

Stars Online

FAQ

Frequently Asked Questions

<http://www.mccneb.edu/scholarships/>

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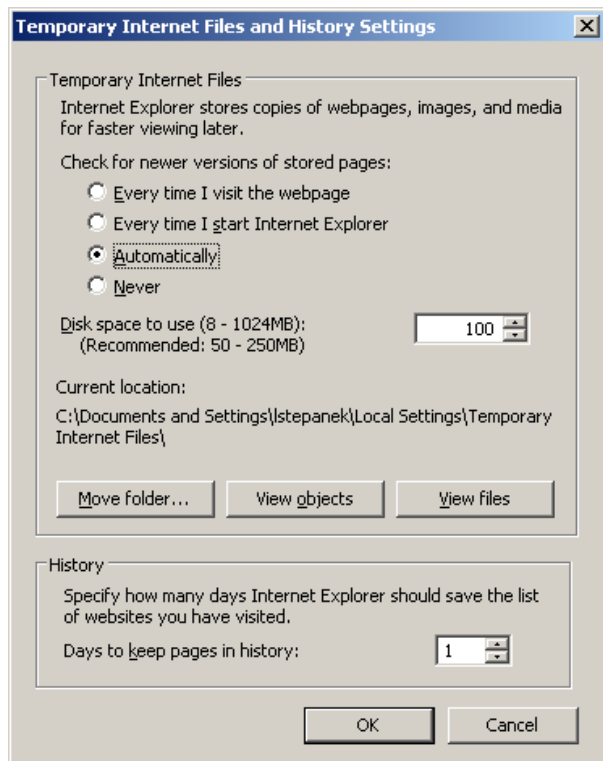
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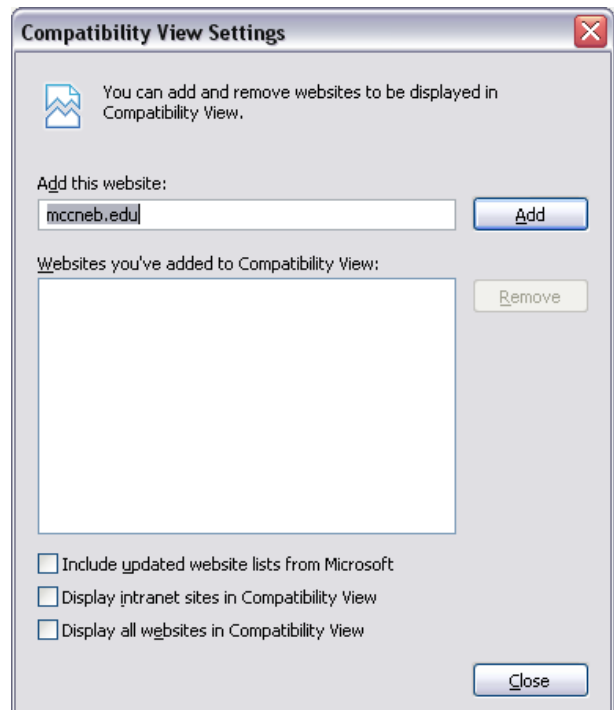
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INTERNET EXPLORER SETTINGS



Before starting Stars Online, please check the following settings on your Internet Explorer. Open Internet Explorer, click on **“Tools”**, **“Internet Options”**, and under **“Browsing History”**, click on **“Settings”**. When the setting tab opens, make sure the **“Automatically”** radio button is checked. Click Ok and Ok again.

If you have Internet Explorer 8 and you have compatibility mode turned on, you will need to turn it off. Follow these steps: Click on **“Tools”** then click on **“Compatibility View Settings”**, make sure the boxes next to **“Include updated website lists from Microsoft”**, **“Display intranet sites in Compatibility View”**, and **“Display all websites in Compatibility View”** are unchecked. Click Close.



START STARS ONLINE

New Student

If you are a new student to Stars Online click the **“Start”** Button on the Login to Stars Online screen.

Current student

If you are a current student, type in your user name and password and then click the **“Submit”** button. Select the Award Period you would like to apply for and then click **“Next”** button.

PERSONAL INFORMATION

What is my student ID?

Your student ID is your 7 digit MCC ID number. If your MCC ID is only 6 digits, add a 0 to the **beginning of the number**, for example 0#####. You can find your ID number on your student ID, class schedule or on your Unofficial Transcript. Once you create a profile with an ID number you can't change the ID number. Make sure you are using the correct MCC ID, this is how we verify your information. To correct your student ID you will either need to create a new profile, or call the Foundation office at 402-457-2772 to have it corrected. IF we can't verify your information, you will be disqualified from the scholarships you applied for.

If you do not have an MCC ID number, call the Registration office at 1-800-228-9553 or (402) 457-5231. You will automatically be given a Webadvisor account and password after registering for your class.

Do NOT use your social security number.

What is my MCC email address, user name and password?

MCC student email addresses usually follow this format first initial last name @mccnebraska.net example for test student: tstudent@mccnebraska.net

Make sure you are using a valid email address. Without a valid email, our office can't contact you regarding future scholarships, or tips on filling out the application.

Your user name should be something you can remember, first initial last name or even your MCC user name. Do not use symbols or spaces in your user name.

Scholarship Application - Personal Information

This wizard will help you to set up your application and help determine your best scholarship options.

MCC encourages scholarship applications from qualified students regardless of color, race, religion, national origin, gender, disability, or marital status.

Personal Information

Please fill out all required fields to the best of your ability and click "Continue" to proceed to the next part. Type "N/A" if the question does not apply. Do not leave it blank. You can also save your progress and exit the system by clicking the "Save and Exit" button. You can return any time to complete the process.

* First Name:	Middle Name:	* Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Gender:	* Ethnicity:	
Select your gender <input type="text"/>	Select your ethnicity <input type="text"/>	
* Address 1:	Address 2:	
<input type="text"/>	<input type="text"/>	
* City:	* State:	* County:
<input type="text"/>	Nebraska <input type="text"/>	Select County <input type="text"/>
* Home Phone:	Work Phone:	Cell Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>
*MCC Student ID # Click Here to apply for a MCC Student ID #		
<input type="text"/>		
* IMPORTANT! Please provide a valid e-mail address. Your logon credentials will be sent to this address. All scholarship award letters will be sent via e-mail, so PLEASE be SURE that the e-mail address you provide is correct.		
* Email Address:	* Confirm Email:	* Date of Birth:
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Username:	* Password:	* Confirm Password:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save and Exit"/>		<input type="button" value="Save and Continue"/>

If you can't remember your MCC user name and password please visit <https://www.mccneb.edu/Password/>.

- ✂ If your email comes back as undeliverable, one letter will be sent to the home address listed in your profile asking you to fix your email address. If your email address is not changed within 30 days, your profile will be deleted.

Your password should be something easily remembered. Passwords are case sensitive. If you can't remember your Stars Online password, click forgot password.

OPENING QUESTIONNAIRE

What is my Student Type?

If you are a current student or a first time MCC student, click the radial button that says **"Current/New Student"**.

"Dual Enrollment" is for high school students who are earning high school credit along with college credit.

If you are graduating and plan on attending a 4-year institute, select the radial button next to **"Transfer Student"**.

What is my Degree Type?

Pick the degree that is listed on your **"My Profile"** in Webadvisor. If you do not select the correct degree, your program will not show in Stars Online.

Login to Webadvisor <https://webadvisor.mccneb.edu/WebAdvisor/WebAdvisor> using your MCC user name and password. After you login into Webadvisor, click on the **"My Profile"** link under Academic Profile. Your degree will be listed on the bottom of the screen.

- AA - Associate of Arts, AS – Associate of Science, AAS – Associate of Applied Science, CE – Certificate and SD – Specialist Diploma.

ACADEMIC INFORMATION

How do I select my high school?

Click on the dropdown box under **"High School Name"**. Omaha area schools are listed alphabetically. If your school isn't listed, scroll to the **"O"** and use the **"OTHER SCHOOL NOT LISTED"** in the dropdown list.

Academic Information

Please fill out all required fields to the best of your ability and click "Continue" to proceed to the next part. You can also save your progress and exit the system by clicking the "Save and Exit" button. You can return any time to complete the process.

What is my Major and where do I find it?

Pick the major that is listed on your **"My Profile"** in Webadvisor.
<https://webadvisor.mccneb.edu/WebAdvisor/WebAdvisor>.

If your major is not listed in Stars Online, check and make sure you selected the correct degree in the opening questionnaire section. If your major still does not show, please contact Lisa Stepanek at lstepanek@mccneb.edu to report it.

Why am I getting errors when I hit Save and Continue in the Academic Information Section?

This will usually occur when you have typed in the dates by using a / mark or if you have input your GPA with the wrong format.

When this happens, click on the **"Personal Information"** link on the left side and then click **"Save and Continue"** until you get back to the **"Academic Information"** section.

Re-type in your information without using the / sign. The program will insert the / for you.

If your GPA is in the wrong format you will need to re-type it. Make sure you are using #.## format.

If you are a first-time student and do not have a GPA from high school, just leave the GPA fields blank.

FINANCIAL INFORMATION

How do I fill out the Applicants Occupation & Employer section?

If you are currently not employed, you can use **"Unemployed"**, **"Not working"**, or **"N/A"**. These fields are required so you must enter some information in these fields to proceed with your profile.

How do I fill out the Financial Need section?

Most scholarships based on financial need require you to have completed a Free Application for Federal Student Aid (FAFSA) and have it on file with our MCC Financial Aid office. So, to maximize your chances for being eligible, it is recommended that you complete the FAFSA and enter last year's income tax information.

Do I need to fill out the Dependents section?

If you are listed as a dependent on your parent(s) income taxes for 2011 and you do not know your parents' income, you can select the N/A for income range.

If you are not listed as your parents dependent and you have dependents, you can list up to 4 dependents. If you have more than 4 dependents, simply start with youngest, and include the youngest four.

Please fill out all required fields to the best of your ability and click "Continue" to proceed to the next part. Type "N/A" if the question does not apply. Do not leave it blank. You can also save your progress and exit the system by clicking the "Save and Exit" button. You can return any time to complete the process.

* Marital Status:
 Single Divorced Married Separated Widowed

* I am listed as a dependent for tax purposes by my parent(s) or guardian.
 Yes No

Single Applicant

* Applicant's Occupation: * Applicant's Employer:

* Applicant's Total 2008 Estimated Income:

* Number of people in household ?

* Number in the family who will attend college in 2009-2010 ?

List the dependents who receive more than 1/2 of their support from you. Do not include the scholarship applicant's name. (Age and Relationship required for each dependent listed)


Name	*Age	*Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

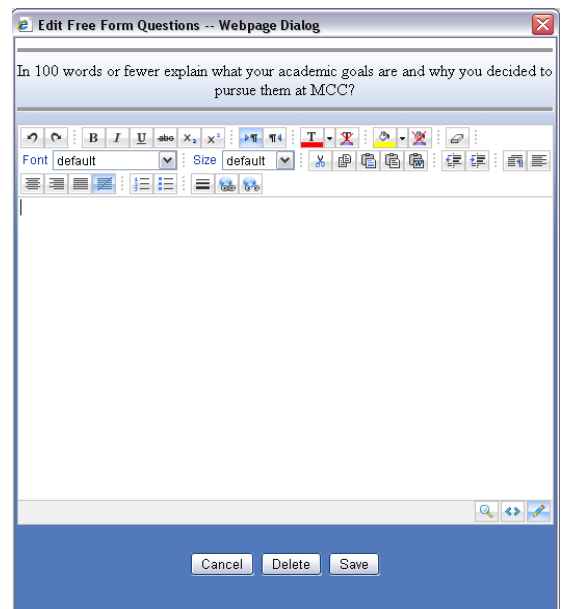
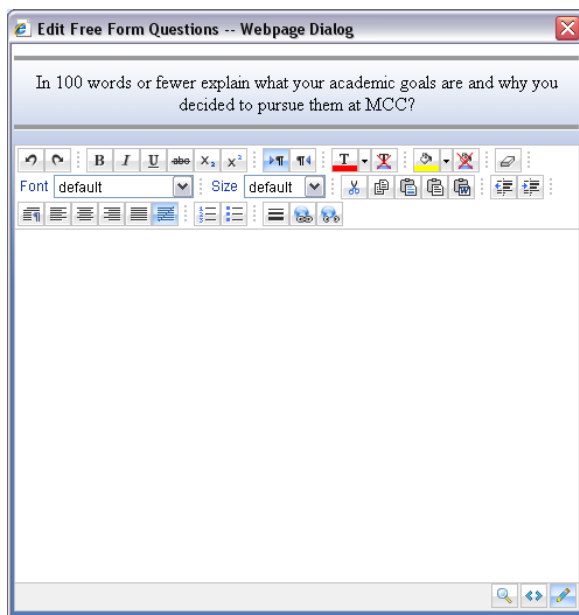
SHORT ANSWER QUESTIONS

How do I fill out the Short Answer questions?

To type in your Short Answer essay answer on the Short Answer Essay section, click on the edit button to the right of the first essay question. When you are done typing in your answers to both essays, click the **“Save and Continue”** button.

How do I fill out and Save the Short Answer essay questions?

To save your Short Answer essay questions, you might need to resize the webpage dialog box. If the dialog box fills the full screen, you will need to change the resolution of your browser. Hold the **“Ctrl”** button down and press the **“-”** button. This will shrink the print on your screen. Next move your mouse cursor over the right bottom corner of the dialog box, when the cursor changes to  left click and drag the mouse to the right and down until you see the **Cancel**, **Delete** and **Save** buttons.



Stars Online timed out. Now what?

This will happen when the program times out due to inactivity. When it comes time to do your essays, type them in Word or another text editing program and then cut and paste. This will also allow you to do a spell check.

I can't copy and paste, why?

To copy and paste you first highlight the essay in Word or your text editing program and either press **“CTRL”** and **“C”** or click the right mouse button and left click on **“Copy”**. Switch over to Stars Online and go to the Free Form Essay section and left click in the box you want your essay to be in. To paste your essay into the box either press **“CTRL”** and **“V”** or click the right mouse button and left click on **“Paste”**.

How are essays graded?

Every student will have the two main short answer questions to fill out and one additional question for each application you fill out. Essays are graded on content, spelling and grammar. Your essays are 75% of your score. If you would like assistance writing your essays, please visit one of the writing centers <http://www.mccneb.edu/adjunct/resources/writingcenter.asp>

CREATING A PDF

How do I create a PDF in Webadvisor?

Login to Webadvisor <https://webadvisor.mccneb.edu/WebAdvisor/WebAdvisor> using your MCC user name and password. If you can't remember your MCC user name and password please visit <https://www.mccneb.edu/Password/>.

After you login into Webadvisor, click on the link under Academic Profile, either **"Unofficial Transcript"** or **"Test Summary"**.

If you have different options for the types of transcripts, chose the **"CR – CR Credit Courses"** type. Then click the **"Submit"** button



When your document appears on the monitor, left click on the **"File"** on the top left of your screen then click **"Print"**, and in the Select Printer box select a PDF creator (AdobePDF, CutePDF) to print. When the Save As dialog box opens, in the file name box type in **"DOCUMENTTYPE_ MCCID.pdf"** This will create a pdf of your document.

You will then be able to upload this document to Stars Online in the **"Attach Document"** section. Make sure you are creating a **PDF** document of your unofficial transcripts.

Follow the same steps to create a PDF of your other documents, making sure your correct program of study and catalog year is selected.

If you do not submit the required documents electronically before the application deadline, your application will be incomplete and will not be considered.

I don't have AdobePDF or CutePDF or any pdf option. Now what do I do?

If you have access to a scanner, you can print the document(s) that you need to upload and scan and save them as a jpg, pdf or a tiff. You do not need to scan in color.

Download a free PDF creator. There is a list of pdf readers/creators on our website.

<http://www.mccneb.edu/scholarships/>

ATTACH DOCUMENTS - CURRENT STUDENTS

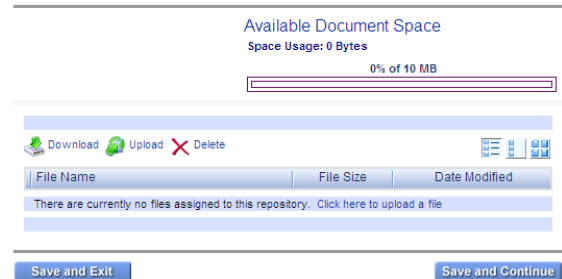
How do I upload my Unofficial Transcript?

In Stars Online, click on the **"Attach Document"** link on the left side. Click **"Upload"**, type in the title of your document and then click on the **"Browse"** button. Go to the folder that your file is in, click on the file, click **"Open"** then upload.

The document upload file manager will show you the progress of the file.

Document Instructions

To be considered for a scholarship, please upload a PDF of one of the following: MCC Academic Progress Report (APR), high school diploma, GED, or college transcript. APRs are available through Webadvisor or at student services offices. For PDF assistance, contact Lisa Stepanek at lstepanek@mccneb.edu.



ATTACH DOCUMENTS - NEW STUDENT

How do I get my MCC GED scores?

Login to "Webadvisor" and click on "Test Summary" to a pdf your GED scores. Follow the directions in the Creating a PDF section.

Create a PDF and upload to Stars Online. Click on the "Attach Document" link on the left side. Click "Upload", type in the title of your document and then click on the "Browse" button. Go to the folder that your file is in, click on the file, click "Open" then upload.

How do I get my transcripts uploaded?

If you have requested a transcript from your previous school and you have a hard copy, scan as a jpeg, tiff or a pdf and upload to Stars Online.

RECOMMENDED SCHOLARSHIPS

How to Apply?

You are almost done with the application process. When you get to the **"Recommended Scholarship"** section, Stars Online will recommend scholarships based on your answers in the previous sections. Each scholarship will have an **"Apply Now"** button on the right side.

Recommended Scholarships

[View All Scholarships](#)

Based on the information you have provided, here are the scholarship programs that offer the best chance for success. Click the "Apply Now" button next to the scholarships that you would like to apply for, or click "View All Scholarships" to see all scholarships.

Beth Nimmo Social Sciences Scholarship	Read >>>
Betty Barr Memorial Scholarship	Read >>>
Catalan Latino Scholarship	Read >>>
Don Peterson Associates Real Estate Company Scholarship	Read >>>
Dr. Jerry Moskus Scholarship Fund	Apply Now >>>
Jordan Lee Whitney Memorial Scholarship	Apply Now >>>
MCC Foundation Memorial Scholarship	Apply Now >>>
Nebraska Trucking Association CDL Scholarship	Read >>>
St. Paul Companies Minority Scholarship	Read >>>

[View Scholarship Status](#)

[Done Applying for Scholarships](#)


To view the scholarship application click **"Apply Now"**.

Each scholarship will have check boxes that you will have to check off in order to apply for that scholarship. If you cannot check off all the boxes, you cannot apply for that scholarship. Some scholarships will have additional documents you will need to upload to Stars Online or an additional essay question to answer.

If you do not apply for the scholarship and click **"Cancel"**, when you get back to the recommended scholarship page you will see **"Read"** after the scholarship name. If you would

like to go back and apply for that scholarship, click on **“Read”**. To apply for the next scholarship on your list, click the next **“Apply Now”**.

After you have checked all the boxes, uploaded any documents and typed/pasted your additional essay click the **“Apply Now”** button on the lower right of your screen to apply.

 **Scholarship Application - Scholarships Status**
This wizard will help you to set up your application and help determine your best scholarship options.

<p>Personal Information LisaStepanek Student ID: 0141328 Po Box 3777 Omaha, NE68103-0777 Home Phone: (402) 457-2772 Work Phone: Cell Phone:</p> <p style="text-align: right;">Edit</p>	<p>Academic Information School: Metropolitan Community College Graduation Date: 06/2011 GPA: 4 College Major: Auto Body Technology College Degree: AAS</p> <p style="text-align: right;">Edit</p>	<p>Financial Information Marital Status: Single Listed as Dependent: No Occupation: Na Employer: Na</p> <p style="text-align: right;">Edit</p>
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Scholarships Status

Dean's Scholarship Applied Technology	Applied For
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[Apply for more Scholarships](#) [Done Applying for Scholarships](#)

Dean's Scholarship Languages & Visual Arts
 Scholarships are one-time awards or can be awarded for the academic year. Recipients of annual scholarships will be reviewed by the awarding dean on a quarterly basis to verify continued eligibility. Scholarships may be used for tuition fees books and other expenses.

Application Deadline:	June 16, 2011
Number of Awards:	7
Amount of Award:	\$250.00
Renewable:	Yes

Scholarship Eligibility Requirements:

1. Are you pursuing a degree in the Language & Visual Arts field?
2. Do you have a cumulative GPA of 3.0 or above?
3. Have you completed 12 credit hours in your program of study?

*** Please Check All That Apply.**

- Are you pursuing a degree in the Language & Visual Arts field?
- Do you have a cumulative GPA of 3.0 or above?
- Have you completed 12 credit hours in your program of study?

*** Essay Required To Apply For This Scholarship.**

In 250 words or less explain how this scholarship will support your academic goals.

- * I confirm that I meet **ALL** the eligibility requirements listed above for this scholarship.
- * In submitting this application, I agree to release my records to scholarship donors if requested.
- * I hereby authorize release of information contained in this application, my academic transcript, and any additional information to scholarship donors and to the Scholarship Selection Committee.

[Return to Scholarship Search](#) [Cancel](#) [Apply Now](#)

How do I Check Scholarships Application

Status?

After you have finished applying for all of your scholarships that you qualified for, click on the scholarship status button to view the scholarships you have applied for. You should see this screen with “Applied For” next to the scholarship name.

Recommendation letters, who do I ask?

Unless otherwise stated in the requirements, letters of recommendation should come from a non-family member. You should ask an instructor, co-worker or boss.

I have my letter of recommendation, now what?

When you have the signed letter(s) of recommendation you will need a scanned copy of the letter to upload to your scholarship applications. Letters must be uploaded by the deadline date.

My scholarship requires extra documentation, where do I upload it?

When the scholarship you are applying for requires additional documentation, for example, copy of a bill, DD214, additional essay, letters of recommendation you must upload these in the recommended scholarship section. You will not be able to apply for that scholarship until you upload the documents from that screen. Do not upload these documents on the **“Attach Document”** section.