

ORANGE COAST COLLEGE SCHOLARSHIP PROGRAM 2008/2009

Instructions for Application

APPLICATION DUE DATE: 5:00 p.m. Friday, February 27, 2009
OCC Scholarship Office in the Administration Building

Complete this application to be considered for Orange Coast College Scholarships. **This is an electronic application so you can fill it out online.** You may either email it or print it out and turn it in to Scholarship Office (SO). If you email your application to the SO make sure you print a copy for your records. Once the SO received your electronic application, we will email you within 48 hours to confirm that we receive your application. If you don't receive an email confirmation, please contact the SO. **No handwritten applications will be accepted.**

Students, you may apply in one or both categories – General or Certificate Programs – as long as you meet the criteria listed below.

Please make sure to check appropriate categories on your application. Your application will be screened by the OCC Scholarship Committee and/or forwarded to department committees for consideration.

INFORMATION REGARDING TRANSCRIPTS

- ❖ You should list all the colleges and universities you have attended in the past five years. **However, it is only necessary for you to have transcripts sent to the Scholarship Office if you want us to consider them in determining your eligibility and overall GPA.** This usually takes longer than you anticipate, so do this as soon as possible to insure that we will receive your materials on time.
- ❖ If you have previously requested transcripts from other colleges to be sent to OCC, the OCC Transcript Office may have them on file. Fill out the **Transcript Request Form** in the application and give this to the OCC Transcript Office. The Transcript Office will prepare copies and forward them to the OCC Scholarship Office. **You do not need to order your OCC transcripts.**
- ❖ Transcripts are due on the same date as the application. If you have transcripts mailed, address them to: OCC Scholarship Office, P O Box 5005, Costa Mesa, CA 92628-5005. If they are late, we will be unable to use the information they represent.
- ❖ **Reminder - the OCC Scholarship Office will get your OCC transcripts.**

RECOMMENDATIONS

You must ask (2) people to complete the Recommendation Forms. At least one must be an OCC faculty member. OCC faculty members are preferred for both recommendations. High school teachers, advisors, and employers are acceptable. *Relatives, friends, and neighbors are not acceptable.* The recommendations are due Friday, March 6, 2009.

PROGRAM SURVEY

Please complete the survey, which is attached at the back of the application. This evaluation is a helpful tool to the Scholarship Office in determining how we can improve the scholarship application process each year.

STUDENT CODE OF CONDUCT

Students in violation of the Coast Community College District Student Code of Conduct, as determined by the Orange Coast College Dean of Students, will not be eligible for institutional scholarships.

WORKSHOPS & PERSONAL ADVISING

These workshops and advisements are provided as an aid in completing OCC Scholarship Application.

Scholarship Workshops -

- Monday November 24, 2008 – 12 noon to 1:00 p.m. Watson Hall, 2nd Floor, Room 244
- Monday February 9, 2009 – 12 noon to 1:00 p.m. Watson Hall, 2nd Floor, Room 244
- Tuesday February 10, 2009 – 5:00 p.m. to 6:00 p.m. Watson Hall, 2nd Floor, Room 244
- Wednesday February 11, 2009 1:00 p.m. to 2:00 p.m. Watson Hall, 2nd Floor, Room 244
- Wednesday February 11, 2009 5:00 p.m. to 2:00 p.m. Watson Hall, 2nd Floor, Room 244

Individual Advisement Appointments

Starting the week of February 2, 2008 you may sign up for a one-on-one 20-minute advisement appointment with a member of the scholarship committee. Sign-up in the Scholarship Office in the Administration Building. These appointments will be scheduled from Monday, February 9 to Thursday, February 12, 2008.

RECEIVING YOUR AWARD

1. At the end of April you will receive a letter informing you if you have been selected to receive a scholarship.
2. If you are invited to Honors Night, you **must** attend. If you do not attend you may risk forfeiting your scholarship. Honors Night will be Tuesday, May 6, 2008. The event is from 5:00 p.m.-9:30 p.m. We advise you to mark your calendar for this event.
3. After Honors Night, a letter will be mailed to you explaining the steps you will need to complete to receive your scholarship(s). Once all requirements are met, awards will be mailed to students at their home address beginning the second week of September, 2008.

GENERAL SCHOLARSHIPS FOR ALL DISCIPLINES

Required Cumulative GPA of 3.5 or higher

I will be a continuing student at OCC in the fall 2009 and meet these requirements:

1. Completed at least 12 units with a letter grade at OCC by the end of the winter inter-session classes.
2. Enroll at OCC in spring 2008 and complete a minimum of 6 units with at least a 3.0 GPA and have a cumulative GPA of 3.5 or higher, at the end of the semester.

I will be a transferring student in the fall 2009 and meet these requirements.

1. You plan on transferring to a four-year college, or to a program not offered at Orange Coast College where a certificate or degree can be received. You will be transferring the following school year, and are receiving or eligible to receive an AA or AS degree by the end of the current school year. You do not need to receive an AA or AS degree to qualify,
2. You have completed 42 units or more by the end of the winter inter-session at any post-secondary school and at least 24 of these units have been taken at Orange Coast College.
3. You will complete a minimum of 6 units or more with a 3.00 GPA or better at Orange Coast College for the spring semester, and have a cumulative GPA of 3.5 or higher, at the end of the semester.
4. You have not been awarded a Transferring Student Scholarship from OCC in a prior year.

Evaluating Scholarships

The Scholarship Selection Committee, comprised of 30 faculty, staff and administrators, review the application process and establish policies and procedures for the program. Scholarship applications are evaluated on the following point system.

Up to:

Grade Point Average	6 points
Financial need	1 point
Service & Leadership	3 points
Exceptional circumstances:	
Personal	2 points
Financial	2 points
Academic	6 points
Total possible points	20 points

Additional Scholarships for students enrolled in CERTIFICATE PROGRAMS

Before applying please make sure you meet the specific criteria in each area below.

Consumer Health Science		
Cardiovascular Technology	Food Service Management	Nutrition Education
Culinary Arts	Food, Nutrition, Dietetic Tech.	Polysomnography
Dental Assisting	Hotel Management	Radiologic Technology
Diagnostic Medical Sonography	Interior Design	Respiratory Care
Early Childhood Education	Medical Assisting/Transcription	Restaurant Management
Emergency Medical Technician	Neurodiagnostic Technology	Speech/Language Pathology
Fashion		
<ol style="list-style-type: none"> Must have completed or be in the process of completing at least 6.5 units in your major and be enrolled at OCC for the spring 2009. Must be continuing students with plans to enroll in the same major in a minimum of six (6) units in the fall 2009 at OCC. Must have a cumulative college GPA of 3.00 or higher. For additional information, please contact your program coordinator. 		
Technology		
Airline/Travel Careers		Drafting
Architecture		Electronics
Aviation/Pilot Training		Machine Technology
Aviation Technology		Welding Technology
Construction		Heating/Air Conditioning
<ol style="list-style-type: none"> Must have completed at least six (6) units at Orange Coast College in your major prior to spring 2009. Must have a cumulative GPA of 2.00 or better, except in Drafting and Electronics, which requires a 3.00 GPA or better. Must be enrolled at Orange Coast College in the spring semester 2009 in at least six units in your major. Fall semester 2009, you must enroll in at least six (6) units at OCC or your transfer college. For information, contact faculty in your area of study or the Technology Division Office at (714) 432-5194. 		
Music		
Keyboard		Theory/Composition
Instrumental		Vocal
<ol style="list-style-type: none"> Must be a Music major and currently meet course enrollments to qualify as an OCC Music major. Must have a cumulative college GPA of 3.0 or better. Must complete six (6) units in Music in the spring semester 2009 with an overall 3.0 GPA. Fall semester of 2009, you must enroll as a music major at OCC or any four-year college or university. For information contact Ricardo Soto at (714) 432-5800. 		
Visual Arts		
Drawing/Painting		Photo/Film/Video
Digital Media Arts & Design		Sculpture/Ceramics/Jewelry/Fiber Arts
<ol style="list-style-type: none"> Must have completed nine units of Visual Arts classes prior to spring 2009. You must be enrolled in at least six (6) units (some units must be art classes) at Orange Coast College for the spring of 2009. Must have a cumulative GPA of 3.00 or better. Fall 2009 semester you must be enrolled in an art class at OCC or transfer college. Must submit a minimum of (5) five original works in a professional portfolio. Large 3-D works or large paintings must be submitted by slides. 3D and ceramics work may be submitted but must be accompanied by appropriate packing and labeling to protect them. All 2D works must have a label with artist's name and phone number attached to the back. The portfolio must have appropriate labeling on the outside as well. Please see below for additional information on completed artwork. As part of the portfolio review, you must submit your original Scholarship Application to the Scholarship Office, and include a <u>copy</u> with your portfolio. Slides and portfolios must be delivered to the Visual & Performing Arts Division Office, attn: Linda Hehn by Friday, February 20, 2009 at 4:00 p.m. There will be no exceptions. Pick up your portfolio between March 23 - March 26, 2009. The Visual & Performing Arts Division is not responsible for artwork left after March 26, 2009. For additional information, contact the Division Office at (714) 432-5629. 		

7. Visual Arts Majors - Portfolio - Suggested Requirements:

- a. **Drawings, prints, graphics, watercolors, mixed media, 2-D art, and digital art** – must be completely dry and neatly matted (with mat board only, no poster board). Cardboard backing is optional, but works without cardboard backing are more subject to possible damage.
- b. **Oil & acrylic paintings** – must be completely dry, must be framed with a narrow wood lath, or metal section frame not to exceed 1/2 inch in thickness past the perimeter of the picture plane. Overall dimensions with frame must not exceed 36 inches in one direction, and 42 inches in the other.
- c. **Sculpture** – original work may be submitted, but it must not be fragile, it must be completely dry, and it must not weigh more than 15 lbs.
- d. **Ceramics or ceramic sculpture, jewelry or fiber arts** – must be securely packed for handling and transport within the art department.
- e. **Photography** – pieces must be dry mounted or matted.
- f. **Film & video** – you must provide a written request for any appropriate viewing equipment needed.
- g. The Visual & Performing Arts Division Scholarship Committee shall be the sole arbiter in determining the appropriateness of any work's content or subject matter.
- h. **DISCLAIMER:** While every caution is taken in the handling of your works, the Orange Coast College Visual & Performing Arts Division cannot assume responsibility for breakage, damage, to or loss of, any art work, slides, or photos.

Visual Arts Majors – REMEMBER - Submit your original application to the Scholarship Office
in the Administration Building by the deadline below. Include a copy with your portfolio.

CHECK OFF LIST

Please use the list below to make sure that you have completed and submitted all parts of the application. You will also need to submit the Personal Essay and two Recommendations. The transcript order form is optional as well as the Survey form.

- Application – due February 27, 2009
- Personal Essay – due February 27, 2009
- Recommendations – Two total (due March 6, 2009, one week after application due date)
- Transcript order form. **You do not need to order OCC transcripts.** This order form is for transcripts from other colleges – if you wish to include them in your GPA calculation.
- Survey Form (optional)
- Make a copy of your application for your records. Staple your application and all attachments together when presenting to the OCC Scholarship Office.

If you change your address after submitting your application, you must notify the Admissions & Records Office in person or download the Address Change Request on-line at:
<http://www.orangecoastcollege.edu/admissions/admissions/Continuing+Students.htm>

In addition address changes should be reported to the OCC Scholarship Office in person or e-mail to scholarshipoffice@occ.cccd.edu

If you have questions about the application, please stop by the Scholarship Office in the Administration Building.
You may also call at (714) 432-5645 or
e-mail TJ Nguyen, Scholarship Coordinator at scholarshipoffice@occ.cccd.edu

[Remember – Honors Night is Tuesday, May 13, 2009](#)