

FINANCIAL AID SELF SERVICE

Log into your myKC account at <https://kish.edu/mykc>.

In the applications box, click on 'Kishwaukee College Self-Service'

The screenshot displays the myKC dashboard interface. At the top right, there is a search bar and a notification bell icon with the number '0'. The main content area is divided into several sections:

- Employee Unread Messages:** Shows 'You Have 0 Unread Messages' and a sub-section for 'Employee Email' with a '0' indicator.
- Announcements:** Features a notice about 'Bookstore Closure: June 27th - June 29th' with details about the closure and reopening.
- Campus Events:** Lists two events: 'Northern Illinois University Visit' on June 27th and 'Aurora University Visit' on June 28th, both at 10:00 AM in the C1-Lobby.
- Brightspace by D2L:** Includes the Brightspace logo and a welcome message, along with a 'My D2L Home' button.
- Active Course List:** States 'No active courses found'.
- Applications:** Lists three application options: 'BusinessObjects', 'Kishwaukee College Self-Service' (highlighted with a red arrow), and 'KishConnect Production UI'.

You will get a screen with all the available self-service options, click on Financial Aid

File Edit View Favorites Tools Help

UI 4.6 - KishConnect UI 4.0... UI 4.6 - KishConnect UI 4.0... Suggested Sites Web Slice Gallery

KC KISHWAUKEE COLLEGE ? Help

Hello, [redacted] Welcome to Kishwaukee College Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**
Here you can view your grades by term.
- Financial Management**
Here you can view the financial health of your cost centers and your projects.
- Student Finance Admin**
Here you can view the Student Finance information as a student would so you can help the student with any questions.

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Following is an example of the screen you will see. Your exact view may be different depending on where you are in the financial aid process.

The screenshot shows the 'Financial Aid Home (Admin)' page for Kishwaukee College. The page is titled 'Welcome to Financial Aid!' and includes a navigation menu on the left. The main content area is divided into several sections:

- Welcome to Financial Aid!:** Displays the user's name and Kish ID, a dropdown menu for award years, and the current SAP status. A callout points to the dropdown menu, stating 'Drop down for more detailed pages'. Another callout points to the award year selection, stating 'Pick your award year'. A third callout points to the SAP status, stating 'Your current SAP status'.
- Message:** A green banner indicates that the user's most recent SAP evaluation has a(n) 'Eligible' status.
- Your Financial Aid Package is now ready!:** A section with a checklist icon and a link to 'Review your Financial Aid Award Package'. A callout points to this link, stating 'Your financial aid checklist status'.
- Student Finance Account Summary:** A table showing the amount due (6/29/2017) as \$3,000.00, amount overdue as \$0.00, and total amount due as \$3,000.00. A callout points to this section, stating 'Your student account summary'. A link 'Go to Account Summary' is provided below the table.
- Checklist:** A table listing various tasks and their completion status. A callout points to the 'Review your Financial Aid Award Package' item, stating 'Detailed items in your checklist'.

Checklist	Status	Description
Completed	Submit a Free Application for Federal Student Aid (FAFSA)	
Completed	Complete required documents	
Completed	Your application is being reviewed by the Financial Aid Office	
Action Needed	Review your Financial Aid Award Package	
Completed	Complete Direct Loan Entrance Counseling	
Completed	Sign a Direct Loan Master Promissory Note Your MPN Expires on 8/24/2025	
- Loan History:** A table showing the total loan amount for Kishwaukee College as \$11,500. A callout points to this total, stating 'Dollar amount of any student loans you've taken out'.

Loan History	Amount
Kishwaukee College	\$11,500
Total Loan Amount:	\$11,500
- Pell Lifetime Eligibility Used:** A table showing the amount of Pell received as 275.004% of the lifetime limit (600%). A callout points to this percentage, stating 'Amount of Pell you have received (lifetime limit is 600%)'.

Pell Lifetime Eligibility Used	Percentage
Pell Lifetime Eligibility Used	275.004%
- Financial Aid Counselor:** A section with contact information for the Financial Aid Office, including a phone number (815-825-9328) and a 'Contact Financial Aid Office' link. A callout points to this section, stating 'Contact us for help'.
- Resources:** A section with a 'Helpful Links' subsection containing links to FAFSA Application, Entrance Counseling, Master Promissory Note, PLUS Loan Application, NSLDS Information, FAFSA4Caster, SALT, Kish FA Policies & Procedures, and Kish Financial Aid FAQs. A callout points to this section, stating 'Helpful and important links to information'.

The footer of the page includes the text: 'ellucian. © 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'

Click on the drop down menu at the top of the screen to see all the options for more detailed information.

Click on the 'Required Documents' to get a list and the status of all the documents that the Financial Aid Office determined that were needed.

The screenshot displays the Kishwaukee College Financial Aid portal. At the top, the college logo and name are visible. A navigation bar includes a home icon, a user profile, and links for 'Sign out' and 'Help'. The main content area is titled 'Welcome to Financial Aid!' and features a 'Current ID' field and a 'Select an Award Year' dropdown menu set to '2017/2018 Academic Year'. A green banner indicates 'Your most recent Satisfactory Academic Progress (SAP)'. Below this, a message states 'Your Financial Aid Package is now ready' with a 'Review your Financial Aid Award Package' link. A dropdown menu for 'Financial Aid Counseling' is open, showing options like 'Financial Aid Home (Admin)', 'Required Documents (Admin)', 'My Awards (Admin)', 'Request a New Loan (Admin)', 'Award Letter (Admin)', 'Federal Shopping Sheet (Admin)', and 'Satisfactory Academic Progress (Admin)'. A green callout box with an arrow points to the 'Required Documents (Admin)' option, containing the text 'Click here to see an itemized list of required documents'. To the right, a 'Student Finance Account Summary' shows 'Amount Due 6/28/2017' as \$3,000.00, 'Amount Overdue' as \$0.00, and 'Total Amount Due' as \$3,000.00. A 'Checklist' section at the bottom left shows three completed items and one action needed: 'Review your Financial Aid Award Package'. A 'Resources' section at the bottom right lists 'Helpful Links' including 'FAFSA Application', 'Entrance Counseling', and 'Master Promissory Note'.

Below is an example of the detailed list of required documents. Your list may be different.

KC KISHWAUKEE COLLEGE Cynthia ? Help

Financial Aid Counseling > Required Documents (Admin)

Required Financial Aid Documents

Current ID: 0238388 Mykia D. Merchant

Select an Award Year: 2017/2018 Academic Year [Contact Financial Aid Office](#)

Complete	
<p>Received 04/03/2017</p>	<p>Direct Loan Application</p> <p>This is the form used to request a Federal Direct Student Loan. This form includes the timeframe and amount of the loan being requested. This must be completed for you to be awarded a federal student loan.</p> <p>Direct Loan Packet Student Loan Master Promissory Note Online Student Loan Entrance Counseling</p>
<p>Received 02/21/2017</p>	<p>Household Resources Form</p> <p>This form is used to verify the 2015 income used to pay for the living expenses of the household. This information is requested by the Department of Education and is needed to complete your financial aid file.</p> <p>Household Resources Form</p>
<p>Received 02/21/2017</p>	<p>Academic Progress Form</p> <p>This form is used to ensure that you understand important information about receiving federal financial aid. (examples: standards of progress, maximum timeframe, etc.) This information is requested by the Department of Education and is needed to complete your financial aid file.</p> <p>Academic Progress Form</p>
<p>Received 02/21/2017</p>	<p>2015 Parent Fed Tax Transcript</p> <p>IRS 2015 Tax Transcripts are documents obtained from the IRS stating the tax filing information for 2015. This information is requested by the Department of Education and is needed to complete your financial aid file. This information is requested from the IRS, by going online or calling. Please refer to our instructions on how to obtain documentation from the IRS.</p> <p>How to request Tax Information from the IRS</p>
<p>Received 02/20/2017</p>	<p>Financial Aid Information Form</p> <p>This form is used to verify your demographic information provided on the FAFSA. This information is required to verify your information and is needed to complete your financial aid file.</p> <p>Financial Aid Information Form</p>

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Click on 'My Awards' to get a list of the funding that you have available to you at this time.

Financial Aid Counseling Financial Aid Home (Admin)

Welcome to Financial Aid!
Current ID: [ID]

Select an Award Year: 2017/2018 Academic Year

Your most recent Satisfactory Academic Progress (SAP)
Contact your Financial Aid Counselor if you need further assistance.

Your Financial Aid Package is now ready
Your financial aid award package is now ready for review.
[Review your Financial Aid Award Package](#)

Financial Aid Home (Admin)
Required Documents (Admin)
My Awards (Admin)
Request a New Loan (Admin)
Award Letter (Admin)
Federal Shopping Sheet (Admin)
Satisfactory Academic Progress (Admin)

Student Finance Account Summary

Amount Due 6/28/2017	\$3,000.00
Amount Overdue	\$0.00
Total Amount Due	\$3,000.00

[Go to Account Summary](#)

Checklist

Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
Completed	Your application is being reviewed by the Financial Aid Office
Action Needed	Review your Financial Aid Award Package

Resources

Helpful Links

- [FAFSA Application](#)
- [Entrance Counseling](#)
- [Master Promissory Note](#)

Below is an example of the Awards information.

- ☰
- 🏠
- 🎓
- 📅
- 📁
- 📊
- 🏠
- 🎓
- 📁
- 👤
- 👤

41%

Scholarships and Grants
Money you don't have to pay back

\$7,630.00

Award	Status	Total Awarded Amount	Fall 2017	Spring 2018
<p>ESTIMATED IL MAP GRANT View award</p>	Pending	\$1,710.00	\$855.00	\$855.00
<p>FEDERAL PELL GRANT View award</p>	Accepted	\$5,920.00	\$2,960.00	\$2,960.00

29%

Work
Money you work for

\$5,280.00

Award	Status	Total Awarded Amount	Fall 2017	Spring 2018
<p>FEDERAL WORK-STUDY View award</p>	Accepted	\$5,280.00	\$2,640.00	\$2,640.00

30%

Loans
Money you have to pay back

\$5,596.00

Award	Status	Total Awarded Amount	Fall 2017	Spring 2018
<p>Subsidized Loans View loan</p>	Accepted	\$4,499.00	\$2,250.00	\$2,249.00
<p>Unsubsidized Loans View loan</p>	Accepted	\$1,097.00	\$549.00	\$548.00

Award Total

Award	Total Awarded Amount	Fall 2017	Spring 2018
<p>Total Awards Accept or Decline All</p>	\$18,506.00	\$9,254.00	\$9,252.00

Loan Requirements Checklist

- ✔ Complete [Complete Direct Loan Entrance Counseling](#)
 You completed the Direct Loan entrance counseling on 8/27/2015
- ✔ Complete [Sign a Direct Loan Master Promissory Note](#)
 Your active MPN expires on 8/24/2025

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Click on "View Award" to see more information

Soon you will be able to request a Direct Student Loan on-line!

Financial Aid Counseling Financial Aid Home (Admin)

Welcome to Financial Aid!

Current ID: ?

Select an Award Year: 2017/2018 Academic Year

Your most recent Satisfactory Academic Progress (SAP)

Your Financial Aid Package is now ready for review. Your financial aid award package is now ready for review. Review your Financial Aid Award Package

Request a New Loan (Admin)

Financial Aid Home (Admin)

Required Documents (Admin)

My Awards (Admin)

Request a New Loan (Admin)

Award Letter (Admin)

Federal Shopping Sheet (Admin)

Satisfactory Academic Progress (Admin)

Contact Financial Aid Office

Financial Aid Counselor if you need further assistance.

COMING SOON!

Student Finance Account Summary

Amount Due 6/28/2017	\$3,000.00
Amount Overdue	\$0.00
Total Amount Due	\$3,000.00

Go to Account Summary

Checklist

Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
Completed	Your application is being reviewed by the Financial Aid Office
Action Needed	Review your Financial Aid Award Package

Resources

Helpful Links

- FAFSA Application
- Entrance Counseling
- Master Promissory Note

View your award letter

The screenshot shows the 'Financial Aid Home (Admin)' page. A dropdown menu is open under 'Financial Aid Counseling', listing several options. A green arrow points from a callout box 'Click to review your award letter' to the 'Award Letter (Admin)' option. The page content includes a 'Welcome to Financial Aid!' message, a 'Select an Award Year' dropdown set to '2017/2018 Academic Year', a 'Your most recent Satisfactory Academic Progress (SAP)' status, and a 'Your Financial Aid Package is now ready' notification with a 'Review your Financial Aid Award Package' link. A 'Student Finance Account Summary' table is visible on the right, showing a total amount due of \$3,000.00. A checklist at the bottom left shows three completed items and one action needed item. Resources and helpful links are listed on the bottom right.

Amount Due 6/28/2017	
Amount Due	\$3,000.00
Amount Overdue	\$0.00
Total Amount Due	\$3,000.00

Checklist	
Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
Completed	Your application is being reviewed by the Financial Aid Office
Action Needed	Review your Financial Aid Award Package

Resources
Helpful Links
FAFSA Application
Entrance Counseling
Master Promissory Note

Click to view the Federal Shopping Sheet

This screenshot is identical to the one above, but the callout box now says 'Click to review the Shopping' and the arrow points to the 'Federal Shopping Sheet (Admin)' option in the dropdown menu.

Click to view details of your SAP status

KISHWAUKEE COLLEGE

Financial Aid Home (Admin)

Welcome to Financial Aid!

Current ID: ?

Select an Award Year: 2017/2018 Academic Year

Your most recent Satisfactory Academic Progress (SAP) [SAP]

Your Financial Aid Package is now ready for review. Your financial aid award package is now ready for review. Review your Financial Aid Award Package

Financial Aid Counseling

- Financial Aid Home (Admin)
- Required Documents (Admin)
- My Awards (Admin)
- Request a New Loan (Admin)
- Award Letter (Admin)
- Federal Shopping Sheet (Admin)
- Satisfactory Academic Progress (Admin)

Contact your Financial Aid Counselor if you need further assistance.

Contact Financial Aid Office

Student Finance Account Summary

Amount Due 6/28/2017	\$3,000.00
Amount Overdue	\$0.00
Total Amount Due	\$3,000.00

Go to Account Summary

Click to view your SAP status details

Checklist

Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
Completed	Your application is being reviewed by the Financial Aid Office
Action Needed	Review your Financial Aid Award Package

Resources

Helpful Links

- FAFSA Application
- Entrance Counseling
- Master Promissory Note

Example of a SAP status detail

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Financial Aid Counseling >
Satisfactory Academic Progress (Admin)
Help

Satisfactory Academic Progress

Current ID: [REDACTED]

✔ You are currently making satisfactory academic progress. Please contact your Financial Aid Counselor if you need further assistance.

SAP Status	Date Reviewed: 5/23/2017	SAP Details
Evaluation Period:	SP17 - SP17	<ul style="list-style-type: none"> Maximum Program Credits 96.00 Credits Attempted 16.00 Credits Completed 16.00 GPA 2.563 Completion Rate/Pace 100.00% Total Credits Attempted 62.00 Total Credits Attempted 62.00 Total Credits Completed 53.00 Cummulative GPA 2.943 Cummulative Completion Rate 85.48%
Program:	Associate in Arts	
SAP Status:	✔ Eligible	
<p>What does Eligible Academic Progress mean?</p> <p>Congratulations! You are meeting Satisfactory Academic Progress.</p>		

Contact

[✉ Contact Financial Aid Office](#)

Click here to get the description of your progress

Financial Aid Counselor

Financial Aid Office 815-825-9328

[✉ Contact Financial Aid Office](#)

SAP History

Evaluation Period	SAP Status
FA16 - FA16	Eligible >
SP16 - SP16	Eligible >
FA15 - FA15	Eligible >

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