

Financial Aid Information

Financial Aid Steps

1. **Create an FSA ID** online at **fsaid.ed.gov**

It may take 1-3 days for your information to be verified with the Social Security Administration Office. Remember your username and password! If you already have an FSA ID, proceed to step 2.

2. After your FSA ID is confirmed via email, **complete the FAFSA** online at **fafsa.ed.gov**

MHCC's Federal School Code is **003204**. Notify MHCC's Financial Aid office if you make any FAFSA **corrections** after your original filing.

3. One to two weeks after filing the FAFSA, **check for Missing Documents** on MyMHCC.

Sometimes extra info is needed. Complete any and all forms that are listed as missing, even if it doesn't apply to you. Check this screen frequently as items may be added later with no notice.

4. **Complete financial Aid Orientation Form**

This form becomes available after any missing documents have been processed and your award offer is ready. It must be completed before money can be posted to your account!

5. **Accept Your Award**

You must accept or decline each type of award. If you want to use financial aid **summer term** or take **less than 12 credits** during any term, you must also complete the **Credit Revision Form** online. If you accept loans, complete the **Entrance Counseling** and **MPN** (Master Promissory note) on studentloans.gov with your FSA ID.

6. **Select Disbursement/Payment Preference**

After you've registered for classes and completed steps 1 through 5, you'll receive the "Mountain Card" from higher One. Set up your disbursement preferences at mhccmountaincard.com after the card arrives. You may choose to have extra financial aid funds go onto the card, direct deposit into an existing bank account, or be mailed a check. Do not throw your card away even if you choose a different payment method.

7. View your Bookstore Authorized Amount

Starting two weeks before each term begins, you may check the Financial Aid screen on MyMhcc to “View your MHCC bookstore Authorized Amount”. If you have a dollar amount listed next to the upcoming term, you may pre-order textbooks and pick them up starting on the Thursday before the term begins. The last day to charge items to your voucher is the second Monday of the term.

Want to Work on Campus?

Federal Work Study is one way for students to earn money and work experience while in college. There are many jobs available on campus through the work study program, and your supervisor can plan your work hours around your class schedule each term. Please note that Federal Work Study is awarded on a first-come, first-served basis and may run out from time to time.

In order to see if you qualify, complete the following:

1. You must file a FAFSA and be eligible to receive financial aid.
2. After you receive notification that you've been awarded financial aid, email FinAid.Mail@mhcc.edu with your name and MHCC ID#. Let them know you're interested in qualifying for work study.
3. You will receive an email response that lets you know: if you qualify; if funds are available; and how much you can earn per term for the remainder of the school year. You must be enrolled in at least 6 credits to earn work study in any given term.
4. If approved, complete the student employment orientation online, including all required paperwork and background check.
5. Start looking for jobs!

For more information on work study and the student hiring process, visit mhcc.edu/financialaid and click on “Student Employment”.

Keeping Your Aid

Federal regulations require that all students maintain satisfactory academic progress and be working on pace toward an eligible degree/certificate at MHCC.

- Pass all classes with at least a 2.00 GPA per term
- Complete declared degree/certificate on pace & within 150% time frame
- See “Keeping Financial Aid” at mhcc.edu/financialaid for details

How Do I Pay For Classes if I'm Using Financial Aid?

- If you have completed all the steps on this handout before the term begins, your tuition and fees will automatically be paid during the second week of each term.
- If there is money left over after your tuition and fees are paid (minus any bookstore purchase you made with a financial aid voucher), the excess amount will be disbursed to you.
- Disbursement is the second Wednesday of each term, usually in the afternoon. The day you receive the funds depends on which disbursement preference you chose when setting up your Mountain Card and if you finished all the steps in time.

To Access the Financial Aid are on the MyMHCC Portal:

1. Sign in to your account with your MHCC student ID number and password at: **my.mhcc.edu**
2. Click on **Financial Aid** under "Frequently Used Links," on the right side of the page.
3. Click on the financial aid link you need!

Most financial aid documents / forms can be completed on **MyMHCC** without having to visit the Financial Aid office. If you need assistance with accessing your financial aid documents online, please visit the Orientation Center. To see Orientation Center locations and hours, please visit www.mhcc.edu/oc

Contacting Financial Aid

Phone: 503-491-7262

Email: FinAid.Mail@mhcc.edu

Location: AC2253, Student Services area