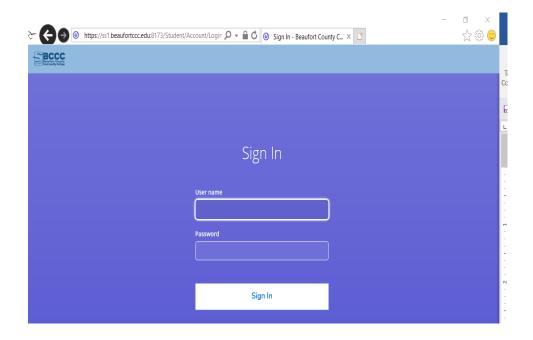
Financial Aid Self Service Functions

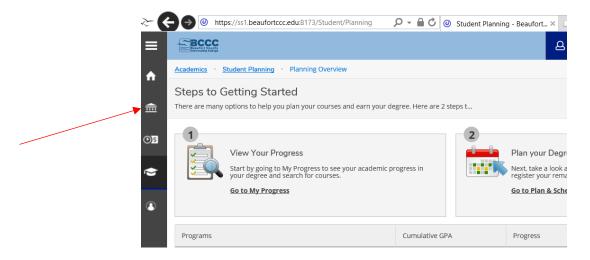
Students can access their financial aid information on-line: Self Service> Financial Information Visit www.beaufortccc.edu, click on Self Service.



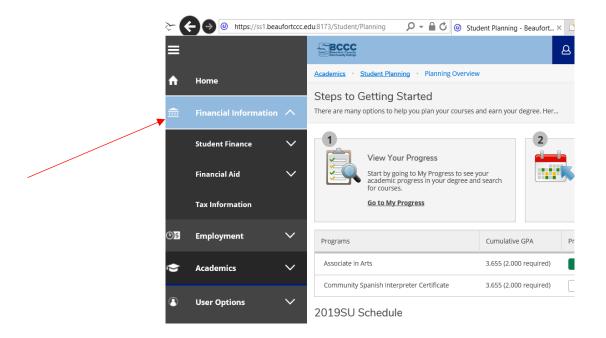
Sign In. Your username is your first name, middle initial and the last 4 digits of your BCCC student ID number. Your password is the last 6 digits of your Social Security number. This is the same information to use to access Blackboard, email, etc.



Click on the Financial Information symbol located on the left side of the screen.



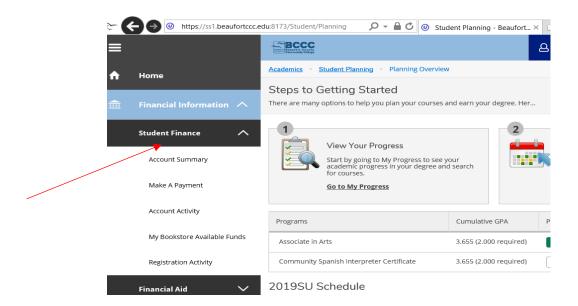
Click on the Financial Information tab to view Menu options.



Choose from any of the menu options:

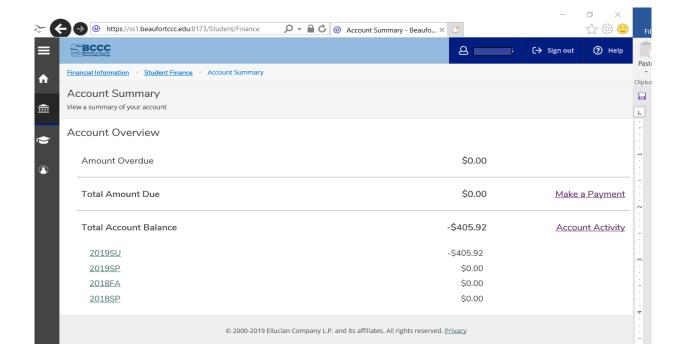
Student Finance

Under the heading a drop-down menu appears, click on each option for details.

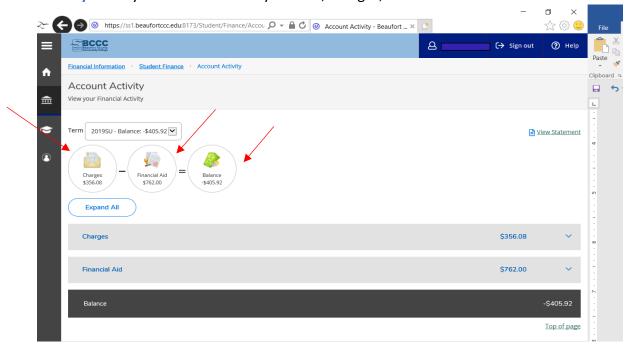


Menu Options Include:

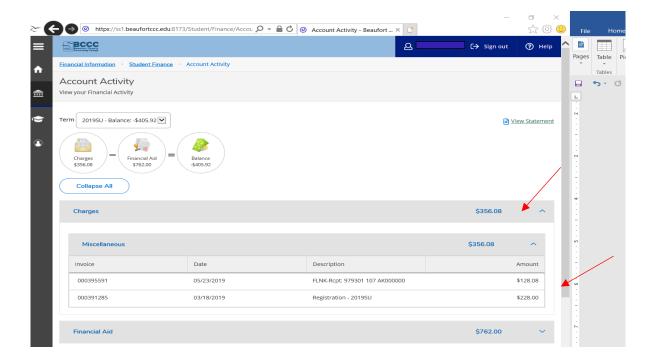
Account Summary: An overview of your student account by term. Click on term to view your financial aid information.



Account Activity: View your financial activity such as, charges, financial aid and balance.

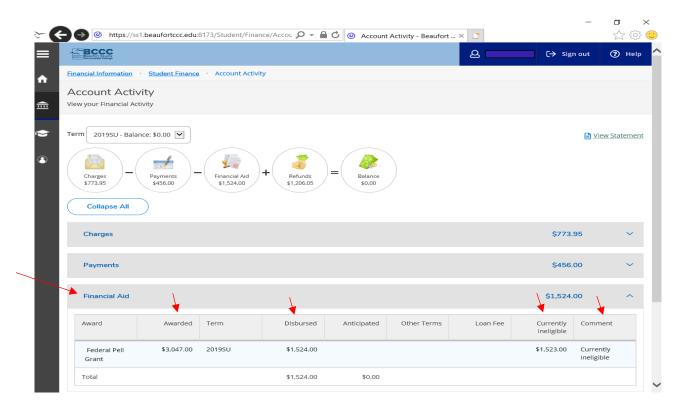


Charges: Detailing on Charges under Account Activity, displays your Registration (tuition/fees) and bookstore charges. If you are awarded financial aid, your charges will be automatically deducted from your award total and the remaining balance will be issued to you by check. Checks will be mailed from the Business Office; students will be notified of the disbursement dates by email and the BCCC website.



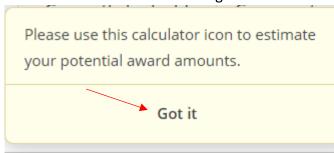
Financial Aid Awarded

Detail on the Financial Aid tab to view amount awarded, disbursed or anticipated and currently ineligible amount. **Note**: a student's award amount may be greater than the amount disbursed. Award amounts are based on full-time status; each award fund will list the awarded amount based upon full-time enrollment. If the student is not full-time, the "Currently Ineligible" amount will be prorated based on enrollment status or courses outside of Program of Study. "Disbursed" is the amount disbursed/posted to the student account. "Anticipated" is the amount that is anticipated to post to the student account based upon enrollment status. "Comment" will list any additional information about your awards.

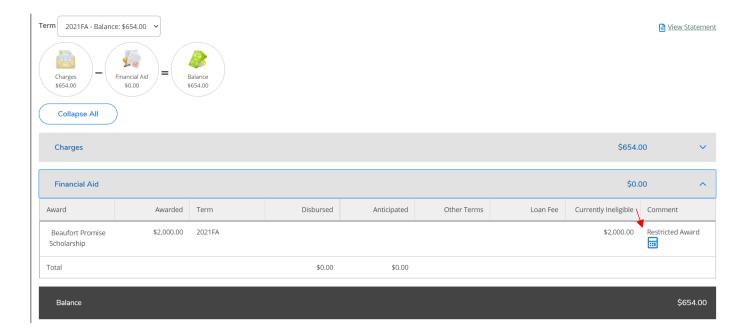


Students Awarded Beaufort Promise Scholarship

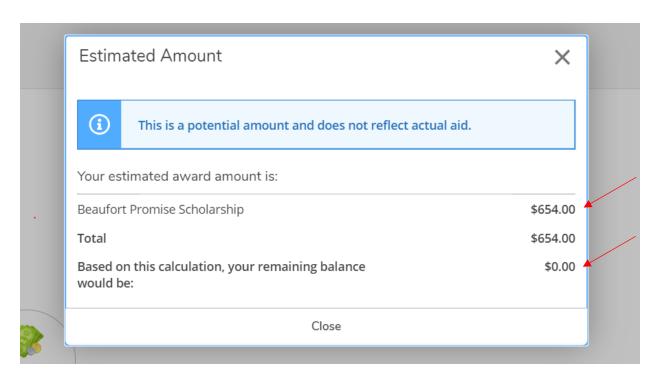
Students will first see this message:



Select, Got it. Once you select **Got it**, the blue calculator will appear under restricted award:



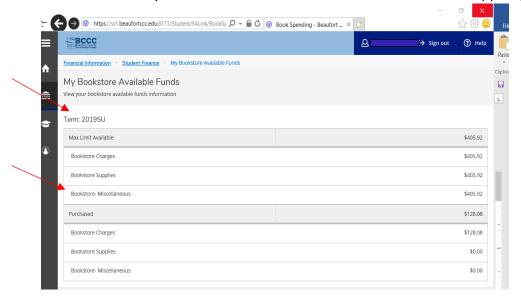
Click on the blue calculator, this will determine how much the Beaufort Promise Scholarship will post to your account for in-state tuition and fees based upon current enrollment, and will provide new balance.



Current balance reflects \$0.00, indicates Beaufort Promise is applied to your account to cover in-state tuition and fees. This scholarship is considered a potential award due to it covering only in-state tuition and fees and is based upon your current enrollment status.

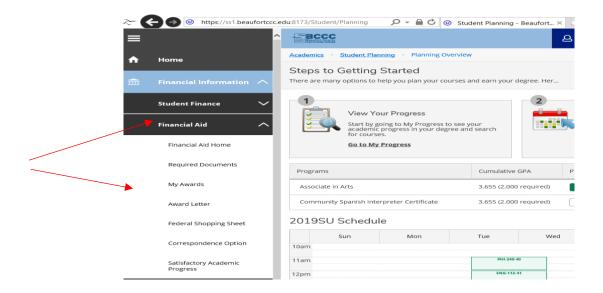
Please note, if you view your statement or any other document on Self-Service it will not display accurate information as it relates to the Beaufort Promise Scholarship. The information above attest the Beaufort Promise Scholarship will be applied to your account.

Available Bookstore Funds: View your bookstore available funds information and supplies/book charges.



Financial Aid

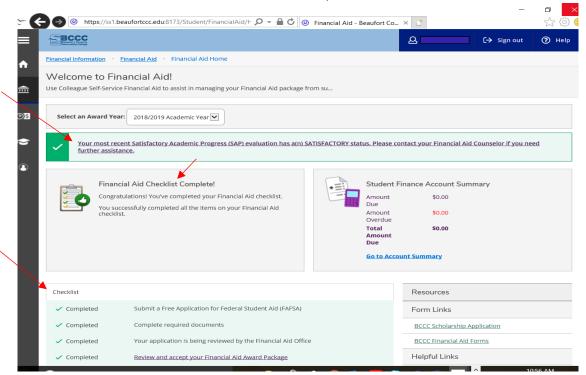
Under the heading a drop-down menu appears, click on each option for details. Menu options include Financial Aid Home, Required Documents, My Awards, Award Letter, Federal Shopping Sheet, Correspondence Option and Satisfactory Academic Progress.



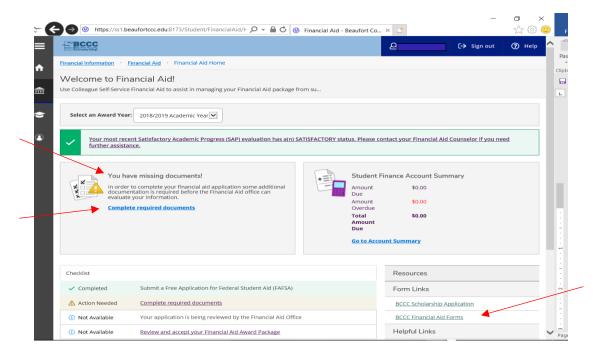
Financial Aid Home: Use this page to overview your Financial Aid. Use the Financial Aid Checklist to track your financial aid processing status.

Example: The screen will show if the college has received your FAFSA, if there is additional documentation required or if action is required. This option also displays your most recent Satisfactory Academic Progress (SAP) status.

The screen below shows the Financial Aid Checklist is Complete.

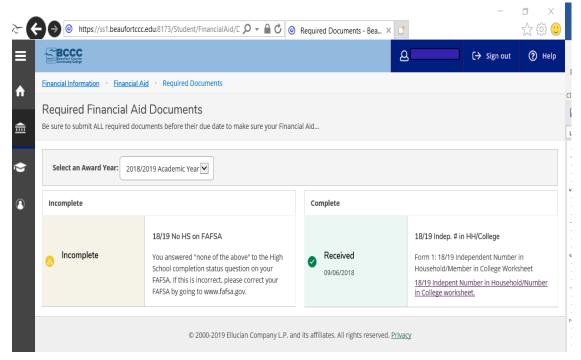


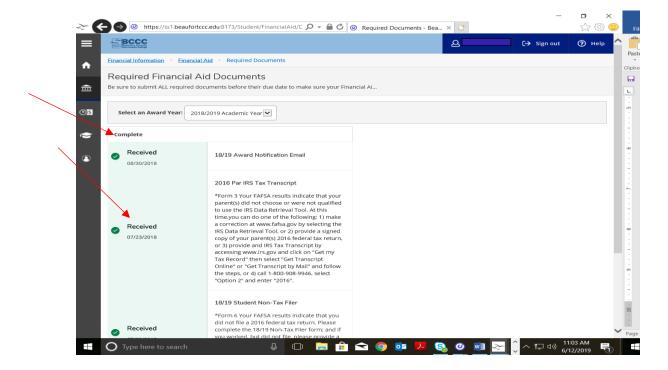
The screen below shows there are documents missing and/or action needed. Click on <u>Complete required</u> <u>documents</u> link or go to the following menu option <u>Required Documents</u> to determine what document or action is required. If additional forms are needed, click on the link <u>BCCC Financial Aid Forms</u> at the bottom right hand side of the screen.



Complete Required Documents: Review the comments in this section and take appropriate action.

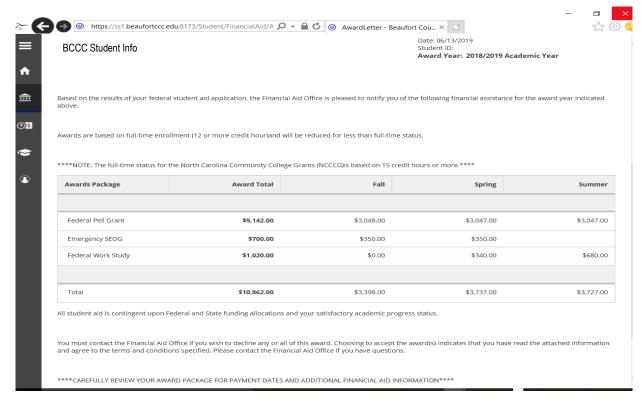
Note: Once you have submitted the required document(s) and/or taken the required action, it will reflect in the screen as "Received". You must submit *all* documents and/or taken the necessary action requested before your file is complete and aid can be awarded. Documents must be submitted to the Financial Aid Office.





Award Letter: View your electronic award letter.

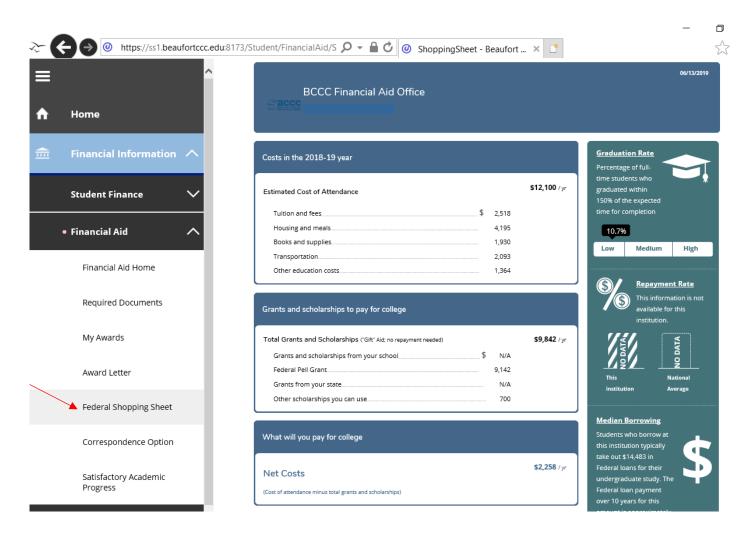
Award letters list the amount you qualified for during the academic year based on your EFC (expected family contribution). Generally, this amount is divided between fall and spring semesters. These award totals are based on full-time status. These totals will be reduced (prorated) if the student is enrolled less than full-time and will be reflected in your Self-Service Account Activity.



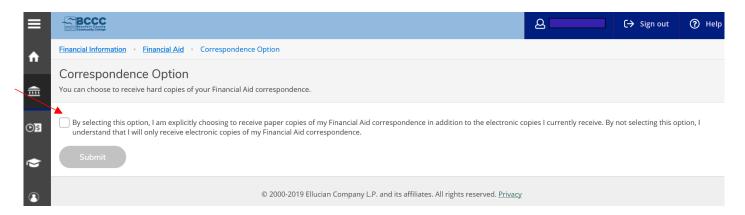
Federal Shopping Sheet: View your federal financial aid data.

The Federal Shopping Sheet or College Financing Plan is a consumer tool that institutions use to notify students about their financial aid package. A standardized form is designed to simplify the information that prospective students receive about costs and financial aid so they can easily compare institutions and make informed decisions about where to attend school.

Cost of Attendance varies for Dependent students vs. Independent students. For additional information on click on the Federal Shopping Sheet menu option.



Correspondence Option: Selecting this option allows student to receive paper correspondence from the Financial Aid Office in addition to electronic copies.



Satisfactory Academic Progress (SAP): View a detailed account of your satisfactory academic progress.

What does Satisfactory Academic Progress (SAP) mean? For a brief description of the minimum standards required, click on the arrow list below.

Academic progress is measured/calculated at the end of each term. Failure to maintain SAP can negatively affect your eligibility for federal and state aid. If your status is determined as "Unsatisfactory", you will not be eligible to receive aid. You may contact the Financial Aid office to discuss how to regain SAP and qualify for financial aid. It is highly recommended that you review the college's SAP policy listed on our website. Click on **SAP Policy** link below to learn more.

