Wake Technical Community College
Self Service - My Financial Aid
Student Guide

It is every financial aid student’s responsibility to read this My Financial Aid Guide. This information is essential to understanding the new interactive online financial aid tool that will assist in guiding you through the “My Financial Aid” process.

My Financial Aid is an interactive online tool that will guide you step by step through the financial aid process. Beginning with the My Financial Aid home page, you can view the status of your financial aid application. You have options to review required documents and if your application is complete, view your financial aid award amounts and award letter. The home page includes your financial aid Satisfactory Academic Progress (SAP) evaluation, resource links, and much more!

MY FINANCIAL AID

To get started, go to your Webadvisor webpage: https://webadvisor.waketech.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2408018189.

Click on the Log In tab and enter your Username and Password to login.

Once you click on the Log In tab, you will see this screen:
Key in your Username and Password and click SUBMIT. This will take you to the Welcome Page. You will then select Current Curriculum Students (Credit).

You will now see the Current Curriculum Students (Credit) Menu

Click on Financial Aid.
Under the Financial Aid Section, you will find My Financial Aid. Just click on My Financial Aid, and it will take you to the Welcome to Financial Aid Homepage.

You will see “Welcome to Financial Aid” and know that you are on the Main Page of My Financial Aid.

It is required that you review your financial aid status on the My Financial Aid on a regular basis!

Anything you see with a GREEN circle and a check mark in the middle is complete and/or in good standing.

Anything you see with a yellow triangle and an exclamation mark in the middle is incomplete and needs your attention. The Financial Aid Office will NOT be able to move forward on the financial aid processing until you have completed the required action needed.

Please note: If you have been selected for verification and this process is being completed by the School Servicing Center (SSC), you will need to view your My Financial Aid a little differently. Please see the area labeled School Servicing Center Verification of FAFSA for more details.
If you have “Complete required documents” highlighted in yellow, you will need to click on it to see what action you need to provide and or complete. At this time, you can choose to click on Complete Required Documents in the grey section at the top (You have missing documents!) or under the Checklist section. Both will take you to the Required Financial Aid Documents section.

As you can see on this page, the Action Needed (Incomplete) section is Yellow and has a Yellow Caution Sign. The left side with the caution emblem will have the documents and/or action needed for you to complete to continue your financial aid process.

Complete forms are in Green and have a green check mark.

Verification is a process to confirm information you provided on the FAFSA. Verification selection can be random or due to incomplete, estimated or inconsistent data reported on your FAFSA.

If your application was selected for verification, the Financial Aid Office will ask you to provide additional information to document the accuracy of your FAFSA, which may include tax information obtained directly from the IRS. All requirements MUST be COMPLETED before an award can be prepared.

Make sure you return completed documents to the Financial Aid Office by mail, fax, or in person.

- YOUR RESPONSIBILITIES INCLUDE:
  - Review My Financial Aid regularly.
  - Check your email account for communication from the Financial Aid Office.
  - Read all materials sent to you from the Financial Aid Office.
  - Submit all documents and complete all requirements promptly to avoid delays.
  - Keep copies of all forms you sign and submit.
If you see “In Progress” for “Your application is being reviewed by the Financial Aid Office”, this status means that you have turned in all documents and or requirements at this time. The documents and or actions are being reviewed by the Financial Aid Office. If there is any discrepancy, a correction will be made to the financial aid application, and the corrected student aid report will be sent back to the Central Processing Center for reprocessing. If everything reviewed is correct and complete, the Financial Aid Office will complete this step and move to the next step of processing the financial aid award package.
Review and Accept Financial Aid Award Package
(Available Only to Students with Eligible Award Letters)

The next status is to “Review and accept your Financial Aid Award Package.”

- Generally, Grants and Scholarships do not require formal acceptance within the Financial Aid Office.
- You must accept or decline Federal Student Direct loans on My Financial Aid. These awards will require additional steps to be completed as explained further in this guide and on our website.
- Entrance loan counseling is required for first-time federal student loan borrowers and must be completed before a student can receive loan funds – www.studentloans.gov.
- A Master Promissory Note is required for first-time federal student loan borrowers and must be completed before a student can receive loan funds – www.studentloans.gov.

You are required to accept or decline certain financial aid awards such as the Subsidized and Unsubsidized Direct Loans.
FEDERAL STUDENT DIRECT LOAN REQUIREMENTS

FEDERAL STUDENT LOAN ENTRANCE COUNSELING:

After you accept a loan award, you may have additional requirements to complete:

- Entrance loan counseling is required for all first-time borrowers.
- Master promissory note is required for all first-time borrowers.

Federal Direct Subsidized, Unsubsidized and Graduate PLUS Loan entrance counseling may be completed online at www.studentloans.gov. Entrance loan counseling is REQUIRED for first-time federal student loan borrowers and MUST be completed before you can receive loan funds.

After your loan counseling session has been completed, we will receive notification within 3–5 business days.

FEDERAL STUDENT LOAN PROMISSORY NOTES:

Promissory notes must be signed before a loan can be disbursed.

- The promissory note for the Federal Student Direct Loan only needs to be completed once every 10 years (www.studentloans.gov).
- The promissory note for the Federal Parent PLUS Loan only needs to be completed once every 10 years, unless an endorser is required (www.studentloans.gov).

Entrance counseling sessions do not have an expiration date; however, every college has different requirements.
Generally, the last step in the Financial Aid Checklist is to review and sign your award letter. The award letter may have a combination of types of financial aid awards, such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Subsidized Direct Loan, and Unsubsidized Direct Loan. You will need to click on the “Review and sign your Financial Aid Award Letter” section. It will link you to the award letter.

If you have a Direct Subsidized and/or Unsubsidized Loan in your financial aid award package, you may click on the Accept or Decline arrow to extend additional information. This information will allow you to accept the entire loan amount, change the loan amount to a lower amount or to zero, or to decline the loan amount. Once you accept the loan and/or lower the amount of loan accepted, this will “lock” you in to this amount. If you decrease the amount at the initial acceptance and later decide you want a higher amount, you will not be able to change/update this decision online. You will have to complete a Loan Change Request Form (located on our website) and turn in to the FAO and allow for processing time.
Once the middle section has been cleared, you can choose to Accept or Decline the TOTAL Awards at the bottom.

You have the following Awards
Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid Counselor if you have questions about your enrollment status.

Once the middle section has been cleared, you can choose to Accept or Decline the TOTAL Awards at the bottom.
First time borrowers have to complete the Entrance Counseling and the Master Promissory Note.

Once the awards have been accepted, the student can go in to My Financial Aid at any time and print a copy of the award letter and check on the status of their financial aid throughout each academic year.
To check your status in Self Service – My Financial Aid:

Here is an example of a student that is not complete with the SSC:

To get started, go to your Webadvisor webpage: https://webadvisor.waketech.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2408018189.

Click on the Log In tab and enter your Username and Password to login.

Once you click on the Log In tab, you will see this screen:

Key in your Username and Password and click SUBMIT. This will take you to the Welcome Page. You will then select Current Curriculum Students (Credit).
You will now see the Current Curriculum Students (Credit) Menu

Click on Financial Aid.

Under the Financial Aid Section, you will find My Financial Aid. Just click on My Financial Aid, and it will take you to the Welcome to Financial Aid Homepage.

You will see “Welcome to Financial Aid” and know that you are on the Main Page of My Financial Aid.
Hover over Financial Aid Counseling...

Choose Required Financial Aid Documents....
You will see “Sent – 18/19 SSC-CFI Verifying”

<table>
<thead>
<tr>
<th>Complete</th>
<th>18/19 Terms &amp; Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received 02/28/2019</td>
<td>18/19 SSC-CFI Verifying</td>
</tr>
<tr>
<td>Sent 11/19/2018</td>
<td>18/19 Other Info Email/Letter</td>
</tr>
<tr>
<td>Sent 11/19/2018</td>
<td>18/19 SSC-CFI Verifying</td>
</tr>
<tr>
<td>Received 11/16/2018</td>
<td>18/19 FAFSA</td>
</tr>
</tbody>
</table>

Sent to SSC-CFI Verifying means that the SSC has received the student file, contacts the student to complete the verification process, and the process is incomplete. The student will need to view their SSC account.

Here is an example of a student who is complete with the SSC:

<table>
<thead>
<tr>
<th>Complete</th>
<th>18/19 Terms &amp; Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received 02/12/2019</td>
<td>18/19 SSC-CFI Verifying</td>
</tr>
<tr>
<td>Received 03/11/2019</td>
<td>18/19 FAFSA</td>
</tr>
<tr>
<td>Received 03/07/2019</td>
<td>18/19 Terms &amp; Conditions</td>
</tr>
</tbody>
</table>

Received means that SSC has sent the completed verification file to Wake Technical Community College FAO for final review and processing.

Allow 7 to 10 business days for Wake Technical Community College FAO to complete the review process. Notification will be sent to the student via my.waketech.edu email and Self Service will be updated.
Once the financial aid process is complete and financial awards have been made, the student will see the following:

- **Select an Award Year:** 2018/2019 Academic Year

- **Your most recent Satisfactory Academic Progress (SAP) evaluation has an SATISFACTORY status. Please contact your Financial Aid Counselor if you need further assistance.**

- **Your Financial Aid Package is now ready!**
  Your financial aid package is now ready for your review and acceptance.
  
  - Review and accept your Financial Aid Award Package

**Checklist**
- Completed: Submit a Free Application for Federal Student Aid (FAFSA)
- Completed: Complete required documents
- Completed: Your application is being reviewed by the Financial Aid Office

**Action Needed**
- Review and accept your Financial Aid Award Package
- Complete Direct Loan Entrance Counseling
- Sign a Direct Loan Master Promissory Note
- Review and sign your Financial Aid Award Letter

Once you see the Action Needed – Review and accept your Financial Aid Award Package, you will know that your financial aid application has been processed and is complete. You can click on the “Review and accept your financial aid award package” to see the financial aid awards. You will need to complete anything that has “Action Needed” to complete the financial aid process.

**Award Total**
- **Total Awards:** $13,317.00
- **Total Awarded Amount:** $5,522.50

**Loan Requirements Checklist**
- Incomplete: Complete Direct Loan Entrance Counseling
- Incomplete: Sign a Direct Loan Master Promissory Note

Make sure that you complete any requirements needed to complete your financial aid file. If you have been awarded a loan and you would like to accept, you may need to complete additional loan requirements.
EXAMPLE: FINANCIAL AID AWARD LETTER

The Financial Aid Office is pleased to notify you of the following financial aid awards to help finance your college education. This awards package is based on the information you have provided and based on the assumption that you will enroll full time. Grants will be adjusted if you do not enroll full time.

Important information regarding your award such as book store dates, refund check dates, terms and conditions of your award, satisfactory academic progress policy, etc. is available by visiting our website.

If this award is for fall 17, spring 18 or summer 18 please access https://www.waketech.edu/financial-aid.

Please note the following possible exceptions to your award:

**New to 2016/17, the NC Community College Grant amount shown is based on 15 or more credit hours. If you enroll less than 15 hours per semester, your award will be prorated before it is posted to your account.**

1) If your award includes a loan with the status of "P" you must accept or decline your loan via WebAdvisor.

2) If you are on financial aid warning for the current term your next semester award is entered as "D" or Pending or "O" for Denied. After grades are reviewed and it is determined that you have achieved the required GPA and/or completion rate the pending awards will be changed to Accepted. If you are not meeting the standards the award will be deleted and you will be responsible for payment. Please refer to the satisfactory Academic Progress Policy if you are unsure of the requirements to continue receiving financial aid.

3) If you enroll in the standard sixteen week semester you must register for all classes, including mini-sessions, by the end of the schedule adjustment period. Students enrolled in the standard term will not receive aid for mini-sessions added after the schedule adjustment date of the standard term has ended.

4) Review and sign the Terms and Conditions http://tinyurl.com/y/2q47j8

<table>
<thead>
<tr>
<th>Awards Package</th>
<th>Amount Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIFT</td>
<td>$6,817.00</td>
</tr>
<tr>
<td>Federal Pell Grant</td>
<td></td>
</tr>
<tr>
<td>LOANS/WORK</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Direct Subsidized Loan</td>
<td></td>
</tr>
<tr>
<td>Direct Loan Unsubsidized</td>
<td>$2,008.00</td>
</tr>
<tr>
<td>Total</td>
<td>$13,317.00</td>
</tr>
</tbody>
</table>

5) Students with an EFC (Expected Family Contribution) greater than 3600 may not receive Pell grant funds for less than full time enrollment.

Please remember that you are responsible for being aware of the requirements to maintain financial aid eligibility and to ensure prompt delivery of your funds. You are responsible for reviewing the information provided in the online Financial Aid packet.

If your plans change and you do not enroll at Wake Technical Community College, you are responsible for dropping your classes. Your approved financial aid award represents your payment and holds your classes. Therefore, you will not be dropped automatically for non attendance. Failure to drop the classes will result in you being responsible for payment. If you do not attend classes you are not eligible for financial aid. If you have questions regarding this e-notice please contact the financial aid office.

Sincerely,

Wake Tech Financial Aid Office

[Accept]

I verify that I accept the award package and electronically sign my award letter.
Financial Aid Award Revisions

Your financial aid award(s) may be revised or cancelled:

- If financial aid was based on false or inaccurate information. (For example: changes in enrollment, courses out of program of study, ineligible program of study, etc.)
- If the amount of financial aid you receive will exceed your financial need or budget. (This may occur if you receive additional aid or as a result of verification.)
- If you withdraw from one or more courses.
- If you fail to maintain Satisfactory Academic Progress (SAP).
- If additional funds become available.
- If extenuating circumstances warrant an adjustment in your eligibility for financial aid.
- If you fail to achieve the required standards for merit-based financial aid you receive. (For example: Scholarships)

If a revision is made, you will be notified to review your updated financial aid award(s) on My Financial Aid.
A quick way to view your financial aid status and to keep current tabs on your financial aid is to view the Welcome to Financial Aid homepage. Make sure everything is in the GREEN status. Also, there are a lot of Resources to check out!

You can also click on the Financial Aid Counseling Tab to quickly get to many areas. Example: If you would like to see your financial aid awards, just click My Awards.
My Awards shows exactly what you will receive as a full-time student for each semester (Ex: the Fall 2016 term and the Spring 2017 term) and for the Total Year Amount. **PLEASE NOTE:** Make sure you choose the correct Award Year that you want to view your financial aid information.

On every page, there is a place for you to click to Contact a Financial Aid Staff member by email and/or by phone.
Maintaining financial aid eligibility is an ongoing process. Not only must you reapply for financial aid every year, but the Financial Aid Office is required to continually monitor your eligibility. You MUST make Satisfactory Academic Progress (SAP) toward your degree or program!

**Financial Aid Checklist Complete!**
Congratulations! You've completed your Financial Aid checklist. You successfully completed all the items on your Financial Aid checklist.

**Average Aid Package**
This chart represents the average financial aid award package that students receive at Wake Technical Community College. Depending on a number of factors, your aid package may be different.
- $5,530.00 in Loans
- $813.00 in Scholarships
- $3,122.00 in Grants

**Resources**
- [2016/2017 Terms and Conditions](#)
- [2016/2017 Verification Docs](#)
- [Financial Aid Checklist](#)
- [Refund Dates & Book Sale Date](#)

**Helpful Links**
- [FAFSA Application](#)
- [Entrance Counseling](#)
- [Master Promissory Note](#)
- [PLUS Loan Application](#)
- [NSLDS Information](#)

Academic progress for financial aid purposes is measured both qualitatively and quantitatively at the end of each semester. Students must earn a cumulative 2.0 grade point average (GPA), must earn a cumulative 67% completion rate, and complete their program of study within 150% of the published length of the program (usually measured in credit hours).

You can view your Financial Aid SAP status on the Main page of My Financial Aid. If you click on the “Satisfactory Academic Progress (SAP) evaluation” link, it will take you to your financial aid satisfactory academic progress history and detailed information at Wake Technical Community College.
Detailing in to the Satisfactory Academic Progress link will give you additional information about your financial aid status progress.


DID YOU KNOW . . . . .

- My Financial Aid can be used to confirm the receipt of Entrance Counseling and the Master Promissory Note.
- My Financial Aid is available 24 hours a day, 7 days a week!
- Links for frequently used websites can be found on the My Financial Aid.
- You have to complete a FAFSA every year (renew FAFSA annually)!
- Maintaining financial aid is an ongoing process.
FERPA is a federal law designed to protect the privacy of your educational records. Educational records are all records that contain personally identifiable student information, which includes student financial aid information. If you would like to authorize release of financial aid and or billing/registration information, complete the “Parent/Guardian/Spouse Access” form, found on the Main Menu of my WebAdvisor.

Please Note: This is a 2 step process! Follow the directions carefully.
Financial Aid Office Contact Information

Main Campus: 9101 Fayetteville Road, Raleigh
Student Services Building: Room 015
Hours: Monday – Thursday: 8:00 am – 6:00 pm
     Friday:  8:00 am – 5:00 pm (Limited Services)

Northern Wake Campus: 6600 Louisburg Road, Raleigh
Building
Hours: Hours: Monday – Thursday: 8:00 am – 6:00 pm
     Friday:  8:00 am – 5:00 pm (Limited Services)

Western Wake Campus: 3434 Kildaire Farm Road, Cary
Millpond Village: Room 255
Hours: Tuesday: 10:00 am – 12:00 pm

Perry Health/Science Campus: 2901 Holston Lane, Raleigh
Building 2, Suite 102, Room 105
Hours: Monday – Thursday:  8:00 am – 5:00 pm
     Friday:  8:00 am – 5:00 pm (By Appointment)

Public Safety Education: 321 Chapanoke Road, Raleigh
Room 1714
Hours: Monday: 1:00 pm – 3:00 pm

RTP Campus: 10908 Chapel Hill Road, Raleigh
RTP1, Room 105D
Hours: Monday – Thursday: 8:00 am – 5:00 pm
     Friday: Limited Services 8 am - 5 pm

Visit us online at: https://www.waketech.edu/financial-aid

Email: finaid@waketech.edu