


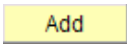
## Cheat Sheet

### Student Services Center – Financial Aid


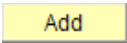




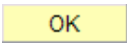
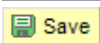
#### *Basic Navigation*

Home > Self Service > Student Center


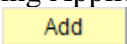
#### ***Apply for Financial Aid***


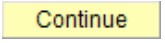

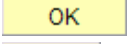
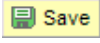
1. Click on the [Apply for Financial Aid](#) link.
2. Click on the  button and select the type of financial aid form you need.
3. Click on the  button.

#### **Apply for Foundation Scholarships**


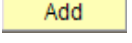

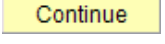



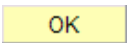
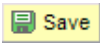
1. Choose “Foundation Scholarship” from the dropdown  box.
2. Click on the  button.
3. Enter grade level.
4. Enter academic career.
5. Enter your primary campus (HBG = Hattiesburg; USMGC = Gulf Coast).
6. Enter your academic department code or click on the  button to search for code.
7. Enter your phone number as a contact number.
8. Click on the  button.
9. Check the box if you graduated from high school. Leave blank if you did not graduate.
10. Enter your high school code or use the  search.
11. Enter your high school graduation date (format: month/day/year) or use the  help button.
12. List organizations in which you participated during high school in the left-hand box.
13. List leadership positions you held during high school in the right-hand box.
14. Click on the check box at the bottom of page to certify the correctness of the info.
15. Click on the  button to take you back to previous page.
16. Click on the  button.

#### **Apply for Spring Award**

1. Choose “Spring Application” from the dropdown  box.
2. Click on the  button.

3. Enter grade level.
4. Enter academic career.
5. Enter your primary campus (HBG = Hattiesburg; USMGC = Gulf Coast).
6. Enter your academic department code or click on the  button to search for code.
7. Enter your phone number as a contact number.
8. Click on the  button.
9. Check on the box if you are or have attended another institution during the fall term of the current academic year. Leave blank if you have not.
10. If so, choose the institution you attended using the  search.
11. If so, check on the box if you received financial aid at the other institution.
12. Check on the box to certify information for accuracy.
13. Click on the  button to go back to first page.
14. Click on the  button.

### Apply for Summer Award

1. Choose “Summer Application” from the dropdown  box.
2. Click on the  button.
3. Enter grade level.
4. Enter academic career.
5. Enter your primary campus (HBG = Hattiesburg; USMGC = Gulf Coast).
6. Enter your academic department code or click on the  button to search for code.
7. Enter your phone number as a contact number.
8. Click on the  button.
9. Check if you were enrolled at another institution during the **fall** term of the academic year. If you were not enrolled, leave blank.
10. If so, choose the institution you attended using the  search.
11. If so, check on the box if you received financial aid at the other institution.
12. Check if you were enrolled at another institution during the **spring** term of the academic year. If you were not enrolled, leave blank.
13. If so, choose the institution you attended using the  search.
14. If so, check on the box if you received financial aid at the other institution.
15. Select the correct residence type from the  choices.
16. Check if you would like to be considered for loan money for summer.
17. Check if you would like to be considered for work-study money for summer.
18. Check if you are participating in the Geology Field Camp program.
19. Check on the box to certify information for accuracy.
20. Click on the  button to go back to first page.
21. Click on the  button.

## ***View Financial Aid and Disbursement Dates***

### **View financial aid**

1. Click on the [View Financial Aid](#) link.
2. Click on the Aid Year link ([2007](#)) that you would like to view.
3. To get information on a loan, click on the [Loan Details](#) link.
4. Click on the [Return to Award Summary](#) link when finished viewing.

### **View scheduled disbursement dates**



1. Click on the [View Scheduled Disbursement Dates](#) link to view the estimated disbursement date(s).
2. Click on the [Return to Award Summary](#) link when finished viewing.

## ***Accept / Decline Awards and Choose a Lender***

### **Accept / decline awards**

1. To accept or decline the award offer,
  - a. click on the [ACCEPT/DECLINE AWARDS](#) button
  - OR
  - b. click on the [Accept/Decline Awards](#) link on the main Student Center page.
2. Check “Accept” or “Decline” for each award or use the [accept all](#) and [decline all](#) buttons.
3. If you check “Accept,” you can modify the amount awarded in the “Accepted” column.
4. Click on the [SUBMIT](#) button.

### **Choose a lender**

1. On the “Award Package” page above, click on the [Request Counselor Action](#) link.
2. Choose “Lender Choice” for the **Request Type:** box.
3. Type in the name of the bank that you would like to process your loan in **Enter request details:** text box.
4. Click on the [SAVE](#) button.
5. Choose to [Return to Award Package](#) , [Return to Aid Year Selection](#) , or navigate elsewhere using the    box.

### **Do entrance interview (for ALL first-time Southern Miss Stafford loan borrowers)**

1. Click on the [Entrance Interview Information](#) link on the Accept/Decline Award page.
2. Complete the “Welcome to Stafford Entrance Counseling!” forms as it instructs you.

***Revise My Financial Aid***

1. Click on the [Revise My Financial Aid](#) link in the “Finances” section.
2. Click the radio button for the revision that you would like to make.  
The **3<sup>rd</sup> radio button includes** the following revisions:
  - a. Cancel work-study and be considered for additional loans
  - b. Increase loan limits because you progressed a grade level
  - c. Reapply for originally declined loans
  - d. Other reasons.
3. Follow instructions as provided after choosing your selection.