

WELCOME TO THE NGU COMMUNITY



STUDENT SERVICES CHECKLIST

1. REVIEW YOUR COURSE SCHEDULE

To view your course schedule, log on to the **Student Portal**: select *Students > My Course Schedule*. If you have any questions regarding your schedule or if you need to make a change, be sure to reach out to your academic advisor. The name of your advisor can be found on the portal on the Advising and Registration page.

2. ACCEPT/DECLINE YOUR AID OFFER

After receiving your financial aid offer letter in the mail or by email, log on to the my.ngu.edu **Student Portal** to accept or decline each offer of financial aid in your MyFinAid portal: select *Students > Financial Aid*. Follow Log-in Guidance. If you are an international student, you must contact the Office of Financial Aid for special login instructions.

3. SUBMIT ALL REQUESTED FINANCIAL AID DOCUMENTATION

Check your NGU email account for any important requests from the Office of Financial Aid. Submit all requested paperwork at least two weeks prior to check-in.

Additional Note for all South Carolina residents:

A. Complete and submit the SC State Affidavit form to finaid@ngu.edu

a. Found under “**General Forms**” at Financial Aid.

B. Complete and submit the SC Residency

Evaluation form to finaid@ngu.edu

a. Found under “**General Forms**” at Financial Aid

b. Be sure to include four required verification documents with the form.

4. COMPLETE FEDERAL LOAN STEPS

If you are borrowing any of the Direct Student Loans offered on your Financial Aid Offer Letter, be sure to **complete the online loan steps** that were included with your award letter notification prior to check-in. Log on to the federal student loans website using your FSA ID: **studentaid.gov**.

Step 1: Online Entrance Counseling

Step 2: Master Promissory Note

5. REVIEW YOUR STUDENT STATEMENT

To view your billing information, log on to the **Student Portal** and select the Students tab: select *Students > Student Accounts > My Account > Student Statement and Schedule*. One column details the charges including tuition, housing, meals, book rental, fees, etc. while the other column details the (credits) received from payments, scholarships, grants, loans, and other aid. *The difference in charges and aid is the balance due before Check-In.*

6. HAVE YOUR PAYMENT READY

Have your payment arrangements finalized for any remaining balance due or your balance paid in full **prior to arriving at check-in**.

If you are anticipating financial aid, all requested documentation and necessary steps must be completed prior to your arrival on campus. We offer four-month and five-month payment plans, beginning as early as July 1 for the fall term. To set up a payment plan, log on to the **Student Portal**: select *Students > Student Accounts > Payments and Payment Plans*.