Instructions for applying for UCC Foundation Scholarships

Before you begin, you need to know:
- Your UCC Student ID Number (800xxxxx). You must have a UCC Student ID Number to apply for scholarships.
- Your UCC email username and password (Gmail account)

If you cannot locate either of these, there are several ways to find them. You can contact Umpqua Community College or check your Self Service Banner.

Creating an Account in AcademicWorks (Scholarship Application):
2. Click on Apply Now.
3. This redirects you to https://umpqua.academicworks.com/
4. Click the Sign Up button in the upper right-hand corner. Everyone must start the application by signing up.
5. Enter your UCC student email address (800xxxxx@student.umpqua.edu)
6. Create a password
7. An email has now been sent to your UCC student email address. You need to log in to your UCC email to confirm your AcademicWorks account. You will not be able to log into your AcademicWorks account until your account is confirmed.

Logging in to your UCC Email Address:
1. Go to www.umpqua.edu
2. Click on Student Email at the top of the page
3. You will be redirected to the Google sign in page
4. Your Username is your UCC Student ID Number (800xxxxx) @student.umpqua.edu
5. Your Password is the password/pin you created for signing into your Self-Service Banner. If you have never logged into your Self-Service Banner account, the default password is your six digit date of birth (mmddyy).
6. Once you are logged in, you will need to find the email from AcademicWorks. If it is not in your inbox, check your Junk Mail folder.
7. Click on the link in your email. This will take you to the application.
8. Your account is now set up. You will now click the log in button to work on your application at https://umpqua.academicworks.com/.

To Log into You Self-Service Banner:
1. Go to www.umpqua.edu
2. Click on Student Self-Service at the top of the page
3. Click on Click Here to Enter UCC Self Service Secure Area
4. Enter your User ID. Your User ID is your UCC Student ID Number (800xxxxx).
5. Enter your pin. If you have never logged in to your Self-Service Banner account, the default password is your six digit date of birth (mmddyy).
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- **College students**: When you upload your transcripts, you need to upload an official transcript. You can request these at a Registration Window or online through your Self-Service Banner. If your transcript is sealed, open it, scan it, and then upload it to the application.

- **High school students**: You can request a transcript from the high school Registrar or counselor at your school.

- When you upload your FAFSA confirmation, it must be for the 2015-2016 academic year, and it must show your Expected Family Contribution or EFC.

- Make sure you let your recommenders know you are sending them an email requesting a recommendation. All recommendations must be submitted by your recommenders by the application deadline! Paper or letters of recommendations will not be accepted. They must reply to the system email. Recommendations from family will not be accepted.

- The UCC Help Desk phone number is 541-440-7808. The Scholarship Office phone number is 541-440-7674.