


Financial Aid Quick Reference

Advising session

1. Does the student have a negative service indicator showing on the People Soft Information panel?

 - a. If yes, then click on it and see what the hold is for. Proceed with content.
 - b. If no, then move to step 2.

2. What is the students G.P.A?
 - a. Below a 2.0, check the students financial aid panels (if you find you do not have access, have the student log into their self-service and look for the SAP link)
 - i. Maintain student SAP data
 1. Student may be on warning or could be suspended from financial aid.
 - a. If the student is suspended from aid, he or she will need to file a SAP appeal.
 - i. Link for SAP appeal is located in the student self-service, middle section (financial panels)
 - b. If above the 2.0 marker, then move to step 3.

3. How many hours does the student have?
 - a. Attempted 90 or more hours?
 - i. Check the student financial aid panels (if you find you do not have access, have the student log into their self-service and look for the SAP link)
 1. Maintain student SAP data
 - a. Most likely the student falls into Maximum Time Frame and will need to file a SAP appeal
 - i. Link for SAP is located in the student self-service, middle section (financial panels)

*Remember, students MUST maintain the 2.0 G.P.A., complete 67% of ALL coursework they attempt (this INCLUDES high school) and must earn a DEGREE in 150% of the time it should take to complete it (for us that equals around 90 hours).

**Students are only eligible to receive financial assistance for 12 semesters (or the equivalent of 12 semesters) of coursework through their lifetime.

Drop/Add

1. PRIOR to mid-term, if a student drops a course and wants to add another (i.e. 12 week or 8 week option), student will owe half the tuition for the first class and FULL tuition for the one the student adds.
2. AFTER mid-term, a student may owe money back based on the date. Do NOT drop the student out of a course UNTIL the student has seen a financial aid representative.
 - a. *Copies of all drop slips MUST go to financial aid AFTER mid-term.
 - b. The original drop slip needs to be sent to the registrar.