



HOW TO USE NCC STUDENT INFORMATION SYSTEM (SIS) FOR FINANCIAL AID

- Please refer to **SECTION I** to accept/decline loans.
- Please refer to **SECTION II** to set up direct deposit.
- Please refer to **SECTION III** to check requirements.

SECTION I ACCEPT/DECLINE LOANS

- 1. Log into the Student Information System (SIS) Account:**
- 2. Select the FINANCIAL AID tab and Select Aid Offer (There will be a drop-down menu)**
 - a. Select Aid Offer for Aid Year
 - b. Select NCC campus
 - c. CONTINUE
 - d. Select Current Aid Year
 - e. SUBMIT
- 3. This brings you to the General Information page:**

Select **EACH TAB** at the top of this page in the order it appears before going to the next tab. You will not be able to Accept Award Offer until you go through each tab.

- a. Aid Offer Overview Tab
 - b. Resources/Additional Information Tab (4 questions) The Loan Acknowledgment must be confirmed even if you are not taking loans.
 - c. Submit Information
 - d. Terms and Conditions (These must be accepted)
 - e. Accept Aid Offer (There will be a drop down to accept or decline the loans.)
 - f. Submit Decision (You will then be able to see what you have accepted for the aid year.)
- 4. Accept Award Offer:**
 - a. ACCEPT or DECLINE loans
 - b. If accepting loans, you may accept ALL or a PORTION of the offered amount. NOTE: The amount you accept will automatically be split EVENLY between ALL semesters.
 - c. If you need different amounts for each semester, you will need to request the change with a financial aid representative.
If you are accepting loans, you will need to complete Loan Entrance Counseling for Undergraduate and Master Promissory Note at <https://studentaid.gov/>. You will need your FSA ID that you used for your FAFSA to log in. If you do not complete these requirements, your loans will not disburse each semester you accepted them.

- d. If your financial aid does not cover your tuition, you will need to contact the **Business Office** at (603) 578-8902 or email at nccbursarsoffice@ccsnh.edu to discuss payment options to pay the balance. Please note that grants are prorated and so what is shown may be different than actual based on enrollment.
- e. If you have any excess funds after your financial aid is applied to your tuition, you will want to sign up for Direct Deposit via your SIS, please follow the steps on SECTION II.

SECTION II SET UP DIRECT DEPOSIT

Please contact the **Business Office** at (603) 578-8902 or email at nccbursarsoffice@ccsnh.edu for questions regarding Direct Deposit.

- 1. Log into the Student Information System (SIS) Account.**
- 2. Select Student, Student Account, View and Pay Account.**
3. If you are doing this for the first time, you will need to Select Create Account to set up password and two security questions.
4. This brings you to **Manage Refunds**, where you have to enter email or mobile phone number for your account.
5. You will receive an email or a text with a code you will need to enter to confirm your identity.
6. Select **Refund Method**, this is where you choose the method in which you want to receive your excess funds. Excess funds are usually received in July (Summer semester), October (Fall semester), and February (Spring semester) after the funds are disbursed each semester.

SECTION III CHECK REQUIREMENTS

- 1. Log into the Student Information System (SIS) Account:**
- 2. Select the FINANCIAL AID tab and Select Eligibility (There will be a drop-down menu)**
 - a. Select Aid Offer for Aid Year
 - b. Select NCC campus
 - c. CONTINUE
 - d. Select Current Aid Year
 - e. SUBMIT
- 3. This brings you to the Eligibility page:**

You will see Eligibility Requirements for the current aid year.

There will be 3 tabs (Student Requirements, Holds, and Academic Progress).

- 4. Select Student Requirements:**

You will see the status of each requirement (completed or outstanding) for the aid year and the as of date. When you select the requirement, it will bring you to the website to complete the requirement, or to the form to download the document that is required for you to complete and return to the Financial Aid Office. It may also display actions such as Contact Admissions.



GENERAL FINANCIAL AID INFORMATION

Hours: Monday, Wednesday, and Friday 8am to 4:30pm

Tuesday and Thursday 8 to 6:00pm

Email: Nashua_Financial_Aid@ccsnh.edu

Phone: (603) 578-8903

Web: <https://nashuacc.edu/pay-for-college/financial-aid>

Scholarships: <https://nashuacc.edu/pay-for-college/scholarships-grants>

Room: 156 (Student Services Suite)

- Due to FERPA best practices, **no personal information** can be communicated via a personal email address or chat line.
- Upon acceptance/registration at NCC, students will receive emailed instructions from CCSNH on how to set up Easy Login – once this is generated, all financial aid communications will be via the student email.
- Forms can be downloaded at <http://nashuacc.edu/download-forms-publications>.