

The pages below include visual content to assist you in completing your online requirements for Financial Aid.

Please **READ CAREFULLY** to avoid mistakes.

Go to my.connorsstate.edu and log on using your **Connors C-Key** login information.

Select the ‘Self-Service’ icon (see below).



You should see the below screen after doing so. Select ‘Financial Aid.’

The screenshot shows a web interface with a top navigation bar containing four buttons: "PERSONAL INFORMATION", "STUDENT", "FINANCIAL AID", and "PROXY ACCESS". Below this is a "Main Menu" section with a horizontal orange line. The menu items are: "Personal Information" (with a sub-description), "Student" (with a sub-description), "Financial Aid" (circled in red in the original image, with a sub-description), and "Proxy Access" (with a sub-description).

PERSONAL INFORMATION STUDENT FINANCIAL AID PROXY ACCESS

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student
Apply for Admission, Register, View your academic records.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

Proxy Access
Create and maintain access for others to your information with Proxy Access.

Select 'Award.'

PERSONAL INFORMATION

STUDENT

FINANCIAL AID

PROXY ACCESS

Financial Aid

[Upload Financial Aid Documents](#)

[Financial Aid Status](#)

View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

[Eligibility](#)

Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

[Award](#)

View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

[E-Mail University Financial Aid Office](#)

[Federal Shopping Sheet](#)

Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.

[Cost of Attendance](#)

Select 'Award for Aid Year.'

PERSONAL INFORMATION

STUDENT

FINANCIAL AID

PROXY ACCESS

Award

[Award for Aid Year](#)

[Award Payment Schedule](#)

Click on the drop-down menu.

PERSONAL INFORMATION

STUDENT

FINANCIAL AID

PROXY ACCESS

Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year

Submit

Select '2021 – 2022 Award Year' and click 'Submit.'



myConnors - Self Service

PERSONAL INFORMATION

STUDENT

FINANCIAL AID

Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year **2021 - 2022**

Submit

Select the 'Terms and Conditions' tab **first.**

GENERAL INFORMATION

AWARD OVERVIEW

RESOURCES/ADDITIONAL INFORMATION

TERMS AND CONDITIONS

ACCEPT AWARD OFFER

IMPORTANT INFORMATION - Read Carefully

All awards are based on full-time enrollment status. If not enrolled full-time at the time of disbursement, your awards will be decreased. Your disbursement will be based on your actual hours of enrollment as well as your actual housing arrangements at the end of the second week of the term. If you do not begin attendance in all courses for which you are enrolled, or fail to receive a passing grade in all courses you may be required to repay all or a portion of the federal student aid/loans you receive. Awards are also subject to change based on final congressional funding appropriations.

Due to systematic changes the summer terms are not taken into consideration when awarding student loans and therefore no loan funds were set aside for the summer term. Be aware that you may not have any summer loan eligibility if you plan on taking summer courses.

You will also want to view the RESOURCES/ADDITIONAL INFORMATION tab to view and/or include any outside resources you may be receiving, you can also authorize CSC to apply your financial aid to charges on your account from this tab.

NOTE: Any outside resources received by a student must be included and may cause their financial aid package to be recalculated.

To receive student loans, undergraduates must be enrolled in at least 6 hours. Students must be degree seeking to be eligible for any federal student aid. Students must also meet the minimum Satisfactory Academic Progress Standards. CSC's [Satisfactory Academic Progress Policy](#) can be found on our website.

Due to federal regulation all first time loan borrowers will experience a 30 day delay in disbursement of loans during their first semester of borrowing. Also any student who is attending one semester only, during an academic year will receive their loans in two disbursements, one at the beginning of the semester and one mid semester.



Click on each tab displayed on this page to view your financial aid award details for this aid year. If you have questions regarding your award, please contact the Financial Aid Office.

Your screen will look like the snapshot below.

There will be an “Accept” button at the bottom of the page.

Please ensure you select “Accept” if you wish to receive financial aid at CSC.



Terms and Conditions

You must agree to the terms and conditions of your award before your aid can be disbursed to your account.


Once you have read and accepted the Terms and Conditions, you may view your award on the Accept Award Offer Tab after you receive an award notification. I certify that I have read and understand all the information contained on the General Information, Award Overview tabs above. I will comply with all requests for additional information and/or documents in a timely manner. I will also familiarize myself with all policies listed on the CSC Financial Aid website i.e. Return of Title IV Policy, Satisfactory Academic Progress (SAP) Policy etc... All awards are based on full-time enrollment status. If not full-time at the time of disbursement, your awards will be decreased. Your disbursement will be based on your actual hours of enrollment as well as your actual housing arrangements at the end of the add/drop period (typically 2 weeks into the semester). If you do not begin attendance in all courses for which you are enrolled, or fail to receive a passing grade in all courses you may be required to repay all or a portion of the federal student aid/loans you receive. Awards are also subject to change based on final congressional funding appropriations. To receive student loans, undergraduates must be enrolled in at least 6 hours. Students must be degree seeking to be eligible for any federal student aid. Students are required to meet satisfactory academic progress and must not owe a federal grant repayment or be in default on a federal student loan to be eligible for federal student aid. CSC's Satisfactory Academic Progress Policy can be found on our website. Disbursements to students CSC accounts will be within the first 30 days of the semester for those students who have completed all requirements.

Disbursement Information


Disbursement of financial aid funds cannot be processed until after the add/drop period has ended each semester. This is typically the end of the 2nd or 3rd week of class. Financial aid disbursements can only be made for courses for which you are currently attending. This means if you are registered for a 2nd 8 week course funds for that course cannot be disbursed to your account until that course begins. Example: registered for 12 credit hours 9 hours of courses are 16 week courses, 3 hours of courses are 2nd 8 week courses. This means that IF you are fully Pell eligible you would receive funding for 3 courses on the first disbursement (provided you have completed all necessary requirements) and funding for the one course once it begins. Loans if requested for a single semester will be disbursed into 2 separate disbursements.

Next, select the 'Resources/Additional Information' tab.

GENERAL INFORMATION AWARD OVERVIEW **RESOURCES/ADDITIONAL INFORMATION** TERMS AND CONDITIONS ACCEPT AWARD OFFER

 No outside resource information is available for you at this time, please contact your financial aid office if you have questions.

Additional Information

 Please answer the questions displayed below. Also, if you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below. Once all answers and additional resource information are entered, please press Submit to send this information to the Financial Aid Office.

TITLE IV AUTHORIZATION


By answering **YES** to the Title IV authorization you give CSC permission to use your financial aid to pay **all** of the charges on your student account. If you say **NO**, only your tuition, fees, room and board will be paid. All other charges, such as textbooks, parking fees, ID cards, etc, will **not** be paid by your financial aid and **you** will be responsible for paying those charges **from your own funds**. Title IV funds include PELL, SEOG, and Federal Direct Student Loans.

None ▾

PRIOR YEAR CHARGES

By answering **YES** to the Prior Year Charges, you give CSC permission to use your financial aid to pay up to \$200 of prior-year incidental charges on your account. If you answer **NO** those charges will not be paid and you will be responsible for paying those charges. If at the end of the aid year, your financial aid was not enough to cover all of your charges, you will be responsible for those charges. However, if the remaining balance is less than \$200 by selecting **YES you allow our office to pay for those charges in the next aid year**.

None ▾

 If you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below and pressing Submit.

Resource Description	Term	Amount	Comments
50 character maximum <input type="text"/>	Fall 2019 ▾	<input type="text"/>	2000 character maximum <input type="text"/>
<input type="text"/>	Fall 2019 ▾	<input type="text"/>	<input type="text"/>
<input type="text"/>	Fall 2019 ▾	<input type="text"/>	<input type="text"/>

Submit Information

Your screen will look like the snapshot below.

Select your Decisions for each permission statement AND click 'Submit Information' button.

****Then 'Submit Information' button will be at the very bottom of the page. You may have to scroll.**

Information in the 'Resource Description' boxes is not required.**

- GENERAL INFORMATION
- AWARD OVERVIEW
- RESOURCES/ADDITIONAL INFORMATION**
- TERMS AND CONDITIONS
- ACCEPT AWARD OFFER

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<input type="text"/>	Fall 2019 ▾	<input type="text"/>	<input type="text"/>

Submit Information

Congratulations! You've completed your online requirements and your screen should look like the snapshot below.

GENERAL INFORMATION | Award Overview | Resources/Additional Information | Terms and Conditions | Accept Award Offer

 No award information is available for you at this time, please contact your financial aid office if you have questions.

[Select Another Aid Year](#)

Please contact the Financial Aid Office for further questions/concerns! Thank you 😊

Warner Campus: 918.463.6310

Muskogee Port Campus: 918.684.5414

Email: cscfinaid@connorsstate.edu