Navigating My Financial Aid

After you have logged in to the MySanDiego portal, hover over the Torero Hub tab and select the My Financial Aid link from the drop-down menu. The screen below should appear.

Please be sure you are looking at information for the appropriate academic year.

This is the main My Financial Aid screen. There are three main portlets of information. The first is the Financial Aid Status portlet, which contains links to important information about your financial aid. Below the Financial Aid Status portlet is the Financial Aid Requirements portlet. The Financial Aid Requirements portlet lists any outstanding documents/applications that may be necessary to complete the processing of your financial aid application. Below the Financial Aid Requirements portlet is the Financial Aid Award portlet. The Financial Aid Award portlet displays your Financial Aid Award package for the academic year you selected. The following information will help guide you through the My Financial Aid portion of the portal.
Financial Aid Status Portlet

The **Financial Aid Status** portlet contains links to important information about your financial aid. Each of the links is briefly explained below.

- The **cost of attendance** will give you a breakdown of the anticipated costs of tuition, books, fees, housing etc. based on your reported number of units and residency.
- The **award** will allow you to view your Financial Aid Award and how much aid you will be receiving each term.
- The **messages** will allow you to view any messages the Office of Financial Aid has sent you regarding your award, including important alerts.

*Please see the following pages to view each screen in more detail.*

**IMPORTANT**: Check the status of your Financial Aid portlet frequently. It is important to make sure your financial aid is up-to-date and all forms and applications are turned in on time. If you have any questions, contact the One Stop Student Center.

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**Cost of Attendance**

By clicking the **cost of attendance** link from the Financial Aid Status portlet, you can view the screen below. This screen includes an estimated cost of attendance based on your reported number of units and residency. If you believe there is a discrepancy, please contact the One Stop Student Center.
The Financial Aid Requirements portlet lists the status of each of the requirements for your financial aid. This includes verification documents and/or loan applications, as well as information regarding scholarships.

The status will be indicated by a red flag, yellow triangle, or a green check. Please see the key below for further information.

Financial Aid Requirements Status Key

Red Flag: Outstanding Requirement
This means that something is missing from the information requested or the Office of Financial Aid has not received the requirement.

Yellow Triangle: Received Not Yet Reviewed/Pending
This means that the Office of Financial Aid has received your document and is processing it.

Green Check: Satisfied
This means that your requirement has been reviewed and processed. There is no further action required.
Financial Aid Award Portlet

By clicking the award link from the Financial Aid Status portlet or clicking into the Financial Aid Award portlet, you will reach the main award screen (see example below). From this screen, you are able to access your Award Overview and Accept Award Offer, which is where you accept or decline each award. Each corresponding tab has been circled below.

Financial Aid Award Overview

The Award Overview tab allows you to view your Financial Aid Award. The Financial Aid Award lists the types of financial aid offered to you. This screen, as seen below, includes your financial aid need calculation, the housing status you listed on the FAFSA, your Cost of Attendance and your Financial Aid Award. Each award is listed by semester and shows the current status. To accept or decline your award, you will need to go to the Accept Award Offer tab.
Accept Award Offer

The **Accept Award Offer** screen, as seen below, allows you to accept or decline each award you have been offered. For any awards that have not been previously accepted or declined, there will be a pull down menu on the right side of the award allowing you to select the appropriate action.

To reinstate a previously declined award or loan, please contact the One Stop Student Center.

### Award Package

Notice of Disbursement and Right to Cancel a Federal Stafford, Perkins, or PLUS loan

Federal student and parent loan funds may begin crediting to student accounts up to 10 days prior to the start of the semester if all processes are complete. If your loan is not disbursed prior to the start of the semester, funds are received and credited on Tuesdays and Thursdays thereafter. Specific loan disbursement amounts and dates of credit to your student account may be viewed via your USD Student Account. To access your student account, click on the 'One Stop Services' tab and then 'View My Account' on the 'My Student Account' channel.

As a student or parent borrower, you have the right to cancel the entire loan or any portion (a specific disbursement) of any Federal Stafford, Perkins or PLUS loan. Requests to cancel a specific loan disbursement may be submitted prior to the date of crediting to your account or within 14 days of notification. To request cancellation of a loan disbursement, please submit the request in writing to the Financial Aid Office via drop off at the One Stop Student Center, located at UC 126 or by fax to 619.450.8585.

#### Options for Accept Award Offers include:
1. Accept the full award amount by selecting Accept Full Amount of All Awards.
2. Choose Decline or Accept for each fund.
3. Accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount field.

#### Award Decision

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<tr>
<th>Fund</th>
<th>Status</th>
<th>Fall</th>
<th>Spring</th>
<th>Total Accept Award</th>
<th>Accept Partial Amount Disclosures</th>
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<td>Federal Work-Study</td>
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#### Accept Full Amount: All Awards

#### Financial Aid Messages

By clicking the messages link from the Financial Aid Status portlet, you will be directed to the Messages screen, as seen below. It is **very important** that you check your financial aid messages frequently. Financial Aid Counselors use this screen to communicate important information to students regarding their financial aid.