



FINANCIAL  
AID OFFICE

## **FINANCIAL AID PROCESS CHECKLIST**

1. Complete **ACC College application** for admission at: [https://www.alamancecc.edu/admissions/type\\_of\\_student/index.php](https://www.alamancecc.edu/admissions/type_of_student/index.php)
  - Applications are for all new students, or returning students who have missed attending classes for at least one semester. Be sure to include your **social security number**, your **mailing address** and **current email address**.
2. Complete **FAFSA Application** (Free Application for Federal Student Aid) either:
  - **Online:** [www.studentaid.gov](http://www.studentaid.gov)
  - **On the phone** with FAFSA Representative: **1-800-433-3243** (Press 1 for English or Press 2 for Spanish)
    - Say 'Website Assistance'
    - Say 'Espanol Por Favor'
    - Spanish Interpreter will come on line
  - **Attend a FAFSA Workshop** (by yourself or with parent if needed):
    - Call for a workshop appointment time at (336)-506-4340 or sign up for a workshop online at: <https://www.alamancecc.edu/how-to-pay/financial-aid/connect.php>

**The FAFSA application is the first step to financial aid. Additional paperwork may still be required.**

(A new FAFSA **must** be completed for each academic year.)

3. Turn in **ALL official transcripts** to the **ACC Admissions office** or email to: [admissions@alamancecc.edu](mailto:admissions@alamancecc.edu)

Request **ALL** of your **OFFICIAL** transcripts in **sealed envelopes** to be sent to **ACC Admissions**. This includes **high school and/or GED**, and **ALL colleges** ever attended.
4. Set up your **ACCess Email Account and Self Service** after you receive your "ACC admissions welcome email"
  - **ALL financial aid communication will come through your ACCess email address and Self Service.** Be sure your account is activated and you have ACCess email and Self Service working.
5. **Check email and Self Service regularly** for updates on your financial aid.
  - It will take **one to two weeks** before ACC receives your FAFSA. Your email and Self Service will alert you to additional documents you may need to submit to complete your application.
6. Be prepared to gather **additional paperwork required by the Federal Government** to process your Financial Aid.
  - Once ACC receives your FAFSA (*usually in 1 to 2 weeks*), you will receive an email and a letter from the ACC Financial Aid office listing any additional documentation required. **TURN IN THE DOCUMENTATION AS SOON AS POSSIBLE!!!** Your financial aid cannot be processed without this documentation. The documents will also be listed on your Self Service account for you to verify they have been received by the Financial Aid office. **To access:** Click the **drop list** (*horizontal lines icon*) in the **upper left corner**, Click **Financial Information**, Click **Financial Aid**, Click **Required Documents**.
7. Check your **award amount** on Self Service.
  - Once all documents are received, the Financial Aid office will send an email that will prompt you to check your Self Service for your award amount. **The Financial Aid office is not allowed to give out your award amounts over the phone or at the office window.**
8. **Pre-register or Register for Classes**
  - If you are not able to attend a class or school at all, please be sure to drop any classes you've registered for – **BEFORE SEMESTER BEGINS!** Once classes begin and you are registered for classes and are receiving Financial Aid, **do not drop any class until you visit the financial aid office and speak with a counselor.** They will explain how dropping classes affects your completion rate, GPA, and any possibility of you owing money back to ACC.

## Having the following information and forms on-hand will help you fill out the FAFSA:

- **Yours and your parents** (if you are *dependent* and are 24 years old or younger) **FSA ID#s** – if you do not have one go to: StudentAid.gov and click “create account” – Keep track of your FSA ID information
- **Your (student) social security number**
- **Driver’s license number** (if you have one)
- **Alien registration number** (if you are not a US citizen)
- **Parent’s social security number(s)** (if you are *dependent* and are 24 years old or younger)
- **Your (and/or your parents) Federal Income Tax Returns from two years prior – IRS 1040, foreign tax return, or tax return from Puerto Rico** - including W-2 information for yourself, your spouse (if married), and your parents (if you are *dependent* and are 24 years old or younger), **ITIN number** (if you have one)
- **Documentation that you are a U.S. permanent resident or eligible noncitizen if applicable**
- **Information on savings, investments, and business and farm assets** for yourself and for your parents (if you are *dependent* and are 24 years old or younger)
- **ACC school code: 005463**
- **FAFSA Hotline if you have questions: 1-800-433-3243**

**Financial Aid Office (S Bldg.)**

Phone: 336-506-4340 Main Line

Fax: 336-506-4264

Email: [financialaid@alamancecc.edu](mailto:financialaid@alamancecc.edu)

**For more information about Financial Aid,  
visit us on the web:**

<https://www.alamancecc.edu/how-to-pay/financial-aid/index.php>



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