



2012 SCHOLARSHIP APPLICATION

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A. COVER PAGE FORM

Download and print out all pages of this application. Fill in all information completely. Please write your answers legibly. Use the Application Checklist on page 2 to be sure your application is complete.

Submit all information as one application package in person to the Foundation Office (AD 128) or the Administration Office Reception Desk by 5 pm on March 30, 2012.

Name _____ Banner ID _____

Current mailing address _____

Permanent mailing address (if different from above) _____

This an address where mail will always reach you.

Home phone _____ Cell _____

If you have no phone, please list a number where we may leave a message.

Email address _____

I am seeking the following degree at Northern: Bachelor's Associate Certificate

PLEASE FILL IN ALL INFORMATION THAT APPLIES TO YOU:

I am currently enrolled at: _____ for a total of _____ credit hours
Name of College

Major: _____ Minor: _____

Total college credits received to date: _____ Cumulative GPA: _____

I am currently enrolled at: _____ Cumulative High School GPA: _____
Name of High School

I have a GED Certificate.

I am applying for a specific scholarship. (If so, which one?) _____

Please refer to the list of Endowed and Non-Endowed Foundation Scholarships, available for download at <http://foundation.nnmc.edu>

I am applying for a general scholarship.

I certify that the information above is true and correct. I give permission to Northern's Financial Aid Office to access a copy of my unofficial transcript or mid-term grades.

Student's signature _____ Date _____

APPLICATION DEADLINE IS 5 PM FRIDAY, MARCH 30, 2012

B. PERSONAL STATEMENT

Tell us your story and why you need a scholarship. On separate sheets, briefly respond to each of the following. All of your responses *combined* should be no more than two typed pages.

- A. Provide some information about your decision to attend college.
- B. What are your educational and career goals?
- C. Discuss the progress you've made toward your educational goals.
- D. How do you intend to use your education in service to your community?
- E. Is there any other information you feel should be considered, such as volunteer or community service, employment, talents or special skills, and participation in athletics?
- F. Are there any recent changes in your financial situation that affect your financial need?
- G. If you have received a Northern scholarship in the past, discuss how the scholarship affected your academic performance in college.

C. APPLICATION CHECKLIST

The following checklist will help you assemble a complete application package. Review it carefully. All items listed must be present and completed in order for your application to be considered. The deadline for submission is 5 pm, March 30, 2012. Incomplete or late applications will be disqualified.

- Cover Page Form (see section A on page 1 of this document).
- Personal Statement (see section B above).
- Confirm that your Letter(s) of Recommendation have been emailed to the Foundation Office. The Letter of Recommendation Form and further instructions are available for download at <http://foundation.nnmc.edu>
- Confirm that the Faculty Advisor Ranking Form (also available at <http://foundation.nnmc.edu>) has been submitted to the Foundation Office.
- Current Transcripts (high school, college, or GED).
- A completed Expected Family Contribution (ECF) section of the FAFSA (Free Application for Federal Student Aid). A copy of the form is available at Northern's Financial Aid Office.



Instructions for Completing Your 2012 Application Package

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A COMPLETE APPLICATION INCLUDES:

1. Responses to the Personal Statement Questions

These questions give you the opportunity to explain your background, educational goals, the challenges you face in completing your education, and any other information you feel should be considered, such as volunteer and community service, employment, talents or special skills, and participation in athletics.

2. Letter of Recommendation

A current letter of recommendation MUST be emailed to foundation@nmc.edu. The letter can be from your advisor or a work supervisor (volunteer or paid work). Letters of recommendation from close relatives will not be accepted.

Download the form and further instructions here from the Foundation website at <http://foundation.nmc.edu>

3. Transcripts

Please provide a current high school, college, or GED transcript.

4. Faculty Progress Ranking

Your faculty advisor must complete, sign, and submit the Faculty Progress Ranking Form directly to the NNMC Foundation Office (AD 128, 505-747-2147) indicating your progress toward a degree or certificate. Contact a faculty advisor in your major. Download the form from the Foundation website at <http://foundation.nmc.edu>

5. Financial Information:

The Foundation requires financial documentation in order to process your application. You must complete a 2012-2013 Free Application for Federal Student Aid (FAFSA) by March 30, 2012.

ONLY the section of the form indicating Expected Family Contribution (ECF) should be submitted to the Foundation. For assistance with this form, contact Financial Aid at 747-2128 or the Educational Opportunity Center at 747-2200. To download a FAFSA form, go to: www.fafsa.ed.gov

ABOUT THE SELECTION PROCESS:

All eligible applications will be reviewed and scored by a Scholarship Review Committee that consists of Foundation Board members, donors, Northern faculty and staff, community members, and former scholarship recipients. Scholarship finalists may be interviewed in person. In the case of a tie between two applicants, a second review will be conducted until consensus is reached.

APPLICATION DEADLINE IS 5 PM FRIDAY, MARCH 30, 2012

THE EVALUATION PROCESS:

Applications will be evaluated based on three factors: the applicant's academic excellence, his or her potential to contribute to the well-being of the northern New Mexico region, and financial need. Foundation Endowment Scholarship funds will be dispersed during the Fall 2012 semester upon verification of student recipients' enrollment at Northern.

The evaluation process is competitive, so we encourage you to submit your application as soon as possible before the deadline. Please carefully review all eligibility requirements and follow all instructions to ensure that your application receives full consideration. We will give your application the attention it deserves because we know this is an important opportunity for you and your family. Questions may be directed to the Foundation Office at 747-2147 or to Nathana Bird at 747-2220 or nbird@nnmc.edu.

Should you receive a scholarship, you will be required to attend our Annual Scholarship Recognition event in the fall as a guest of the Foundation.

THE APPLICATION DEADLINE IS 5 pm, MARCH 30, 2012. We will not accept any late applications, and incomplete application packages will be disqualified. If you mail your application, please mail it in time to reach the NNMC Foundation Office by the March 30 deadline. Applications postmarked March 30 will not be accepted unless they reach our office by 5 pm on March 30, 2012.

ELIGIBILITY REQUIREMENTS:

- You must be pursuing or intending to pursue a degree or certificate at Northern New Mexico College.
- You must intend to enroll for a minimum of six (6) credit hours or more during Fall 2012.
- Preference will be given to students with a cumulative grade point average (GPA) of at least 3.0 in high school, or at least 2.5 in college. Extenuating circumstances will be considered for those applicants not meeting those standards.
- Applications are also accepted from students who have successfully passed the GED examination.
- You must be considered in good standing (no student loan defaults, no outstanding debts to Northern) and in compliance with Northern's policy on Maximum Time for Degree Programs.
- Recipients are limited to two scholarships while pursuing an Associate Degree & two scholarships while pursuing a Bachelor's Degree.
- You must demonstrate that you are making good progress toward a degree or certificate.
- Maley Scholarship recipients must be accepted into Northern's nursing program before receiving a nursing scholarship.
- International and undocumented students are eligible for scholarships.
Please contact Nathana Bird for more information: nbird@nnmc.edu or 505.747.2220.
- Immediate relatives, either of the scholarship review committee or of the Northern New Mexico College Foundation Board of Directors are *not* eligible for a Foundation Scholarship.

TIPS FOR IMPROVING YOUR ELIGIBILITY

- 1. Submit your application before the due date (5 pm, March 30, 2012).**
- 2. Do not try to gather all of this information on the due date.** This is unrealistic and unfair to people from whom you are requesting information. **Start the process EARLY!**
- 3. Request that your Letter(s) of Recommendation and Faculty Advisor Progress Ranking Form be emailed to the Foundation as soon as you decide to apply for a scholarship.** Requesting these early allows your instructor, advisor, or supervisor time to submit both a thoughtful letter and a properly filled out form. Remember that other students will be asking for Faculty Progress Advisor Rankings as well.
- 4. Be sure everything you have written is grammatically correct and that your spelling is correct.** Use the spellchecker and have someone proofread your documents before you submit your application.
- 5. Use the Cover Page Form only.** Anything that deviates from this form can eliminate critical information that is required for the reviewers and slow the process down.
- 6. Answer all of the questions on the Personal Statement form.** If you cannot answer a question, explain why. This statement is very important in ranking you, so please give time and thoughtfulness to this essay. Be sure to have someone proofread it and give you feedback.
- 7. Please do not submit your application in binders, sheet protectors, or folders.** They're not necessary and slow down the review process. Use binder clips, paper clips, or staples.



2012 Instructions for Submitting a Letter of Recommendation from an Advisor or Work Supervisor

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INSTRUCTIONS FOR THE SCHOLARSHIP APPLICANT:

- Please give this form to the individual from whom you have asked for a letter of recommendation.
- This form can also be downloaded from the Foundation website at <http://foundation.nnmc.edu>

INSTRUCTIONS FOR THE INDIVIDUAL PROVIDING THE RECOMMENDATION:

- ONLY letters received by 5 pm, Friday, March 30, 2012 will be considered.
- Please do not submit this letter as an attachment. We ask that you type it directly into the window of an email message.
- Send the email to foundation@nnmc.edu with the following subject line:
NNMC Foundation Scholarship Review Committee.
- You may also hand deliver or mail a hard copy of the letter to:
Scholarships@NNMC Foundation
Northern New Mexico College
921 Paseo de Oñate
Española, New Mexico 87532

NAME OF STUDENT APPLICANT

NAME OF PERSON MAKING THE RECOMMENDATION

EMAIL ADDRESS

ADDRESS

TELEPHONE

PROFESSION

PLEASE CONSIDER THE FOLLOWING INFORMATION WHEN PROVIDING THE LETTER OF RECOMMENDATION:

- The capacity in which you have known this student applicant and the length of time you have known him/her.
- Your evaluation of the applicant's past academics, employment, volunteer activities, or special talents.
- Your judgment of the applicant's ability to undertake and complete his/her higher education and their ability to complete (self-determined goals) the goals they set forth for themselves.
- Your evaluation of the applicant's career potential.
- Any other information known to you about this applicant that would assist the Scholarship Committee to determine if this student applicant merits a scholarship.
- Some of the questions you may wish to consider addressing may be from the following list:
 - ___ The challenges the student has faced and may be overcoming to enable them to obtain their education.
 - ___ What you consider to be the most remarkable thing about this person?
 - ___ The potential you see in this person in their (his/her) quest to achieve his/her life goals.
 - ___ If you have worked with this person, in either a volunteer or paid role, describe the work ethic of this person.

NOTE: The Northern New Mexico College Foundation Scholarship Review Committee will keep all information submitted confidential. We thank you for helping students pursue their education.

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Faculty Advisor Progress Ranking Form

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**TO BE COMPLETED, SIGNED, AND SUBMITTED TO THE FOUNDATION OFFICE (AD 128)
BY THE FACULTY ADVISOR BY 5 PM, MARCH 30, 2012.** Remedial studies up to 30 hours are
excluded from the Faculty assessment.

Applicant's Name: _____

Degree sought: _____

Type: Certificate Associate Bachelor's

Are relevant courses being taken? Yes No

Progress ranking: Excellent Good Adequate Poor

(Based on GPA, relevant courses, individual grades, excessive course withdrawals)

Is the student making progress toward his or her chosen degree or certificate? Yes No

Other comments:

Signature: _____

NNMC Faculty Advisor

Date: _____

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