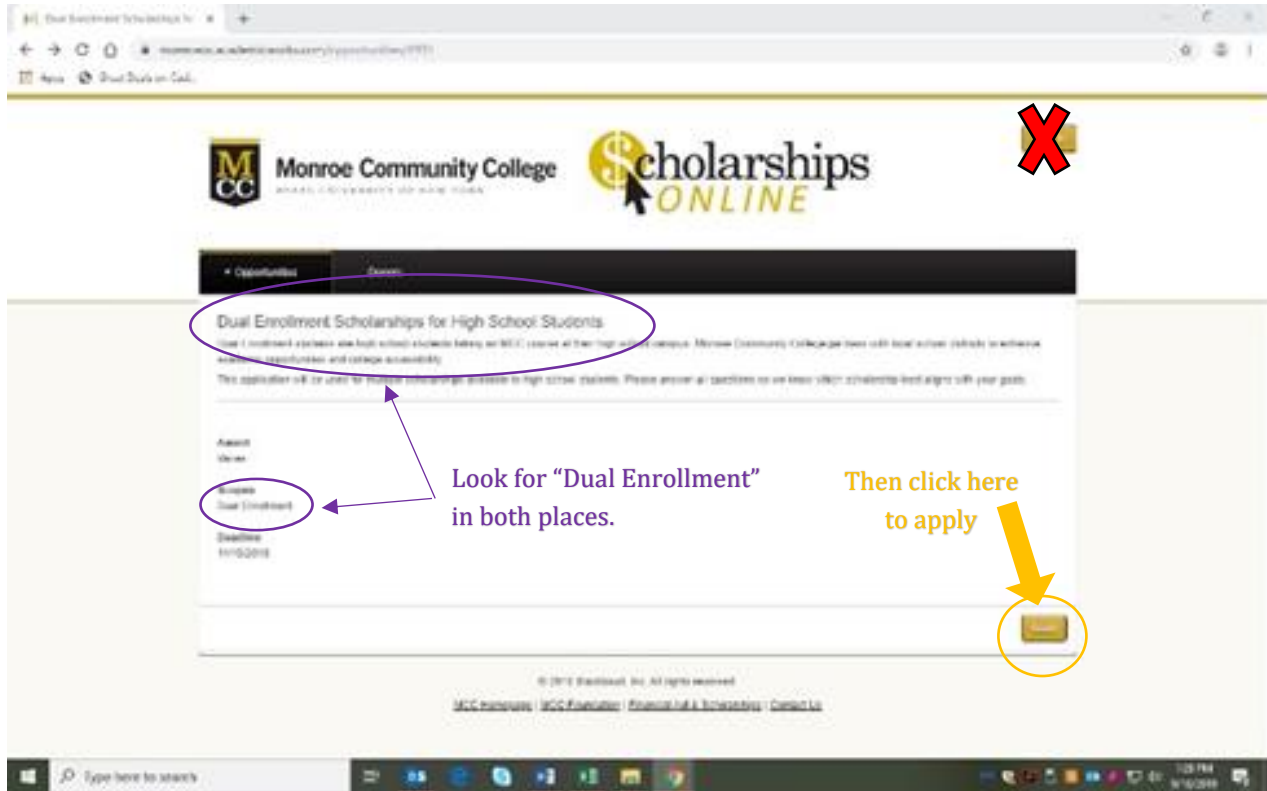
A sample Account Activation Letter is displayed below and the back will have information specific to your identity and student account. Follow instructions on the back to activate your account. Once your account is active you can apply for Dual Enrollment scholarships.



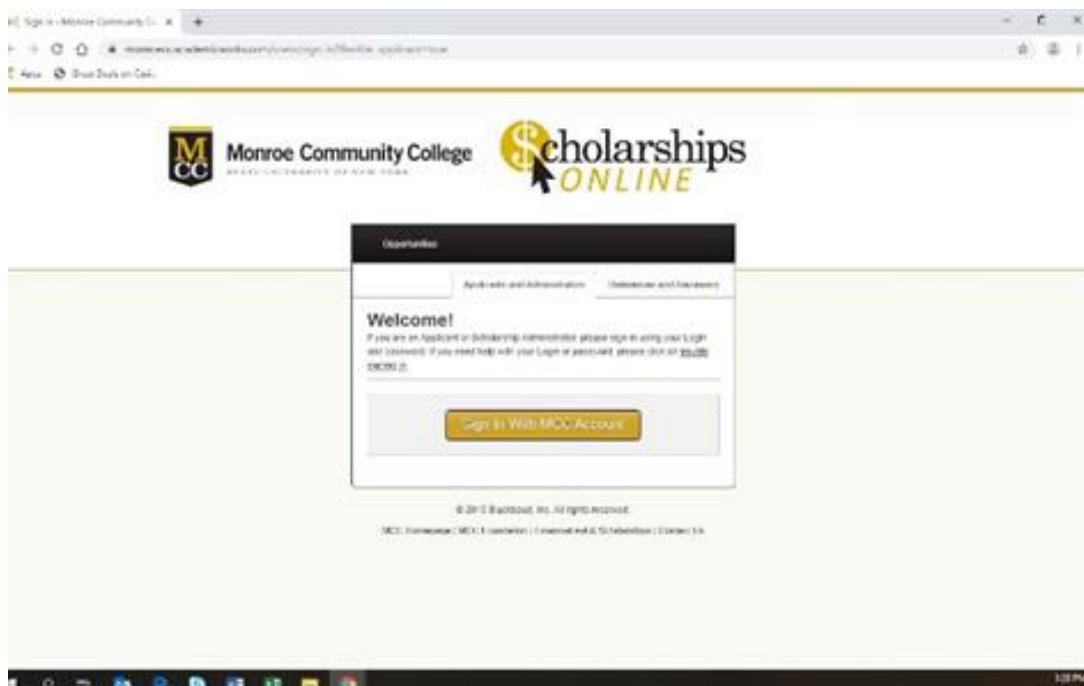
Before proceeding with your scholarship application, be sure you are using **Google Chrome** as your web browser.



Welcome to Scholarships Online! High school students must use this link:
<https://monroecc.academicworks.com/opportunities/4991> to apply for scholarships exclusively for Dual Enrollment students. The correct scholarship page for high schoolers looks like this:



Click the yellow "Apply" button. You will be taken to this screen:

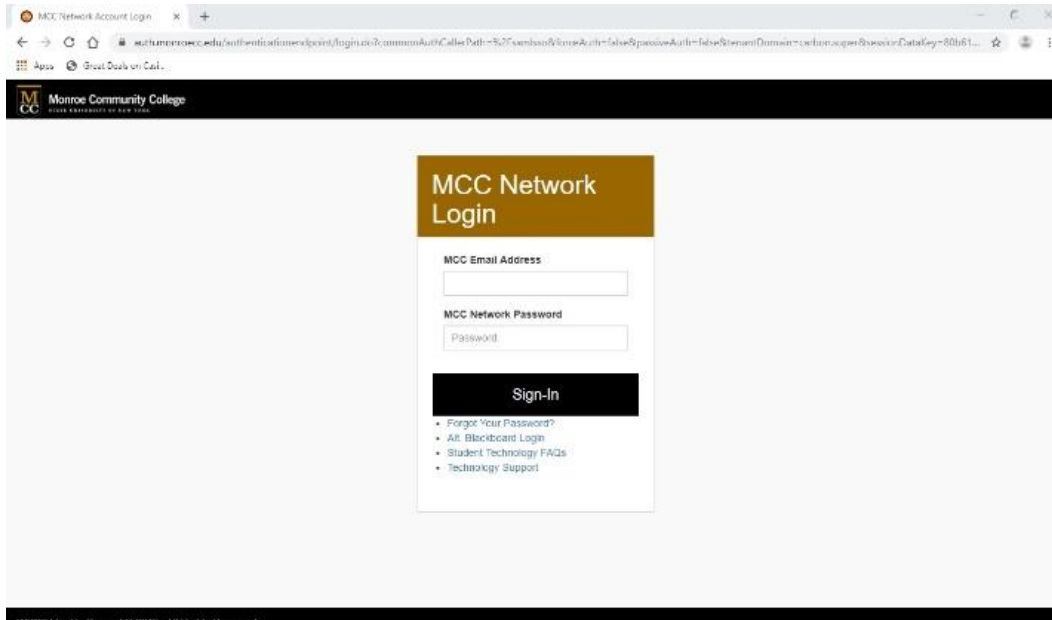




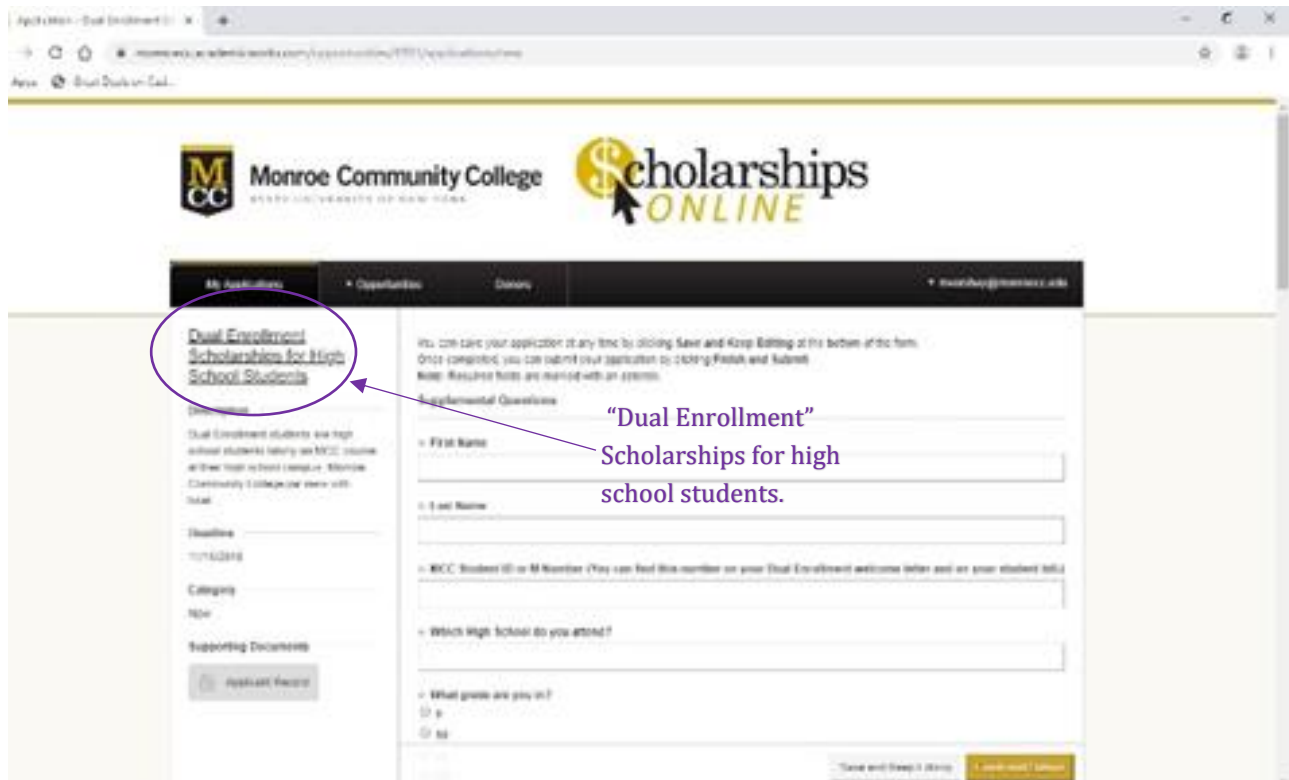
Monroe Community College
STATE UNIVERSITY OF NEW YORK



Select “Sign In With MCC Account” which will take you to the screen below. Use the credentials from your Account Activation letter and the password you created when you activated your account.



A successful login will bring you here:





Answer all scholarship questions. This may take about 20 minutes and allows MCC to assess which scholarship is best suited for you. You may work on your application over a period of time however you must click the “Save and Keep Editing” button at least once every 30 minutes to ensure your work is saved. If you do not click the “Save and Keep Editing” button, the system will time out and all information entered since the last time you clicked on the “Save and Keep Editing” button will be lost.

The final three statements on the application are required in order to submit the scholarship application.

Required responses:

- Some donors want to know who our students are.
- Some scholarships only cover specific courses.
- Allow your high school to share information with MCC.

The classes I'm taking are on the list of classes required for a student taking Business Administration. The classes give me a head start in that degree and the scholarship will help my family save money and me save time.

Example Formatting: **bold**, *italics* Full Screen

I understand that MCC reserves the right to provide the donor of my award and MCC's College and Community Relations Office with information about me including my name, address, high school, grade point average, career intentions and family status. I have the right to review any such information provided about me upon my request.
 Yes, I understand.

I understand Dual Enrollment scholarships are limited and awards may cover only a portion of the amount owed to MCC.
 Yes I understand.

MCC scholarships may have academic and financial criteria known only by my high school. I agree to allow my school to share academic and financial information with MCC for the purposes of assessing my eligibility for Dual Enrollment scholarships.
 Yes, I agree.

Save and Keep Editing **Finish and Submit**

Then click here to SUBMIT

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[MCC Homepage](#) | [MCC Foundation](#) | [Financial Aid & Scholarships](#) | [Contact Us](#)



YOU ARE DONE! Be sure to look for the green check mark and statement circled below, which lets you know your application was successfully submitted. DO NOT enter any additional information on the page.

The screenshot shows a web browser window with the URL `monroecc.academicworks.com/opportunities/4289/applications/new`. The page header includes the Monroe Community College logo and the text "STATE UNIVERSITY OF NEW YORK" and "ONLINE". A navigation bar contains "My Applications", "Opportunities", "Donors", and "User". A green checkmark icon is next to the message: "Your submitted application to Dual Enrollment Scholarships for High School Students has been successfully updated." A purple arrow points to this message. Below the message, a large red "X" is drawn over the form fields. A text box on the right says "Do not continue. The high school application is complete." The form fields include "First Name", "Last Name", "Student M Number", and "What are your... you in ac". At the bottom of the form are buttons for "Save and Keep Editing" and "Finish and Submit".

Look for the green check mark which lets you know you successfully completed and submitted the application.

Do not continue. The high school application is complete.

Applications must be completed by November 14th. MCC will notify scholarship recipients before bill payment is due.