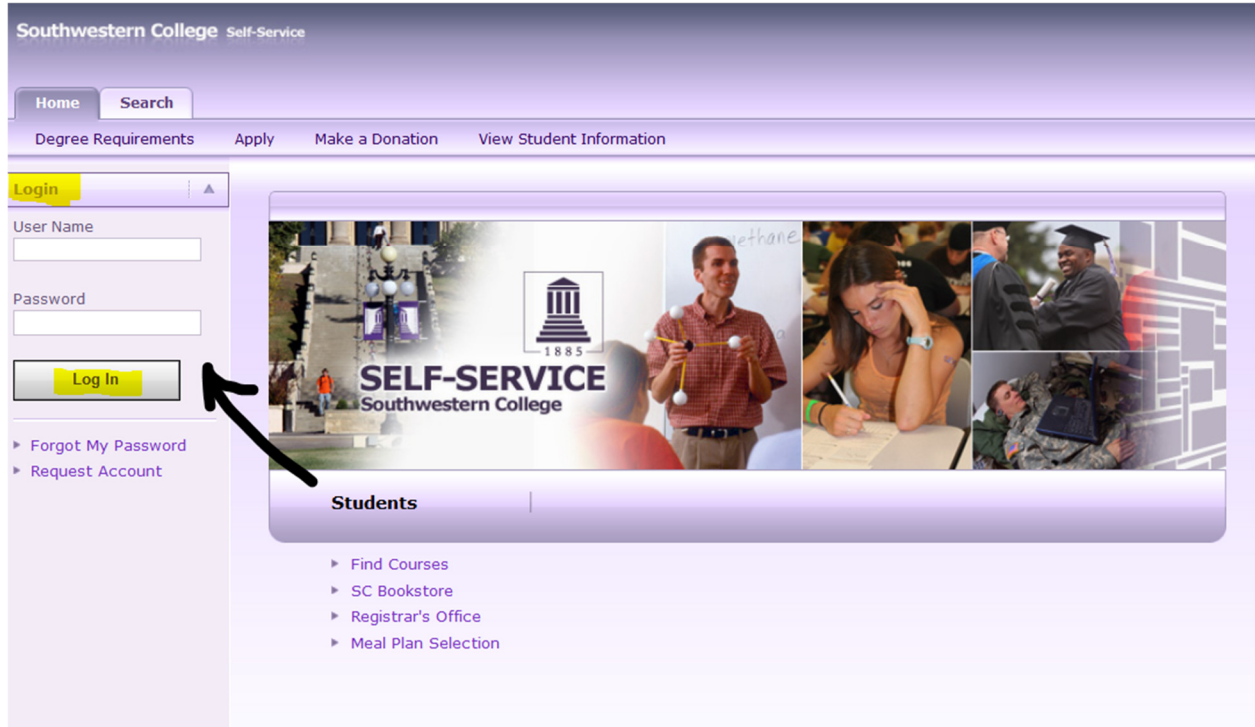


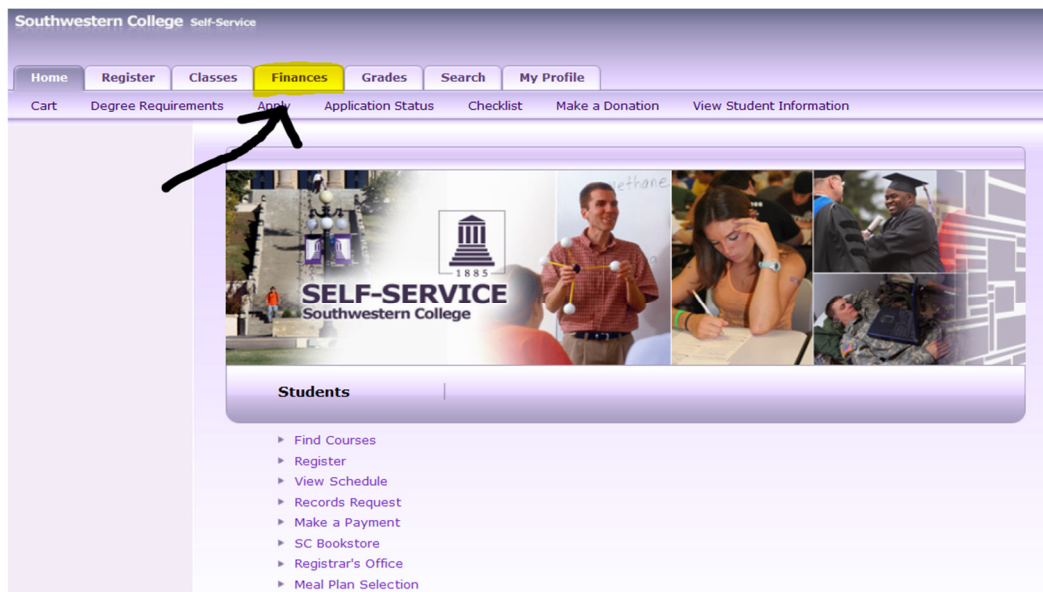
# HOW TO READ YOUR SOUTHWESTERN COLLEGE SELF SERVICE ACCOUNT

Your Self Service account is the online window into your financial aid record. These screens allow you to manage your financial aid account whenever and wherever you choose.

**FIRST: Log in to Self Service (<https://sckans.edu/SelfService>)**

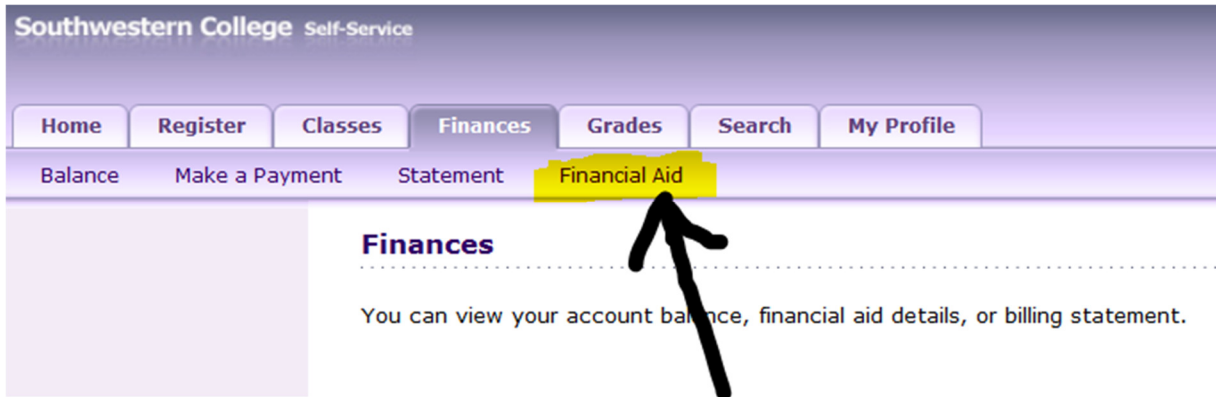


**SECOND: Select the Finances tab.**



# HOW TO READ YOUR SOUTHWESTERN COLLEGE SELF SERVICE ACCOUNT

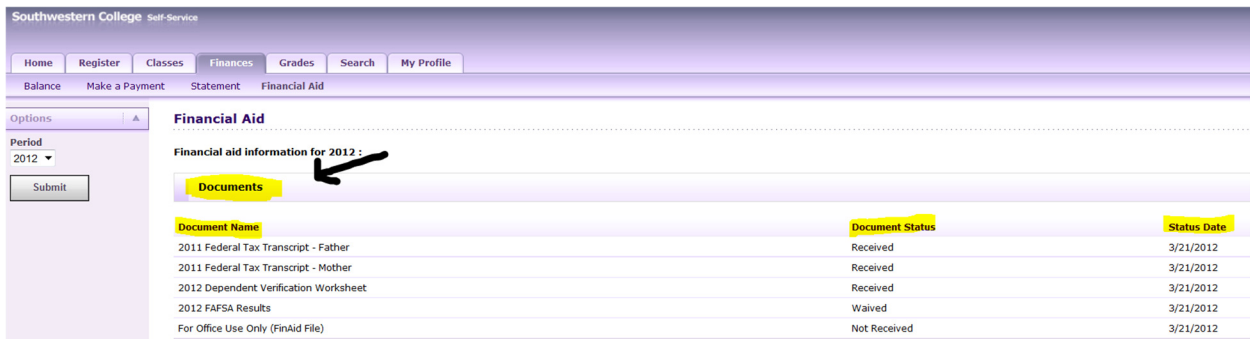
THIRD: Select the Financial Aid option on the Finances menu.



FOURTH: Select the academic year you would like to view.



FIFTH: Monitor your financial aid file documents.



This section tells you what documents we have and what documents we still need.

## SIXTH: View the budget we use to package your financial aid.

Packaging	
Student Budget	
Category	Amount
Other	\$6,240.00
Books and Supplies	\$1,000.00
Room and Board	\$6,056.00
Tuition Fees	\$22,606.00
<b>Total Budget</b>	<b>\$35,902.00</b>
Student Financial Aid Package	
Category	Amount
Loans	\$5,000.00
Scholarships/Grants	\$15,000.00
<b>Total Financial Aid Package Awarded</b>	<b>\$20,000.00</b>
Student Need	
<b>Total Student Budget</b>	<b>\$35,902.00</b>
<b>Primary Expected Family Contribution (EFC)</b>	<b>\$0.00</b>
<b>Total Student Need</b>	<b>\$0.00</b>
<b>Total Financial Aid Awarded</b>	<b>\$20,000.00</b>
<b>Total Remaining Unmet Need</b>	<b>\$0.00</b>

We are federally required to calculate an *estimated* budget for every student who attends Southwestern. **THIS IS NOT YOUR BILL.** In this section, you can see the numbers that we are using. The Student Budget lists annual costs for tuition, room, board, books, and “other” expenses – things like gas to get back and forth to school and trips to the store for toothpaste, clothing and soap. These are costs that you will most likely experience, but that will never appear on your Southwestern will bill.

Secondly, the screen categorizes your financial aid into 1) how much is provided in the form of scholarships and grants (things you do not have to repay), and 2) how much is provided in the form of loans (money you do have to eventually repay).

Finally, the screen gives you a picture of how well Southwestern College fulfills your overall financial need considering ALL college expenses. This section utilizes the Expected Family Contribution (EFC) from your FAFSA to do this calculation. Again, **THIS IS NOT YOUR BILL.** The Total Remaining Unmet Need at the bottom of this section is for consumer information purposes only. For further information regarding the terminology in this section and about how federal financial need is determined, see your Financial Aid Responsibilities: [www.sckans.edu/file/1860](http://www.sckans.edu/file/1860)

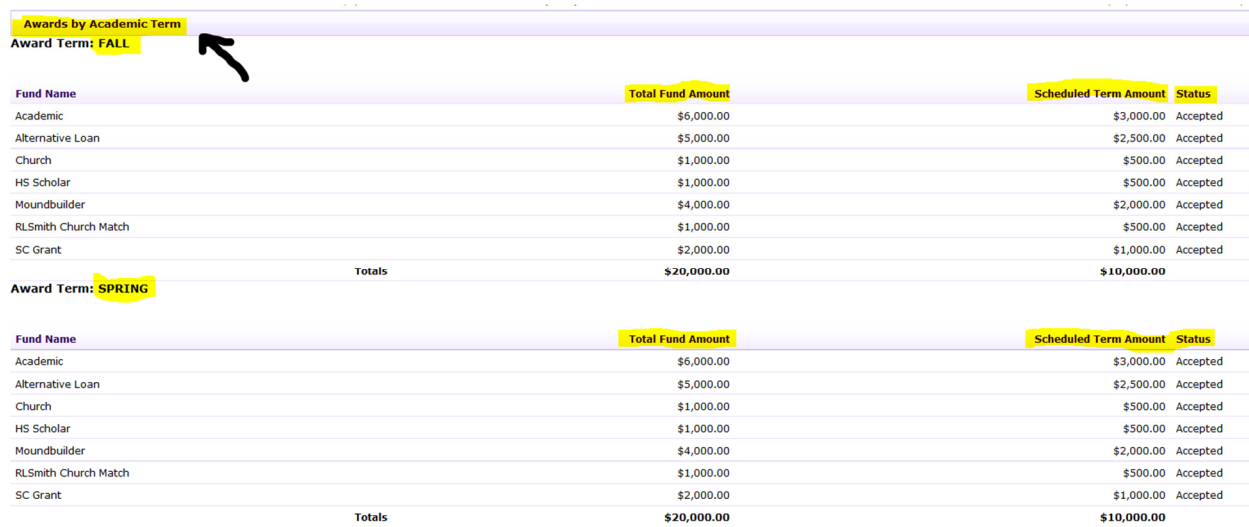
## SEVENTH: View information about the loans on your financial aid award.

Loans									
Loan Identifier	Interest Rate	Loan Requested	Lender Name	Status	Application Received	Signature Date	Lender Approved Date	Period Begin Date	Period End Date
00194000111136070001	0.00 %	\$5,000.00	Sallie Mae Education Trust (USAF)	N				8/13/2012	5/5/2013

This section gives you two important pieces of information about your student loans: 1) The loan identification number which is used when communicating with companies who are servicing your loans, and 2) the payment periods for which your loans are covering. Use this information to connect your loans to the information on the National Student Loan Data System (NSLDS) [www.nslds.ed.gov](http://www.nslds.ed.gov)

# HOW TO READ YOUR SOUTHWESTERN COLLEGE SELF SERVICE ACCOUNT

## EIGHTH: View your financial aid award.



Awards by Academic Term			
Award Term: <b>FALL</b>			
Fund Name	Total Fund Amount	Scheduled Term Amount	Status
Academic	\$6,000.00	\$3,000.00	Accepted
Alternative Loan	\$5,000.00	\$2,500.00	Accepted
Church	\$1,000.00	\$500.00	Accepted
HS Scholar	\$1,000.00	\$500.00	Accepted
Moundbuilder	\$4,000.00	\$2,000.00	Accepted
RLSmith Church Match	\$1,000.00	\$500.00	Accepted
SC Grant	\$2,000.00	\$1,000.00	Accepted
<b>Totals</b>	<b>\$20,000.00</b>	<b>\$10,000.00</b>	

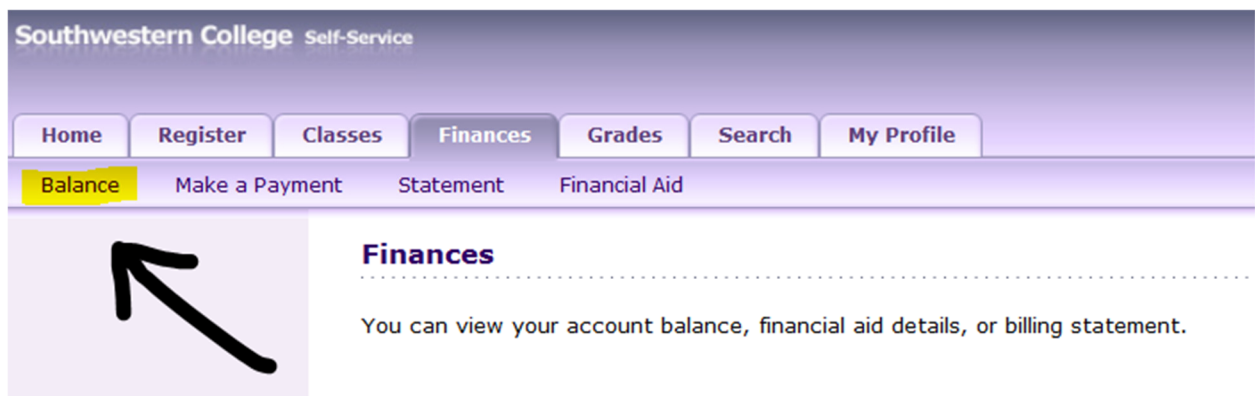
Award Term: <b>SPRING</b>			
Fund Name	Total Fund Amount	Scheduled Term Amount	Status
Academic	\$6,000.00	\$3,000.00	Accepted
Alternative Loan	\$5,000.00	\$2,500.00	Accepted
Church	\$1,000.00	\$500.00	Accepted
HS Scholar	\$1,000.00	\$500.00	Accepted
Moundbuilder	\$4,000.00	\$2,000.00	Accepted
RLSmith Church Match	\$1,000.00	\$500.00	Accepted
SC Grant	\$2,000.00	\$1,000.00	Accepted
<b>Totals</b>	<b>\$20,000.00</b>	<b>\$10,000.00</b>	

This section is your “real-time” picture of your financial aid award as it is created. It lists your financial aid by total for the year (Total Fund Amount) and by the amount that will be applied to each semester (Scheduled Term Amount).

## WHERE CAN I EXAMINE MY BILL?

In addition to watching your financial aid take shape on the financial aid screens, you can also watch as it is applied to your account.

### FIRST: Select the Balance menu option on the Finances home page.



Southwestern College Self-Service

Home Register Classes **Finances** Grades Search My Profile

**Balance** Make a Payment Statement Financial Aid

**Finances**

You can view your account balance, financial aid details, or billing statement.

This section is where you can find a “real-time” view of your student account. This is different from the Statement menu option – which is a “snapshot” of your account on the first of each month.

# HOW TO READ YOUR SOUTHWESTERN COLLEGE SELF SERVICE ACCOUNT

**SECOND:** Select the semester you would like to view and change the view from a summary (the default) to Detail by Charges/Credits.

Southwestern College Self-Service

Home Register Classes **Finances** Grades Search My Profile

Balance Make a Payment Statement Financial Aid

Options

Period  
2012/Spring

View  
 Detail by Charges/Credits  
 Detail by Summary Type  
 Balance Summary

Change

Make a Payment

**Balance**

Here is a summary of your account balance for the selected **Period**.

2012/Spring

**Summary Type**

Tuition

Financial Aid

Cash Receipt

**THIRD:** Examine your accounts charges, credits and any anticipated financial aid.

Southwestern College Self-Service

Home Register Classes **Finances** Grades Search My Profile

Balance Make a Payment Statement Financial Aid

Options

Period  
2012/Spring

View  
 Detail by Charges/Credits  
 Detail by Summary Type  
 Balance Summary

Change

Make a Payment

**Balance**

Here is your Account History for the selected **Period**.

2012/Spring

**Charges**

Date	Period	Type
2/13/2012		Char
1/2/2012		Char

**Credits**

Date	Period	Type	Description	D
1/17/2012	2012/Spring	Financial Aid		
12/10/2011	2012/Spring/	Cash Receipt		1,

**Anticipated Financial Aid**

No Financial Anticipated Aid records exist for the selected period.

**Don't see any anticipated financial aid?** The student account office begins requesting anticipated financial aid from the office of financial aid approximately one month prior to the beginning of each semester. No anticipated aid at this time may mean you still have something to do to get your financial aid ready. Go back to the financial aid tab and review your documents or email us: [finaid@sckans.edu](mailto:finaid@sckans.edu).

**Don't see book charges?** These appear after you order your books using the book voucher. Please allow 3-5 business days for the charges to appear on your account.