

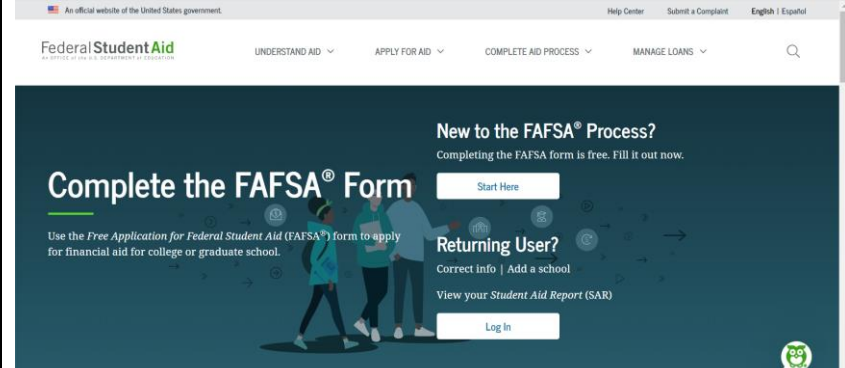
→ **Step 1: Fill Out the FAFSA Form**

Filling out the FAFSA is the first step to securing your financial aid. After completing the FAFSA please allow 3-5 business days for processing, the financial aid office will email you with next steps. Check your UNO email frequently.

What you'll need to get started:  
 Your FSA ID & Password  
 Prior Prior Year Tax Return Information  
 UNO's School Code: **002015**

\* Dependent students (under age 24) will need parent information

[Click Here to get Started!](#)

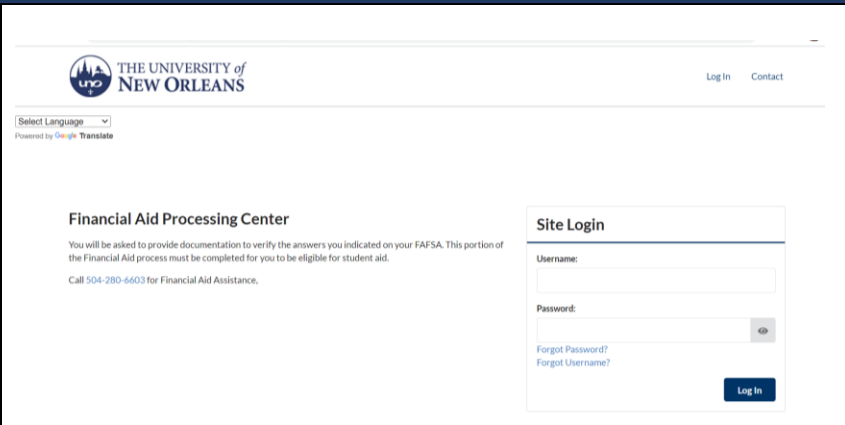


**Quick Tip: use the IRS Data retrieval tool for a more effortless FAFSA completion process**

→ **Step 2: Complete Verification (if Applicable)**

Verification is a federal auditing process. If you are selected, you will be notified via email to create your account with the Financial Aid Processing Center. Turn in all required documents to the financial aid processing center, once completed allow 7-10 business days for processing.

**If you have not been selected for verification, continue to step 3.**



## → Step 3: Accept your Aid

Once you receive your award notification, it's time to accept your aid. Login to your Webstar account to accept your award package. If you accept **\*loans**, and you are a first-time borrower, or first semester transfer student be sure to complete these steps next:

**Entrance Counseling:** <https://studentaid.gov/entrance-counseling/>

**MPN (loan Agreement):**

<https://studentaid.gov/mpn/subunsub/landing>

★ **For Continuing Borrowers:**

Please complete the [Annual Student Loan Acknowledgement](#)

*\*These steps must be completed before loans can be disbursed.*

### **Steps to accept your Financial Aid in Webstar:**

Student Center (under finances sections) – click accept/decline award – select aid year- choose awards – click submit.

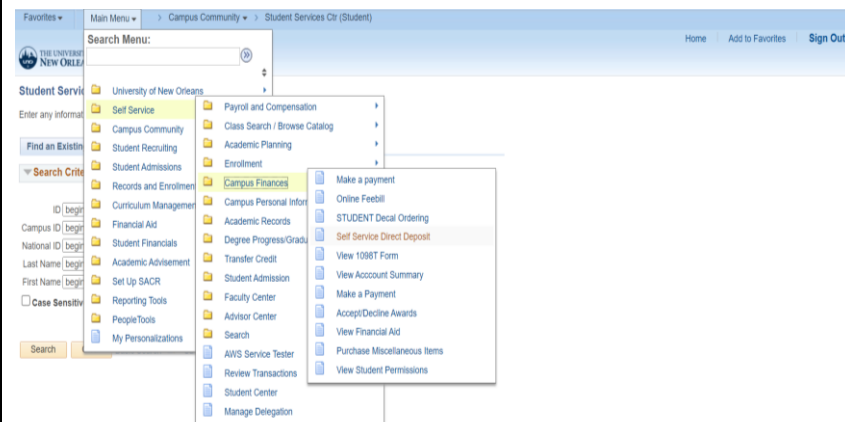
[Click here for visual step by step aid acceptance instructions](#)

## → Step 4: Sign up for Direct Deposit

Follow the steps below to sign up for direct deposit if you are expecting an excess credit check.

- 1) Login to Webstar
- 2) Navigate to Main Menu – Self Service – Campus Finances – Direct Deposit
- 3) Enter your bank information
- 4) Click submit
- 5) Wait patiently until after the census date for your funds 😊

*\*refund checks are processed by the Bursar's Office, please refer to their office with questions at [bursarinfo@uno.edu](mailto:bursarinfo@uno.edu).*



→ Step 5: Attend Class	
<p>It's important to attend your classes. Attendance is monitored and if you are reported for non-attendance your financial aid package may be adjusted.</p>	<p><b>Important Policy Alert! <u>Return to Title IV</u></b> – federal aid recipients who resign and do not complete at least 60% of the semester (includes students who fail due to non-attendance) aid package will be adjusted and may have to pay back a portion of their aid.</p>
Resources	
<p><b>UNO student calendar</b> - <i>Keep up to date with <u>important dates/deadlines</u> as they may affect your financial aid. Look for these dates and note them on your personal calendar:</i></p> <p><b><u>100% refund date:</u></b> Last date to drop or resign and not have to pay a portion of your fee bill...very important if you are waiting on a SAP Appeal decision.</p> <p><b><u>Last day to drop or resign and not have courses recorded:</u></b> this is the last day you can remove yourself from a class without it being recorded on your record...very important if you are on an SAP Appeal.</p> <p><b><u>Census date:</u></b> 14<sup>th</sup> class date...scholarship recipients must be full-time by this date.</p> <p><b><u>Final date to withdraw/Resign:</u></b> Final date to withdraw/resign and receive a “W” ...withdrawing from course(s) and/or resigning can impact your financial aid.</p>	<p><b>Click Link to access calendar:</b>  <a href="https://www.uno.edu/registrar/bulletin/important-dates">https://www.uno.edu/registrar/bulletin/important-dates</a></p>
<p><b>Satisfactory Academic Progress (SAP)</b> - Get to know the academic requirements for federal aid.</p>	<p><a href="https://www.uno.edu/financial-aid/satisfactory-academic">https://www.uno.edu/financial-aid/satisfactory-academic</a></p>
<p><b>UNO Scholarship Retention Requirements</b></p>	<p><a href="https://www.uno.edu/financial-aid/types/scholarships-and-awards">https://www.uno.edu/financial-aid/types/scholarships-and-awards</a>                      (Scroll down page and click on your award to view requirements)</p>
<p><b>TOPS Scholarship Retention Requirements</b></p>	<p><a href="https://mylosfa.la.gov/students-parents/scholarships-grants/tops/">https://mylosfa.la.gov/students-parents/scholarships-grants/tops/</a>                      (Scroll down page and click on your award to view requirements)</p>

## Questions...Contact Us

<p><b>Financial Aid Counselors</b>  <i>Counselors service students according to their last name. FA counselors assist students with award packaging, verification, SAP, professional judgments, etc.</i></p>	<p><b>Cherlyn Foster (A-L)</b>                  Email: <a href="mailto:ccfoste1@uno.edu">ccfoste1@uno.edu</a>                  Phone: (504) 280 – 6674</p> <p><b>Jessica Fajardo (M-Z)</b>                  Email: <a href="mailto:jfajardo@uno.edu">jfajardo@uno.edu</a>                  Phone (504) 280 – 6686</p>
<p><b>Scholarships Coordinator</b>  <i>Assist students with Scholarship processing (UNO, TOPs &amp; Private Donor) &amp; Scholarship Retention</i></p>	<p><b>Adham Hussain</b>                  Email: <a href="mailto:ahussain@uno.edu">ahussain@uno.edu</a>                  Phone: (504) 280 – 4727</p>
<p><b>Academic and Financial Assistance Advisor</b>  <i>Assist students with general financial aid inquiries, SAP inquiries/appeals and basic personal finance advice</i></p>	<p><b>Aaronlyn Breaux</b>                  Email: <a href="mailto:ajbreau2@uno.edu">ajbreau2@uno.edu</a>                  Phone: (504) 280 – 4738</p>

## Office Location & Hours

<p>Earl K. Long Library                  Privateer Enrollment Center</p>	<p><b>Office Hours</b>                  Monday – Friday: 8am - 4:30pm</p>
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