

Your Financial Aid Status

You will know when your application for Federal Student Aid has been processed by the U.S. Department of Education when you receive an email from them at the address you provided on the FAFSA (3-5 business days). This will be followed by an email sent by the Financial Aid Office to your *student college email address* confirming the college's receipt of your FAFSA results.

Now you can track your financial aid status and award information on the internet by using the CT Community College secure online portal available to you at <http://my.commmnet.edu>. To use this system, you need to know your student Net ID number and Password. **This is different from the Federal Student Aid ID (FSA ID) and password you created when applying for financial aid.** When you were admitted to Capital Community College, you were provided with your Net ID and *student college email*. If you haven't already done so, please activate these accounts in order to proceed. If you don't remember your Net ID student number or Password, you may utilize the **Net ID Lookup** or **Reset Your Password** links on the <http://my.commmnet.edu> login screen.

Once you have logged into the CT Community College Online Portal (<http://my.commmnet.edu>), you will be able to check your financial aid status by clicking on the **Banner Self Service** link located under the **Access Banner Self Service** menu. This will take you directly to the Banner Self Service homepage.

Satisfactory Academic Progress

You must be meeting the financial aid Satisfactory Academic Progress requirements to receive your award. The policy is available at <http://my.commmnet.edu> and in the College Handbook. Every semester you will receive an email advising you to check your status at <http://my.commmnet.edu> by selecting the Financial Aid "Eligibility Requirements" menu followed by the "Academic Progress" tab.

Checking Student Requirements

Students should first check to determine if there are any unsatisfied requirements that must be submitted to the college in order to determine your financial aid eligibility. This can be done by following the steps below.

1. Log into myCommNet
2. Access Banner Student Self-Service (icon)
3. Click “Financial Aid”
4. Click “Financial Aid Status”

Choose the current award/academic year.

5. Review all of the information on this page.
6. If you see the words “**unsatisfied student requirements**” in blue, click that link.

There you will see details of what documentation or actions are still required for your aid application to be complete.

7. Log out of myCommNet when you are finished

To inform you of your application status, we will periodically email you at your *student email address*. If there are no unsatisfied requirements listed, you may proceed to viewing your Financial Aid Award information.

Your Financial Aid Award

When we complete our review of your financial aid application we will notify you at your Capital Community College *student college email address* and direct you to the myCommNet student information system. By using myCommNet, you can review and adjust your Financial Aid Award, complete award requirements, and email the financial aid office with your questions and concerns.

We will assume that you want to accept any grants (free money) that you are eligible for, but there may be additional awards like work study, that you have the option to accept or decline. **Awards are based on full time enrollment. If you enroll for less than 12 credits your award will adjust according to your official enrollment status.**

Once you have been awarded Financial Aid, your award can be viewed on myCommNet by following the steps listed below.

1. Log into myCommNet
2. Access Banner Student Self-Service (icon)
3. Click “Financial Aid”
4. Select the “Award Package” menu

Choose the current award/academic year.

5. The "General Information" tab displays first. Review all information on this page.
6. Click the “Award Overview” tab to review your financial aid award

Note that only aid with an “Accepted” status may eventually pay to your account

Click the "Terms and Conditions" link to review the conditions of payment of your financial aid

7. If you are a Work Study recipient, click the “Accept Award Offer” tab

Follow the instructions to accept/decline aid as needed.

8. Log out of myCommNet when you are finished