5 Simple Steps to Financial Aid

★**STEP 1:** **Student completes a new 2011-2012 Free Application for Federal Student Aid (FAFSA) or a renewal FAFSA on-line at www.fafsa.gov**
- Students must list SBVC on the FAFSA using federal school code # **001272.**
- If you are a new student to SBVC, you must complete an Application for Admission to the college before applying for the FAFSA. Visit the Admissions and Records Office website at http://www.valleycollege.edu/admissions-financial-aid or go in person to AD/SS building, room #100.

★**STEP 2:** **Student provides all required documentation to the SBVC Financial Aid office as soon as possible.**
- Once your FAFSA data has been received by SBVC you will receive a letter indicating which documents to submit to the SBVC Financial Aid Office.
- Documents may be submitted in the Drop Box outside the office door.
- Please make sure that your student name and student ID# is clearly written on each document submitted.

★**STEP 3:** **Student FAFSA file is COMPLETE and the office can now determine the students eligibility based on the information provided.**
- Each student file is reviewed for eligibility and is processed in the order received and completed.
- Students who apply before the priority deadline (March 2nd) will have their files reviewed before later applicants. Every effort will be made to ensure that priority students are awarded prior to the first check disbursement.

★**STEP 4:** **Student is notified of their SBVC Financial Aid status and eligibility.**
- An award letter is sent to each student with details about their eligibility. All Financial Aid correspondence is mailed to the student's address on file in Admissions and Records
- This information can also be checked online using WebAdvisor at www.valleycollege.edu/webadvisor.

★**STEP 5:** **Student registers for classes and SBVC Disburses Financial Aid to eligible students.**
- Students must be registered for the current semester before any financial aid funds will be disbursed.
- Refer to the Disbursement Schedule mailed with your award letter for specific disbursement dates for each semester.

***If you have not completed Steps 1-5 prior to registration, you should submit a Board of Governor's Fee Waiver (BOG-FW) Application which can be found on our forms webpage at:* *www.valleycollege.edu/admissions-financial-aid/financial-aid/online-forms*.**

- The fee waiver, if eligible, helps cover your registration costs.
- Apply for the fee waiver before you register for classes!
- Applications are available online, in the course schedule booklet and in the Financial Aid office.

Other Important Facts about Financial Aid:

★ 2011-2012 FAFSA available after January 1, 2011

★ Avoid being charged a fee to file the **Free** Application for Federal Student Aid (FAFSA)

★ Priority Filing deadline March 2

★ To remain eligible for Financial Aid Students are required to:
- Maintain a minimum cumulative 2.00 GPA
- Complete at least 67 % of all units **attempted**
- Complete a degree or certificate program within 150% of units requirement for the chosen program.

Financial Aid Limited Counter Service:

The Financial Aid Office offers full counter service on Mondays through Wednesdays but only *limited counter service* on Thursdays and Fridays. The services we offer on these days are:

1. **Document drop off** (no scanning)
2. **Workshop sign-up** (must be done in person)
3. **BOG Fee Waiver application processing** (You must be **CURRENTLY** registered in classes and in danger of being dropped for non-payment for a paper BOG application to be processed. For all others, please complete your FAFSA application online at www.fafsa.gov
4. **Forms pickup**
5. **General questions**

NO STATUS CHECKS WILL BE DONE ON LIMITED SERVICE DAYS OR BY PHONE

We apologize for the inconvenience. We are open Mondays through Wednesdays, from 8:00 am to 7:00 pm, to assist you with any service not available on Thursdays and Fridays. If you have any questions, please ask in our office or contact us at (909) 384-4403. Status checks cannot be given over the phone.

HOW TO ACCESS WEBADVISOR

A new online service called WebAdvisor is now available. You can now access the status of your Financial Aid as well as other information online.

Please go to your college website and click the "What is WebAdvisor" link or copy and paste the correct link below into your web browser to be taken directly to WebAdvisor.

San Bernardino Valley College	http://www.valleycollege.edu/webadvisor
Crafton Hills College	http://www.craftonhills.edu/webadvisor

Once on the site, click the link titled "I'm New to WebAdvisor" and follow the directions to set up your account. **Your login will be in the following format**: **firstname.lastname###** (### is the last 3 digits of your student ID number). For example, John Doe with ID 1234567 would have john.doe567 as his login name. **Your initial password will be your 6 digit date of birth (mmddyy)**. For example July 4, 1984 would be 070484. For assistance logging onto WebAdvisor, please call the Help Desk at **(909) 384-4357**.