Tutorial: Using the NSCC Student Awards Online Application

Where to find information

We have spent a great deal of time and energy re-vamping our webpages to make sure you can have all of your questions answered about our student awards program. Our link is www.nscc.ca/awards and when you visit make sure to check out all of the tabs on the side bar. We've provided helpful resources including FAQs, application instructions and tips, common mistakes, and more. Did you know that NSCC Awards is also on social media? Make sure to check out our Facebook page and Twitter feed at the links on the screen. By following us, you will be alerted of all awards related updates and announcements and you'll gain access to information on external award postings sent to us from our outside partners and community organizations.

How to Apply

At NSCC we have a customized online application system that was designed specifically for you. We want to make this process as user-friendly and efficient, not to mention stress free, as possible. In fact, our awards program can be completed in 4 simple steps.

Step 1 – Using the Search Box

Start by going to www.nscc.ca/awards. Remember to take note of the helpful tools in the left hand sidebar. It is a good idea to review these before you get started.

At the bottom of our main awards page you will see a search box. Because there are so many awards, this search tool was designed to help you narrow in on those awards you are eligible to apply for. If you want to display all of the awards available, you are welcome to do so by simply clicking the search button without entering any information in these fields. A helpful tip I would suggest is to include

as much information as you can though, so your list of results will be more manageable to sift through.

- The Keyword option is there in case you want to find information about a specific award. Maybe your friend told you to check out the Atlantic Credit Unions Bursary and you want to look at this award only. If not, this should be left blank.
- Select your campus from the drop down menu. If you are an online student, you would select the campus that is administering your program.
- You can type in the name of your program or choose it from the drop down menu
- The program delivery refers to whether you are enrolled in part-time or full-time studies. Choose the option that best describes you.
- The program year is what year you are in your particular program. Please note that if you are returning after completing another program, you are in year 1.
- Then hit search!

Step 2 – Narrowing Your Results

Now that your initial search is done, it's time to go through each award generated by the search to make sure you meet all the eligibility criteria. To do this, you need to read through the awards carefully. Even though you did a search, sometimes there are other criteria not captured in our search tool that might make you ineligible to apply for a certain award.

To review, start by clicking on the name of the first award on your list. Now you can see the full award posting. The top box will tell you the value of the award and how many recipients will be chosen.

There are some other key things to note in the posting that will tell you whether you can apply for this opportunity or not. First, check out the 'eligibility requirements' section and make sure you meet these criteria. Then, review the 'Additional eligibility requirements' to see if there is other specific criteria that the donor has stipulated for this award.

The 'How we choose' section tells you how this award will be selected. Our awards selection committee will determine the winner for this award based on what is outlined here.

Next, you will see in the 'To Apply for this Award' section what is required to apply for this particular award. You can take note of this, but not to worry, the system will track all of this for you as you go along.

The 'Other info' section will display important information you might need to know such as whether the award is renewable or the details about the award payout process.

If you looked through the award posting and determined you meet the criteria and you're eligible to apply, simply click the 'Save to my awards list' at the top of the award. By clicking this option, the system will store that award for you in a shopping cart that you can access later when you've completed this step. You can return to reviewing your search results by clicking on the 'Back to search results' option at the top right of the posting.

Continue to do this for each award until you reach the last one on your list. You can preview your awards list at anytime by clicking on the 'View my saved awards list' option at the top of the page.

Step 3: Gathering your required items

Once you finish reviewing each award and adding those you are eligible for to your awards list, choose 'View my saved awards list' option at the top of the page.

Here, you will see that the awards system has done the work for you by tracking the awards you intend to apply for. It also provides you with a list of the various items required to apply for the awards you selected.

Start by reviewing the list of awards to ensure there is nothing that you added to the list by mistake. If so, it can be removed by clicking on the red 'X' alongside the award name. Then, download any reference questionnaires that you need to have completed and save them to your computer for easy retrieval later on. The instructions for each of these are outlined at the top of each document.

If you selected awards that require the completion of essay questions, type these questions and your answers into a word document. This allows you to copy and paste them into the application later.

If you are required to complete the financial information section, make sure to first review the financial worksheet on the 'support docs' tab on the left side of the page.

Also take note of any additional application requirements. Once you have all your materials collected, you will be ready to complete the final step in applying for NSCC Student Awards. Until then, you will need to email this page to yourself or copy and paste it into a word document to use a checklist in gathering the required materials. There is no save and submit function with this system.

If you already have everything you need, you can click on the 'Apply Now' button at the bottom of the page to advance directly to the online application system!

Step 4: Completing the awards application

Have everything you need to apply? Then you are ready to complete your online awards application.

Return to the awards webpage at www.nscc.ca/awards. Scroll down to the link to advance directly to the online application and bypass the search you have already completed.

Once on this page, refer to your printed or saved awards list and simply select those awards you want to apply for from the list. To do so, click the 'plus' button next to the award name. Your list of selected awards will be generated on the right hand side of the page. To start the actual application, click on the 'Apply Now' option. Review the system requirements and make sure your system is compatible, then advance to the application.

Once you arrive at the application, start filling in the fields. Make sure to use your NSCC email address and ensure you entered it correctly. If you have questions about any of the fields, click on the question mark alongside to display some hint text.

To complete the required essay questions, you can copy and paste the answers you have already prepared in your word document beforehand in the corresponding boxes. Upload any reference questionnaires or reference letters required as attachments in the fields identified. Then, read and complete the voluntary self-disclosure if you wish and click that you have read the application declaration.

Once complete, click on the option to submit your application. If there are any awards you accidentally selected in which you were not eligible, the application will not submit. Please scroll back to the top of the page to review your error in detail and make any necessary corrections. Then, re-click on the application declaration and hit submit.

Once your application is submitted, you will receive a confirmation email to the email address you included on your application. Do not close the screen until you verify you have received the email. Alternately, you can email or print the success page containing your list of awards.

What happens next?

Once the application deadline closes, the selection process will begin immediately. Awards are normally selected by a committee composed of 3-4 NSCC Staff and faculty and sometimes a donor representative too. They review and rank applications and determine award winners based on who best meets the assessment criteria for each award.

If you are selected as an award winner, you will be notified first by phone and will receive a follow up email with award details. All unsuccessful applicants will be notified by email once the selection process is complete. Each Friday, you can review the selection process updates for that week on the NSCC Student Awards Facebook page to get an even better idea of where things stand. Our goal is to complete the selection process within 4-6 weeks of the application deadline.