**CONTINUING EDUCATION SCHOLARSHIP**

**Online Application Instructions Guide**

This scholarship is for students entering their 2nd, 3rd, 4th or 5th year of college. The applicant shall maintain enrollment as a full-time student and maintain a GPA of 2.25. “Full-time” means taking at least 12 credits per term of college level courses (no course with less than a 100 designation). This is a very competitive scholarship in the amount of $1000 or more depending on available funds. It can be used at a 2 or 4 year college or technical school in or out of Oregon. This scholarship will only be granted a total of 3 times per student.

**Please read carefully**:

You do not need to start a new application if you have an old one on file. You only need to update your Basic Information, Additional Information, Schools ,GPA, and your Goals Essay. Everything else can be deleted. Your current transcript may be either uploaded or sent to the address below. Be sure to update your address and email.

1. Go to [www.dayscreek.dollarsforscholars.org](http://www.dayscreek.dollarsforscholars.org/)

2. Go to “Students and Parents” and either log-in or register.

3. Click the button that says, “Work on Profile”, even if it says your Profile is 100%

 complete, it might be complete with old information.

4. Start with “Basic Info” and make sure all starred items (\*\*) are filled out. Make sure your primary

 County is still Douglas, your Primary City is local, and the school district you reside in is Douglas

 County SD 15. Most Important – make sure your address and email are current, so we can contact you.

5. Under “Additional Info”, make sure that “Highest Level of Education Completed” says “Some College”.

6. Under “Schools” enter the college you are attending, your status, and the start date.

 Be sure that under “Grade Level” you choose 2nd, 3rd, 4th or 5th year post-high school;

 not 1st year because the website assumes you have completed your first year.

7. In the “GPA” category, under “GPA Information Available” select either “I have HS and college GPAs

 available” or “I have college GPA information only”. Then input your college GPA at the bottom.

8. Next, go to “Essays” and either update or delete and rewrite your Goals and Aspirations Essay.

 Put in the current date as a header or title to the essay - so we can see that your essay is up to date.

 In your essay, state your career choice and what steps are necessary to accomplish your goals.

9. Delete your old transcript. You will need to either import your complete college transcript,

 official or unofficial, or you may email it or mail it to:

 Shari Ellis at shari.ellis@dayscreek.k12.or.us or Shari Ellis, PO Box 10, Days Creek OR 97429

10. Finally, go to the “My Scholarships” section (be sure to refresh first) and you will

 see a box that says **Scholarships** in it and there you should see the Days Creek

 Continuing Ed Scholarship listed. On the top of this box, click the “Apply” button. This act will

 officially submit your application for the Continuing Education scholarship.

11. Problems? Contact Shari Ellis at shari.ellis@dayscreek.k12.or.us