



Office of Student Financial Aid
Checklist for Arizona - Extended Campus Students

This information is for NAU Arizona Extended Campus Students who have applied for financial aid. We recommend that you print out this page and check off each item as you complete it.

1. <input type="checkbox"/>	<p>Be certain you are admitted to NAU as a <i>degree-seeking undergraduate or graduate student.</i></p> <ul style="list-style-type: none">• Visit www.nau.edu/gradcol/ if you are going to be a graduate student.• Visit www.nau.edu/admissions if you are going to be an undergraduate student
2. <input type="checkbox"/>	<p>Obtain a PIN at www.pin.ed.gov, if you have not already received one from the federal processor. This will allow you to access, complete & electronically sign your FAFSA or Renewal FAFSA; to view the status and results of your processed FAFSA; to make corrections to your Student Aid Report (SAR); to complete Exit Counseling (required if you drop below part-time, withdraw or graduate)</p> <p><i>You should never give your PIN to anyone. Be sure to keep your PIN in a safe place.</i></p>
3. <input type="checkbox"/>	<p>Submit a completed FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov using information from the requested income tax returns (preferably by February 14)</p> <ul style="list-style-type: none">• Students wishing to receive aid for spring 2009 and summer 2009 will need to complete a 2008-2009 FAFSA.• Students who are interested in summer financial aid will also need to complete a 2009 Summer Financial Aid Application which is available on LOUIE at www.nau.edu/louie.• Students interested in financial aid for the fall 2009, spring 2010 and summer 2010 will need to complete a 2009-2010 FAFSA.
4. <input type="checkbox"/>	<p>Obtain access to “LOUIE” (NAU’s <i>Lumberjack Online University Information Environment</i> at www.nau.edu/louie so that you can check your financial aid, award and disbursement status online. You can also use LOUIE to check your current schedule of classes and grade reports, to find class availability when preparing to register and to add or drop classes!</p> <p>IMPORTANT: Ensure that ALL steps on your LOUIE To-Do List are complete to avoid service fee charges.*</p>
5. <input type="checkbox"/>	<p>Obtain and use your NAU e-mail account. This will enable you to receive important notifications from the Office of Student Financial Aid and other NAU offices. If you have questions regarding your NAU account, please contact the Academic Computing Help Desk by emailing StudentComputing@nau.edu or call 1.888.520.7215.</p> <p>If you have a main e-mail account such as yahoo, msn, aol, etc..., that you would rather use, you should ALWAYS forward your NAU e-mails to that account so you do not miss any important messages from our office. We do NOT send junk mail. To forward e-mails, go to: http://www.nau.edu/its/emailmanager/. Click on manage email account. Log in then click “Set Forward on Email”.</p>

<p>6. <input type="checkbox"/></p>	<p>Once your file is complete it will go through a verification process. You may be required to submit further documentation before your financial aid can be awarded. Check your To-Do List on LOUIE to make sure your file is complete and verified to avoid delays in getting your financial aid funds and service fee charges.*</p> <p>NAU also participates in the federal Quality Assurance Program which helps us improve financial aid services and processes. If chosen as a participant, you will be required to provide additional documentation for verification purposes after the disbursement of awards.</p>
<p>7. <input type="checkbox"/></p>	<p>Complete Loan Entrance Counseling at www.dl.ed.gov if you are a first-time loan borrower to NAU. If you would like a copy of the “Entrance Counseling Guide for Borrowers” to retain for your records, please contact our office and we will mail you one.</p>
<p>8. <input type="checkbox"/></p>	<p>Sign Electronic Master Promissory Note. If you have never signed an Electronic Master Promissory Note (EMPN) before and you wish to accept a student loan, you will need to visit www.dlenote.ed.gov and, using your Federal PIN, sign your EMPN.</p>
<p>9. <input type="checkbox"/></p>	<p>Complete your Certification Statement. Log on to LOUIE at www.nau.edu/louie and see your To Do List.</p>
<p>10. <input type="checkbox"/></p>	<p>Register for <u>all</u> of the hours you indicated on the FAFSA (hours for which you are funded). You can view how many hours for which you are funded by logging on to your LOUIE account, selecting Financial Aid And scrolling down to Term Summary for Aid Year. Your funded hours will be under FA Load.</p> <ul style="list-style-type: none"> • Graduate student – 5 hours = part time, 9 hours = full time • Undergraduate students – 6 hours = part time, 12 hours = full time <p>IMPORTANT! If you indicated on your FAFSA that you will be full-time then you either must register as a full-time student or contact our office at Financial.Aid@nau.edu or 1.800.426.8315 x4951 or (Phoenix – 602.728.9506, Tucson – 520.879.7910, Yuma – 928.317.6437) to have your class load and financial aid adjusted accordingly to avoid delays in getting your financial aid funds and service fee charges.*</p> <p>Reminder: The summer semester does NOT have an automatic Tuition Payment Plan. If you do not have enough financial aid to cover your summer tuition, your classes will be dropped for non-payment. Visit www.nau.edu/louie to see your charges.</p>
<p>11. <input type="checkbox"/></p>	<p>Sign up for Direct Deposit on LOUIE. Got to the LOUIE Student Center. Click on Finances. Click on Direct Deposit. You will need your savings or checking account number and the routing number for your United States bank or credit union.</p> <p>If you do not have a direct deposit account, your financial aid refund will be mailed in the form of a check to your ‘Refund’ address (on LOUIE). Checks are not available for in-person pick up.</p>
<p>12. <input type="checkbox"/></p>	<p>If you have been awarded financial aid or a scholarship, check your LOUIE account to ensure your aid will cover your tuition and fees.</p>
<p>13. <input type="checkbox"/></p>	<p>Be prepared to pay your fees by the due date listed on your bill. If your ‘awarded financial aid’ will not cover all of your fees, you MUST pay the difference by the due date. Visit: http://home.nau.edu/bursar/ddpm.asp for tuition due dates and payment methods to avoid service fee charges.*</p>
<p>14. <input type="checkbox"/></p>	<p>Keep your ‘Refund’ and ‘Preferred’ addresses current via LOUIE.</p>

***Delays or incompleteness of critical tasks will cause your aid to not disburse. Additionally, you may incur late fees and/or be placed on the Tuition Payment Plan and charged a non-refundable service fee of \$100.**