UMSL Financial Aid Tutorial

Follow these instructions on how to view and accept your Financial Aid in MyView! Once you have been awarded, access your MyView account at https://myview.umsl.edu.

You must complete **E-Consent** under the Self-Service Menu to accept and decline aid in MyView.

**To Do List**

Navigate to your **Student Center**. Missing information will be located on your **To Do List** located in the sidebar on the right.

Be sure to check your UMSL student e-mail regularly! All communication from our office will be sent via e-mail!

Click on the **more link** to see all of your To Do items.

Click on each **Outstanding To Do Item** to get instructions on how to complete the requirements.

Your financial aid will not be available until all outstanding To Do List items are completed!

Note: Some To Do List items are informational and do not require any action, so please read each item carefully.
Finances

Lower on the Student Center Page, you will see a Finances Section. You will find billing information under Account Inquiry. You will be able to view and accept your financial aid by clicking on View Financial Aid, then clicking on the 2016 aid year.

Note: If after clicking on the 2015 aid year you do not see any financial aid, this does NOT mean you are not eligible. This means you have not been awarded yet. Make sure all outstanding To Do List Items are completed and check back.

Here you will see a summary of your financial aid for the 2015-2016 academic year. If you scroll down the page, you will see your aid broken down by semester. When you are ready to accept your aid, click on Accept/Decline Awards.

The financial aid shopping sheet is a consumer tool to notify students about their financial aid package and easily compare institutions to make informed decisions about where to attend school.

It is important to click on each award hyperlink to get more information about your awards like disbursement dates, how much is taken out of your loan for origination fees, and if there are any other requirements needed to receive the award. For example, many grants and scholarships require full time enrollment.
Be aware that you have the option to reduce the amount of a loan that was offered to you by clicking Accept and then typing in an amount.

**NOTE:** The amount that you accept will split and you will receive half in the Fall and half in the Spring.

Once you have reviewed all of the award information and accepted, declined, or reduced your awards please click the Submit button.

Q: What if you don't accept the full amount of your loan now, and you end up needing it later in the year?

A: As long as you are eligible, awards you do not accept will still be available to you for the academic year.

Contact our office to complete a Loan Adjustment Form or to check your eligibility!

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**Award Package Options for Financial Aid Year 2016**

**Apply to All Charges**

Your Federal Financial Aid award(s) are not automatically applied toward all charges on your student account. By checking / Agree below, you are authorizing the University to first apply your Federal Aid towards your current term tuition, educational fees and housing charges, then apply any excess aid towards any non-educational related charges that you may have (such as bookstore charges, parking permits, etc.). You may also have up to $200 of your current term aid applied towards a prior term balance.

By checking / Disagree below, you are authorizing the University to apply your Federal Aid only towards your current term tuition, educational fees and housing charges. No aid may be applied towards a prior term balance and any non-educational related charges will be billed to you. Be advised that if you choose to make the minimum payment or a partial payment towards your bill, a finance charge of 1% of the Adjusted Amount Due will be assessed. Student accounts will be subject to a $10 late fee if payment is not received by the due date shown on the monthly billing statement. Student accounts must be paid in full before a student will be permitted to register for upcoming terms, receive transcripts or receive a diploma.

Your choice will remain in effect during your entire time at the University. Please contact the Cashier's Office if you wish to withdraw your agreement. If an option is not chosen within the specified timeframe, it will be assumed that you are authorizing the University to apply your Federal Aid only towards your current term tuition, educational fees and housing charges.

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**Important Stafford Loan Information**

If you are accepting a Stafford Loan, you must complete a Direct Loan Master Promissory Note and Direct Loan Entrance Counseling at [Student Loans.gov](http://www.studentloans.gov).

For additional loan information go to: [http://www.umsl.edu/services/financial-aid](http://www.umsl.edu/services/financial-aid)

**Outside Aid**

Please select yes if you may be receiving scholarships, fellowships, loans, or other aid for the current aid year from outside sources. This information will help our office determine your eligibility for other types of aid and will reduce the need for future adjustments to your award.

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**Submit Confirmation**

The Submit was successful.

OK
If this is your first semester with UMSL, you will need to complete **Stafford Loan Entrance Counseling** and a **Master Promissory Note** at [http://studentloans.gov](http://studentloans.gov). You only need to complete these two steps *once* while at UMSL, but you **must** complete them before we will disburse any aid!

When you log on to http://studentloans.gov, click the green Sign In box to complete both the Master Promissory Note (MPN) and Entrance Counseling. *You will need your FAFSA pin to log-in!*

### Other Things to Know

Congratulations! You have completed the steps to accept your Financial Aid! Here’s a few more things you may want to know:

- You can find tons of information, deadlines, and forms on our website at [http://www.umsl.edu/services/finaid/index.html](http://www.umsl.edu/services/finaid/index.html)
- We will begin disbursing financial aid to your student account *no sooner than 10 days before the semester starts.*
- Keep an eye on your bill! Payments are due on the first of every month, so keep track of your finances in MyView under **Self Service > Campus Finances > View My Bill.**

### Contact Information

**We’re here to help!**

Student Financial Aid  
327 Millennium Student Center  
Phone: 314-516-5526  
Fax: 314-516-5408  
financialaid@umsl.edu  
Monday - Thursday 8:00am - 6:00pm  
Friday 8:00am - 5:00pm

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