



School of Law
Office of Financial Aid

ACCEPTING FINANCIAL AID

2014-15 Academic Year

Accepting Aid on USFConnect

Before you log on at usfconnect.usfca.edu, you will need to use your account information provided by the Law Admissions Office. If you have yet to receive instructions to set up your USFConnect account and you are admitted, contact the Law Admissions Office at lawadmissions@usfca.edu or call 415.422.6586. If you have received your USF Connect information but you are having issues logging into your account, contact the USF ITS Help Desk at (415) 422-6668 for assistance.

Once you are logged on, click on the **"Student"** tab at the top of the page

Find the **"Student Self Service"** section and click on the **"Access Self Service"** Button

Once you are in Student Self-Service, click on the **"Financial Aid"** tab at the top of the page. Then click on the **"Financial Aid Status"** link and choose the appropriate award year from the pull-down menu.

On the **"Financial Aid Status"** page, you will see a series of links that you can use to view information about your financial aid status and eligibility. At minimum, you should view the following information:

Click on the **"Student Requirements"** link to view any unsatisfied/outstanding financial aid requirements. Some requirement items will link you to forms or information when you click on the requirement name. Please carefully review the description and next steps for each requirement. Once your required documents have been received by our office, they will be moved to the bottom of the page under "Satisfied Requirements."

Click on the **"Awarded"** link. On this page, you will see several important tabs.

Under the **"Award Overview"** tab, you will see all the necessary information regarding your award package, including the cost of attendance used in determining your award, your anticipated housing and enrollment status, which correspond to your answers from the FAFSA, your actual Financial Aid Award by term, and the status (offered/accepted/declined) of each fund that you have been awarded.

Click on each fund name for a description. Review the status of each fund. Most of the financial aid offered to you will remain in an "offered" status until you accept or decline. After the last day to drop with full tuition credit in each semester, the Financial Aid office may cancel any financial aid that is still in an offered status.

You can accept or decline all or part of an offered award under the **"Accept Award Offer"** tab.

Your options include:

- 1) Accepting the full amount of all your awards
- 2) Choosing to fully accept and/or decline individual awards
- 3) Choosing to accept partial amounts of an award by selecting accept, then entering the amount you would like in the "accept partial" field.
- 4) Remember the amount you accept is for the whole year, you will receive half of the amount you accepted in the beginning of the Fall semester, and the second half in the beginning of the Spring semester.
- 5) USF Connect does not allow you to accept the Graduate Plus Loan online, you must submit the 2014-15 Law Graduate PLUS Loan Application to the Office of Financial Aid.

Click on the **"Special Messages"** tab to view any special messages that may have been sent to you by the Financial Aid office.

Completing Entrance Counseling and Master Promissory Notes

Log onto <https://studentloans.gov>, click the **"Sign-In"** button, and insert the log in information including your FAFSA PIN.

Entrance Counseling

Entrance Counseling takes up to 30 minutes to complete

- Click on **"Complete Counseling"**
- Click start under **"Entrance Counseling"**.
- Select University of San Francisco as your school to notify
- Select Graduate/Professional student as your student type.

Master Promissory Notes

Master Promissory Notes take up to 30 minutes to complete

- Click on **"Complete Master Promissory Note"**
- Select the loan you are accepting
- If you are accepting both Unsubsidized and Grad PLUS, you have to sign two MPNs, one for each loan type

Please allow 7-10 days for USF to receive your Entrance Counseling and MPN information.