

**MONTGOMERY COMMUNITY COLLEGE**  
**FINANCIAL AID STUDENT TO-DO LIST**

SUMMER 2022

**#1- Set up Self Service account at [Montgomery.edu/self-service](https://www.montgomery.edu/self-service)**

**#2- Register for classes: REGISTER NOW!**

**#3- Pay for your classes:**

- Verify your financial aid file is complete with MCC and able to cover the costs of your tuition/fees/books/supplies. View this information on Self Service.

- **Log In at <https://ss-prod.cloud.montgomery.edu/Student/>**

**Under Financial Aid Tab at the Right:**

To view official financial offer award letter: At the top, under Financial Aid (underlined) choose Award Letter. (Select a year) You can also view My Awards. This amount could vary during the semester depending on enrollment, major, if class has begun, etc.

- The Financial Aid office will post your financial offer directly to your account. This allows you to charge your tuition, fees and books (up to the amount of your semester grant) to that account upon registering for each semester. **Don't forget:** Your financial offer is pro-rated on the amount of hours you are registered for, date class begins, and if you are in a clock hour program (BLET, LPN, Dental Asst, Taxidermy, Health Sciences). **Monitor aid on the STUDENT FINANCE portion of self service.**

**#4- Buy Books using our MCC Online Virtual Bookstore:**

- Go to [www.montgomery.edu](http://www.montgomery.edu), under MCC TECH Trail choose bookstore. Use your Student ID (all numerical) and Voucher ID (located in your MCC email from BNC Services) to access your financial aid offer for payment.
- **May 6, 2022** is the first date you are able to purchase books using your financial aid. The last date you are able to purchase books using aid is **Friday, May 27, 2022.**

**\*\*You are responsible for any charges that exceed the amount of aid awarded by financial aid. \*\***

**#5- Avoid overpayments!**

- For never-attend and/or canceled class(es) follow the college's official withdrawal policy. Failure to do so may result in over paid financial awards & tuition/fee charges.
- Failure to actively attend/participate in a course will result in aid being adjusted to possibly non-payment for those courses. Details below.
- Failure to complete the term may result in a financial aid overpayment. Contact the financial aid office to discuss any withdrawal or failure to attend class issues.

**#6- Check disbursements:**

- Any remaining credit balance after subtraction for tuition, fees, and books will be paid directly to the student **Friday, June 17th -CHECKS WILL BE MAILED**
- ENSURE YOUR ADDRESS IS CORRECT ON YOUR SELF SERVICE PORTAL PROFILE.
- Monitor the FINANCE portion (Choose semester/bubbles) of self service for updates to your aid.

**NOTICE TO ALL STUDENTS**

It is the student's responsibility to register only for classes needed in their primary program of study. FINANCIAL AID DOES NOT PAY FOR COURSES OUTSIDE THE PRIMARY MAJOR. Visit <https://www.montgomery.edu/financial-aid> for complete financial aid details. After the drop/add period all course schedules will be verified. The tuition for non-eligible repeated classes, or classes not needed for graduation, will become the responsibility of the student. **For a course to be eligible for financial aid, students must register for the course prior to the start of the regular semester, regardless of the start date of the course. Student accounts will be frozen 10 days after the first applicable census date for the amount of hours they are enrolled in, are attending, and are actively participating in. The student's aid will be adjusted to the amount of current enrollment at this point. (May 30, 2022)** If a student has registered for a mini-mester late start course they will be paid for it after attendance has been verified the following month, if applicable.

\*\*Monitor your school email and Self Service Portal daily for important updates and information.\*\*

**By accepting the MCC Award Letter, I hereby certify that I have read and understand the following statements:**

### **Conditions of Financial Aid Award**

1. I am responsible for reading and understanding the MCC Financial Aid Handbook/Procedures, including the *Satisfactory Academic Progress Policy* available online at <http://www.montgomery.edu/financial-aid#fa-handbook> or in our office.
2. I understand my award is conditional upon my enrollment in an eligible degree, diploma or certificate program at Montgomery Community College. I must inform the Financial Aid Office of any changes in my enrollment status.
3. I understand I must submit all required transcripts (High School, GED, College, etc) to Admissions and have them evaluated in order to be eligible for financial assistance. At any point I attend another school, I will submit an updated official transcript. A new admissions application is needed if a student has missed two consecutive semesters of attendance (other than summer). If this occurs, please update your application on our website at <https://www.montgomery.edu/apply>
4. I understand my award is contingent on adequate funds being made available to MCC from supporting agencies, including Federal, State, Institutional, VA, 3<sup>rd</sup> Party, etc. A reduction in the College's financial aid resources may result in an adjustment to your award. \*\*In the event charges are not paid by the original funding source it is the students sole responsibility to insure those charges are paid immediately. \*\*\*If for any reason you cannot be certified through VA you are responsible for paying all charges at that time, or be purged from the system. I am expected to notify the Financial Aid Office of any additional resources which become available to me from other sources, including loans, scholarships, grants, and educational benefits.
5. Students cannot receive funding from more than one college for the same period of time.
6. I am expected to notify the Financial Aid Office of any change in my family's financial status or of any change in my place of residence (including change in phone number or email address).
7. **To remain eligible to receive aid, I must maintain satisfactory academic progress in my course work as outlined in the MCC Financial Assistance Handbook. I understand that excessive withdrawals may adversely affect my satisfactory academic policy and my ability to receive financial aid funding.**
8. I understand if I register for classes and decide not to attend MCC, it is my responsibility to inform the Office of Financial Aid and Veterans Affairs and to officially drop or withdraw within published timeframes. If I fail to do so, the classes and respective charges may remain on my student record and be billed to my account.
9. I am responsible for payment of any developmental course hours in excess of 30 credit hours. Please note: Even if one module of a remedial shell is passed but the complete shell is failed the student will be charged for a total shell once you register for it again.
10. I am responsible for paying my tuition, fees, bookstore, and other outstanding charges if I am placed on Financial Aid Suspension or if charges exceed the amount of aid awarded by financial aid or I do not continue enrollment through the fa census date on all courses.
11. If my award includes a scholarship, loan or grant I hereby authorize MCC to release information that the sponsoring agency may request.
12. I understand students may not receive Pell Grant to repeat courses with the grade of incomplete, independent study, for auditing a course or credit by exam.
13. I understand the funds awarded to me are to be used solely for expenses related to attendance at MCC.
14. I understand all awards, except Federal Work-Study, are disbursed on a semester basis. Federal Work-Study salaries are paid on the 15th day of every month for the previous month's work.
15. I understand all students receiving Title IV Federal Financial Aid will be subject to the Federal Return of Funds Policy. This policy affects financial aid students who completely withdraw, or who are unofficially dropped from all courses on or before the sixty percent point of the term. If aid is disbursed on your behalf and you completely withdraw or are unofficially dropped from all courses at MCC, **You may be required to return certain financial aid funds.** For further clarification, please consult the *Return of Funds Policy* stated in the Montgomery Community College Financial Assistance Handbook on the website.
16. I understand there is a federal regulation requiring different payment procedures for students enrolled in the following clock-hour programs: Taxidermy, Dental Assisting, Practical Nursing, BLET, Health Science: Phlebotomy. Payments will be made on the cumulative total clock hour conversion for the semester, rounded down. **Please note: This conversion reduces the amount of aid you receive.**
17. I understand I can receive Title IV for a previously passed course only once. Aid will be paid repeatedly when the student fails to earn a passing grade. However, repeating a course counts as another attempt, which could negatively affect a student's SAP.
18. I understand certain drug convictions may affect your eligibility for Title IV Federal Financial Aid. Call 1-202-377-3889 for information.
19. I understand a student is only allowed to receive financial aid for 12 full time semesters. (600% Lifetime Eligibility Usage.)
20. **For a course to be eligible for financial aid, students must register for the course prior to the start of the regular semester, regardless of the start date of the course.** Student accounts will be frozen 10 days(summer)15 days(fall/spring) after the first applicable census date for the amount of hours they are enrolled in, attending, and actively participating in. The student's aid will be adjusted to the amount of current enrollment at this point. If a student has registered for a mini-mester course they will be paid for it after attendance has been verified the following month. **Students who fail to complete the term may be subject to an overpayment.**

I hereby voluntarily authorize Montgomery Community College to credit my Pell award, other Federal Aid, State or Institutional Financial Aid funds to my student account to pay for current educational expenses such as tuition, fees, books, & supplies. I also authorize Montgomery Community College to hold any credit balance on my account until the College has verified my attendance, in order to make any adjustments necessary to obtain a correct and true credit balance owed to me. I understand this authorization allows me to charge to my student account, the purchase of textbooks, school supplies, and other miscellaneous items, at the MCC bookstore. I understand I am not required to make these or any other purchases at the College Bookstore, but I elect to make this authorization as a matter of convenience to myself. I further understand the cost of these purchases will be deducted from the amount of the Student Aid funds which have been credited to my account as a result of this authorization. In the event any purchase made by me exceeds the amount of funds available in my student account, those purchases become a personal liability to me. I also understand any tuition or bookstore charges become my personal liability if I become ineligible for financial aid or my award is reduced below the amount I have charged. I understand that any exception to this policy may be made to MCC in writing.



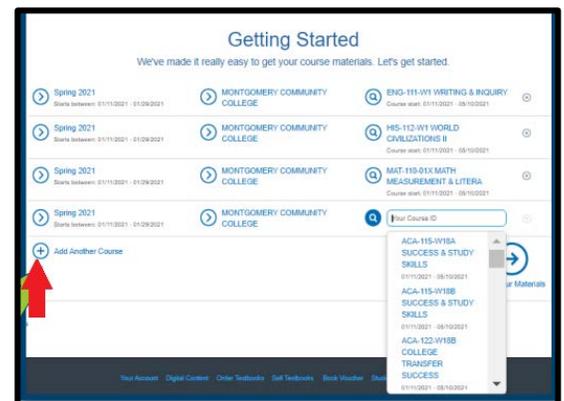
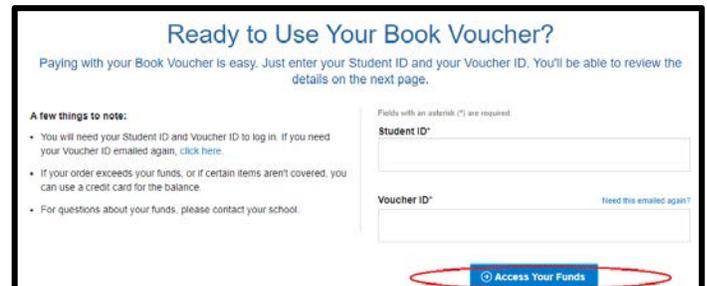
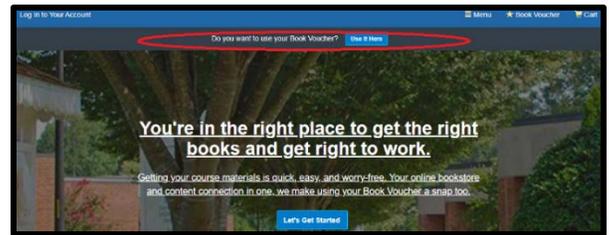
# How to Order Textbooks

## Using a book voucher through Financial Aid

If you qualify for a textbook voucher through financial aid and the funds are available, an email will be sent to your MCC student email with your Voucher ID. Please note, this email will also include a voucher expiration date. Funds will not be available beyond this date.

To order your textbooks using a book voucher, please follow the steps below:

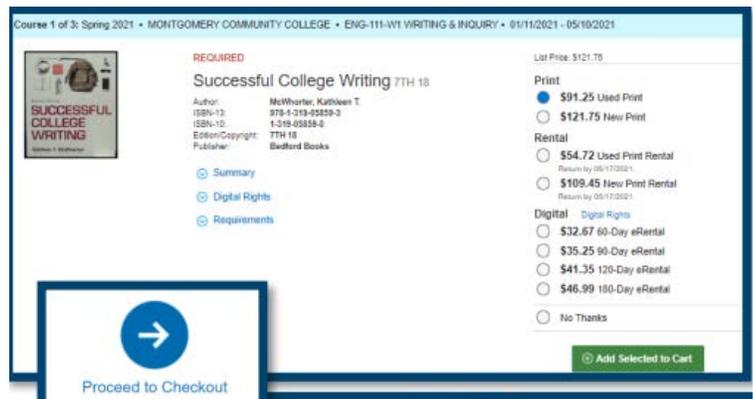
1. Do not purchase textbooks until you have received your book voucher email.
2. Once you have your Voucher ID, go to the MCC website at [www.montgomery.edu](http://www.montgomery.edu) and select TechTrail in the top right corner.
3. Click on the Bookstore link to access the virtual bookstore website.
4. Select the blue “Use it Here” button to apply your book voucher (pictured above).
5. In the Student ID field, enter your **full 7-digit MCC student ID number** including any zeros (i.e. 0259897).
6. Next, enter the Voucher ID from your email.
7. Click the blue “Access your Funds” button (pictured right).
8. The next screen will display the funds that are available to you through your book voucher. Please note that any purchases (including shipping) that exceed this amount are your responsibility.
9. Click “Get your Course Materials”.
10. Choose the upcoming semester and confirm that the school is set as Montgomery Community College. Then enter the course ID (found on your schedule) or scroll to locate your course. Make sure that you are also selecting the correct semester (i.e. 01, W1, etc.).
11. To enter additional courses, click the “Add Another Course” button (pictured right). Each additional course should be listed under the correct semester and school before proceeding to the next page.
12. Once you have entered all of your courses, select “View Your Materials” to see a list of textbooks and other required materials.





# How to Order Textbooks

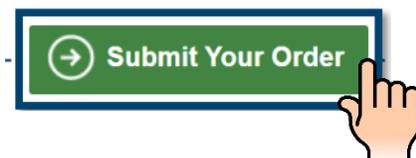
13. Each item will include the option to purchase or, in some cases, rent. If your book is eligible for rental and you select that option, please keep in mind that you will be responsible for shipping it back to the virtual bookstore (not MCC) within 7 days of the last day of class or you will be charged. (*To learn more about the BNC Rental Agreement, please refer to their [FAQ](#) at [bnctextbookrental.com/faq.aspx](http://bnctextbookrental.com/faq.aspx)*)



14. Click “Add Selected to Cart” for each item you would like to purchase.
15. Once all textbooks and materials have been added to your cart, select the blue “Proceed to Checkout” button (pictured above).
16. Review your cart and make any changes before selecting the “Check Out Now” button. Then enter all required information.

**Please note: Although you are using a book voucher, you will still be asked to enter your personal credit/debit card information if you choose to rent a textbook and/or your order exceeds the amount of your financial aid allotment.**

17. Proceed to “Select Your Shipping Method” and choose from the list of available options. Then click “Select Payment Options”.
18. Review your order carefully and create a password to access your digital content, rental returns and order information for your account. (Note: This password is separate from your other MCC accounts.)
19. Select the green “Submit Your Order” button to complete your purchase.
20. You will receive an order confirmation via email once the order has been received.



**For additional questions about virtual bookstore orders, shipping or returns, please contact BNC’s 24 Hour Customer Service line at (800) 325-3252.**



## How do I reset my MCC password?

Your MCC password will expire every 90 days (or sooner if you need to re-sync all of your MCC accounts). You will need your MCC username in order to reset your password. If you do not know your username, please follow the instructions on the reverse side of this page.

Once you are ready to reset your password, please choose from one of the following options:

### **Option 1: Microsoft Azure Password Reset**

1. Go to the following link: <https://aka.ms/sspr>
2. Enter your full MCC email address [that's your [username@student.montgomery.edu](mailto:username@student.montgomery.edu)] and enter the CAPTCHA correctly.
3. Select 'I Forgot My Password' on the next page and follow the steps to receive a 6-digit confirmation code that will allow you to reset your password.

**Don't forget!** Passwords should contain between 8 and 20 characters with one or more UPPER CASE letters and one or more numbers. They should not contain these special characters: ;?:@&=<>\[space]. They also should not contain any part of a user's name or username.

### **Option 2: Self-Service Password Reset**

1. Go to the MCC home page. [Plain text link: <https://www.montgomery.edu>.]
2. Click the TechTrail menu in the top right corner. Select Self-Service.
3. Click the second green button to Proceed to Self-Service.
4. Click the "Forgot your password" link just above the Sign In button.
5. Enter your MCC username and your personal email address. *Hint: This should be the email address we have on file for you at MCC.*
6. Check your personal email. You should receive a link from the *Self Service User Management Account* to reset your password. This process may take longer for first-time students, so please allow up to 10 minutes to receive the email from Self-Service.
7. Enter your username and your new password.

If you need additional assistance, please submit a helpdesk ticket to [helpdesk@montgomery.edu](mailto:helpdesk@montgomery.edu) and one of our IT staff members will respond as soon as possible!

## How do I locate my MCC username?

MCC usernames are automatically generated. It is important that you go to MCC TechTrail to obtain your username. You will need this username and password to log on to MCC computers,



Blackboard, Self-Service and your MCC Student Email account.

1. Go to the MCC home page. [Plain text link: <https://www.montgomery.edu>.]
2. Click the TechTrail menu in the top right corner. Select Self-Service.
3. Click the second green button to Proceed to Self-Service.
4. Click the "Forgot your user name" link just above the Sign In button.
5. Enter your first and last name and your personal email address and click Submit.
6. Your username will be sent to your personal email. *Hint: This should be the email address we have on file for you at MCC. The process may take longer for first-time students, so please allow up to 10 minutes to receive the email from Self-Service.*

**Did You Know?** Your username will typically be your last name, the first letter of your first name, and the last four digits of your college ID number (i.e. blazert1967).

### Distance Learning FAQ

1. **Why are my courses not showing up in Blackboard?** Your courses will not show up until the first day of class. If you register late, it can take up to 24 hours from the time you registered until your course is available.
2. **Are there computers on campus with internet access for students?** Yes! Students can use the computers in the MCC Library or CATS Lab. To login to these computers, you will need your username and password.
3. **There is a Mandatory Assignment in all of my online courses. Do I have to complete it for each course?** Yes! It is important that you complete the mandatory assignment by the due date for EVERY course you are enrolled so that you are not automatically dropped from the course.
4. **I see a course called DL-ORIENTATION in my course list. What is this?** If you are taking an online course at MCC for the first time, you will be enrolled in the Distance Learning Orientation. This course will teach you the basics of navigating Blackboard, how to complete assignments and tests, and how to develop the skills necessary to succeed in your online courses at MCC. It is recommended that you complete the orientation course before beginning your other classes. Note: If you are taking CIS-110, you are REQUIRED to complete this orientation as part of a test in CIS-110.

# NCWORKS CAREER CENTER OF MONTGOMERY COUNTY

Telephone Number (910) 898-9669 • Fax (910) 576- 5162 • Email: ncworks@montgomery.edu

*Looking for work?*

*Need funding to pay for college or training?*

Contact us about the Workforce Innovation and Opportunity Act programs!

## WIOA Programs

- **Adult** (ages 18+): Designed to assist economically disadvantaged adults, who are underemployed.
- **Dislocated Worker**: Serves customers who have been separated from employment due to lay-off, business closure, and displaced homemakers.
- **Youth** (ages 16-24): Designed to help low-income youth & young adults with additional barriers, achieve educational and employment goals.

**In addition our center offers:**

*One-on-one job search assistance, resume preparation, labor market information, career counseling, training/education information, and support services and referrals.*

Montgomery County NCWorks Center is a Partnership of various agencies and organizations all coming together to better serve the community.



AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM AUXILIARY AIDS SERVICES ARE AVAILBLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES TTY 1-800-735-2692