SCHOLARSHIP APPLICATION FREQUENTLY ASKED QUESTIONS

Where can I access the online scholarship application and how do I login?

Current Students (Students who are enrolled in RCTC courses):
- Go to: https://rctcfoundation.awardspring.com
- Click on the yellow box that says: Sign in with Your School Account
- Students will log in with the following format: StarID@go.minnstate.edu
- Students will then be re-directed to their AwardSpring scholarship application dashboard.
- If you are experiencing log-in issues, please email Tech.Help@rctc.edu with details.
- PLEASE NOTE: You must use Google Chrome or Mozilla Firefox for browsers.

Prospective Students (Students/individuals who have never attended RCTC or current PSEO students):
- Go to https://rctcfoundation.awardspring.com/prospective/signin
- Prospective Students will click on ‘Register’.
- After creating an account, applicants will then be re-directed to their AwardSpring scholarship application dashboard.
- Prospective students who have previously registered, and are returning to the portal, will login at the SAME link and with the SAME email and password with which they registered.
- If you are experiencing log-in issues, please do NOT create multiple accounts. Please contact the RCTC Foundation office for assistance by email at: foundation@rctc.edu with details.

What happens if I forget my password?
You can contact the RCTC Foundation office at 507-281-7771 or email at foundation@rctc.edu and we can help you reset your password or you can call Award Spring tech support at 1-888-258-5628, option2.

If I applied for scholarships last year, do I need to reapply?
Yes, you need to submit a new application with all updated information.

What do I do if I’m having trouble filling out the application?
During normal business hours, the Foundation office can answer questions regarding what is asked on the application. Otherwise, our website offers “Tips and Examples,” “How to figure your GPA on a GED score” and a “Guide for Navigating the Application Process.” If you are having technical problems, click on the support button in the lower right corner of your application. The Award Spring company responds very quickly and can help you through any issue with your application.

How does the online recommendation request work?
Some of our scholarships require a letter of recommendation. Send your request using the online portal. The recipient will receive an email request and will be given instructions to complete it. When you login to your application, you’ll be able to see if your recommender has completed it or not. If there is not a letter of recommendation attached, your application will not be considered complete. There’s also an option to remind them should you need it.

What GPA/transcript do I use?
You would use your cumulative GPA from the institution you most recently attended.

What if I have a GED?
If you have obtained a GED certificate and have not attended any other college or university, please convert your GED score to a GPA by visiting this “how to” link: www.answers.com/Q/How_do_you_figure_your_GPA_on_a_GED_score

Do I need to apply for financial aid to apply for a scholarship?
No. But some scholarships require that you do in order to qualify for them.