

# How to Navigate Financial Aid Using MyMotlow

To view Financial Aid and Student Account information on MyMotlow, complete the following steps:

## LOG INTO YOUR MYMOTLOW ACCOUNT:

- Go to **www.msc.edu**
- Click on the **MyMotlow** link in the lower right corner of the homepage
- Click on the **"Student Login"** link
- Then enter your **Motlow Student ID** (this is your A number located on your student ID card) or you can use your social security number and your **PIN** (this is your birth date; MMDDYY – example: 090966)
- Click the **login link/button** or hit enter
- Then click on the **Financial Aid** tab

*NOTE: To navigate the Financial Aid Tab, do not use the back arrow; re-click the Financial Aid Tab*

## LOCATE YOUR MOTLOW STUDENT ID:

You will need your Motlow ID if you call into the financial aid office and you will need it to complete your financial aid forms.

- Your ID is located on your Student ID Card and begins with an "A" followed by eight digits; or
- Inside your MyMotlow account you can easily see your "A" number by going to one of the following links:
  - Click on Student tab
  - Click on Student Resources
  - Click on View Student Information
  - View your ID in the top right corner in front of your name
    - OR
  - Click on Financial Aid tab
  - Click on Financial Aid Status
  - View your ID in the top right corner in front of your name

## CHECK YOUR OVERALL FINANCIAL AID STATUS:

- Click on **"Financial Aid Status"**

Use the down arrow to the "Select Aid Year" for the aid year for which you are seeking information.

- Select your Aid Year and Click on the submit button or press enter:
- Click on the **"Student Requirements"** link-this will provide a detailed list of items required and/or received in the Financial Aid Office to complete your financial aid application. **Please note: if a requirement states that it has been "waived," the status could change back to "needed" at a later date as your file is reviewed.**
- Click on the **"Requirements Messages"** link-this will provide other messages from the Financial Aid Office. The message may or may not require action.
- Click on the **"Cost of Attendance"** link-this link will give you an estimated budget detail.
- Click on the **"Outside Resources"** link-(this link will only appear if you have resources other than aid awarded by the Financial Aid Office). There are three tabs: "General Information," which will provide a detail of any money awarded by a party other than Financial Aid; "Award Overview," which will show the enrollment status on which the award is based; and "Accept Award Offer," which will give you a detail of awards accepted.

- Click on the "**Academic Transcript**" link-this link will provide the option to choose a transcript and print an unofficial Motlow College transcript.
- Click on the "**Academic Progress**" link-this link will provide your Financial Aid Academic History at Motlow College.
  - Good Standing – Ok to receive financial aid
  - Appeal – Financial Aid appeal approved – Ok to receive some types of financial aid
  - Denied – Financial Aid appeal denied – Cannot receive any form of financial aid, including loans
  - Less Than 2.0 GPA Over 56 HRS – too far below financial aid requirements – Cannot receive any form of financial aid, including loans
  - Fail Zero – Not eligible for financial aid unless appeal is approved – failed or withdrew from all classes
  - Already has a degree– Not eligible for financial aid unless appeal is approved – record indicates a degree/certificate already completed
  - Fail Max Hours– Not eligible for financial aid unless appeal is approved – maximum time frame has been reached to complete a degree/certificate
  - Fail Part of Term– Not eligible for financial aid unless appeal is approved – below 67% completion rate
  - Fail Cumulative GPA– Not eligible for financial aid unless appeal is approved – GPA below minimum required
  - Not Yet Reviewed – Financial Aid status not yet determined
  - Pending Review – Financial Aid appeal received, but not yet reviewed
  - Review Against RORRULE – Please notify the financial aid office
- Click on the "**Account Summary**" link-this link will provide a detailed listing of charges and the amount of funds paid to your account to date for the current term.
- Click on the "**Financial Aid History**" link-this link will provide the type and total amount of aid awarded to date for the academic year.

#### **CHECK YOUR FINANCIAL AID ELIGIBILITY STATUS:**

- **Click on "Eligibility"**
- Click on the "**Holds**" link-this will provide you with a list of holds on your account.
- Click on the "**Requirements**" link-this will provide a detailed list of items required and/or received in the Financial Aid Office to complete your financial aid application. **Please note: if a requirement states that it has been "waived," the status could change back to "needed" at a later date as your file is reviewed.**
- Click on the "**Requirements Messages**" link-this will provide other messages from the Financial Aid Office. The message may or may not require action.
- Click on the "**Academic Progress**" link-this link will provide the Financial Aid Academic Status used to determine your financial aid eligibility.

#### **CHECK YOUR FINANCIAL AID AWARD STATUS:**

- **Click on "Award"**
- Click on the "**Award for Aid Year**" link-these tabs will provide you with award totals that posted to your account as of the current date
- The "**Accept Award Offer**" link-awards are currently accepted automatically. It is your responsibility to notify the Financial Aid Office, using the Award Notification or a written statement, to reject any or all financial aid awards.
- Click on the "**Award Payment Schedule**" link-this will provide a disbursement schedule for funds awarded by term for the selected academic year
- Click on the "**Award History**" link-this will provide you with a detailed report of aid awarded at Motlow College for the selected academic year

## **DO YOU HAVE QUESTIONS AND NEED TO CONTACT THE FINANCIAL AID OFFICE?**

- **Click Email the Financial Aid Office**-this provides an opportunity to email the Financial Aid Office with questions regarding issues that you did not find addressed within the MyMotlow system.

### **GENERAL FINANCIAL AID INFORMATION:**

- **Motlow Financial Aid Forms**- this link provides a listing of financial aid forms used in the Financial Aid Office and are available for downloading and printing
  - **Federal Aid for College Starts Here!**- this link provides free information, guidance and tools for federal student assistance
  - **Federal Aid Application or Renewal Application (FAFSA)**- this link is to FAFSA on-line
  - **General Scholarship Search Tools**- this link will allow you to search for scholarships using FastWeb
  - **Government Services**- this link is the student gateway to the U.S. government providing access to education and non-education related services
  - **General Financial Aid Information**- this link provides general information about student financial aid
  - **National Student Loan Data System (NSLDS)**- this link provides access to your student loan debt information
  - **Federal Direct Lending Data**- this link provides access to the Direct Lending services – Direct Loan Entrance & Exit Counseling
  - **Department of Education Information**- this link provides access to the U.S. Department of Education Home Page
  - For detailed information regarding financial aid, please visit [www.msc.edu](http://www.msc.edu).
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### **OTHER HELPFUL MYMOTLOW AND ON-LINE GUIDES**

- **View Unsatisfied Student Requirements**
  - Go to Motlow's website – [www.msc.edu](http://www.msc.edu)
  - Click on *MyMotlow* - lower right corner of homepage
  - Click Student Login
  - Click on Financial Aid
  - Click on Financial Aid Status
  - Select Aid Year
  - Click on Student Requirements
- **View Satisfactory Academic Progress (SAP) Status**
  - Go to Motlow's website – [www.msc.edu](http://www.msc.edu)
  - Click on *MyMotlow* - lower right corner of homepage
  - Click Student Login
  - Click on Financial Aid
  - Click on Financial Aid Status
  - Select Aid Year
  - Click on Academic Progress
- **Complete Entrance or Exit Counseling for loans**
  - Go to Direct Loan Servicing website – [www.dl.ed.gov](http://www.dl.ed.gov)
  - Click on "Entrance & Exit Counseling"
  - Go to the appropriate tutorial (read carefully – there will be a quiz)
  - Complete the quiz for "Direct Stafford Loan"
  - Follow the 4 steps after the quiz completely according to the instructions

- **Sign Electronic Master Promissory Note (eMPN) – How to sign eMPN**
  - Go to Direct Loan Master Promissory Note website – [www.dlenote.ed.gov](http://www.dlenote.ed.gov)
  - Click on “Complete New MPN for Student Loans”
  - Click on Subsidized/Unsubsidized
  - Read information concerning the 9 steps to complete eMPN carefully
  - Click on “Proceed to eMPN Login”
  - Follow the 9 steps completely according to the instructions
  
- **View Awards for Aid Year already accepted for aid year**
  - Go to Motlow’s website – [www.mscc.edu](http://www.mscc.edu)
  - Click on *MyMotlow* - lower right corner of homepage
  - Click Student Login
  - Click on Financial Aid
  - Click on Award
  - Click on Award for Aid Year
  - Award Overview
  
- **View Award Payment Schedule (when award is scheduled to disburse)**
  - Go to Motlow’s website – [www.mscc.edu](http://www.mscc.edu)
  - Click on *MyMotlow* - lower right corner of homepage
  - Click Student Login
  - Click on Financial Aid
  - Click on Award
  - Click on Award Payment Schedule
  
- **Confirm Enrollment by Term to prevent from being purged**
  - Go to Motlow’s website – [www.mscc.edu](http://www.mscc.edu)
  - Click on *MyMotlow* - lower right corner of homepage
  - Click Student Login
  - Click on Student
  - Click on Student Account
  - Click on Account Detail for Term/**Confirm Enrollment**/Credit Card Payment
  - Select a Term
  - Select “Yes I plan to attend. . .”
  - VERY IMPORTANT: Print Confirmation Code
  
- **Pay Current Term Account Balance using debit or credit card or online check**
  - Go to Motlow’s website – [www.mscc.edu](http://www.mscc.edu)
  - Click on *MyMotlow* - lower right corner of homepage
  - Click Student Login
  - Click on Student
  - Click on Student Account
  - Click on Account Detail for Term/**Confirm Enrollment**/**Credit Card Payment**
  - Click on Pay Now
  - Follow instructions carefully