

# **MYNMSU**

# **FINANCIAL AID**

# **INSTRUCTION GUIDE**

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Financial Aid & Scholarship Services  
[fa.nmsu.edu](http://fa.nmsu.edu)

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University Financial Aid &  
Scholarship Services



575-646-4105



FinancialAid@nmsu.edu



fa.nmsu.edu

## **FOLLOW US!**

For events, tips, and  
announcements



@nmsuFinancialAid



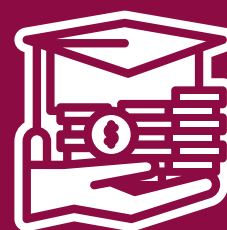
@nmsuFinancialAid



## **Complete Scholar Dollar\$**

Opens October 1st  
March 1st Priority Deadline

[scholarships.nmsu.edu](https://scholarships.nmsu.edu)



## **Complete your FAFSA**

Complete your FAFSA  
annually!

[studentaid.gov](https://studentaid.gov)

# Signing In and Viewing your Financial Aid Requirements

Page 3 - 7

Visit [my.nmsu.edu](https://my.nmsu.edu) to sign into your MyNMSU account.  
Existing users will click the blue **Sign in to MyNMSU** button  
New users will click the **First Time Users** button

APPLY

VISIT

GIVE

NM STATE

myNMSU.edu

Sign in to view your finances,  
grades, classes and much more.

Sign in here! →

Sign in to MyNMSU

Reset Password

Forgot Username

Manage Account

First Time Users ←

New Users start here!

Calendar

A+

Hand with dollar sign

Envelope

Graduation cap

Computer monitor

Mustache pencil holder

Lamp

Stack of books

Campus Resources

- [Athletics](#)
- [Bookstore](#)
- [Dining](#)
- [Library](#)
- [Parking](#)
- [NMSU News](#)

Technology

- [Computer Labs](#)
- [Equipment Rental](#)
- [Office 365 \(Apps\)](#)
- [Network Information](#)
- [Software](#)
- [Zoom Video Conferencing](#)

NEED ASSISTANCE?

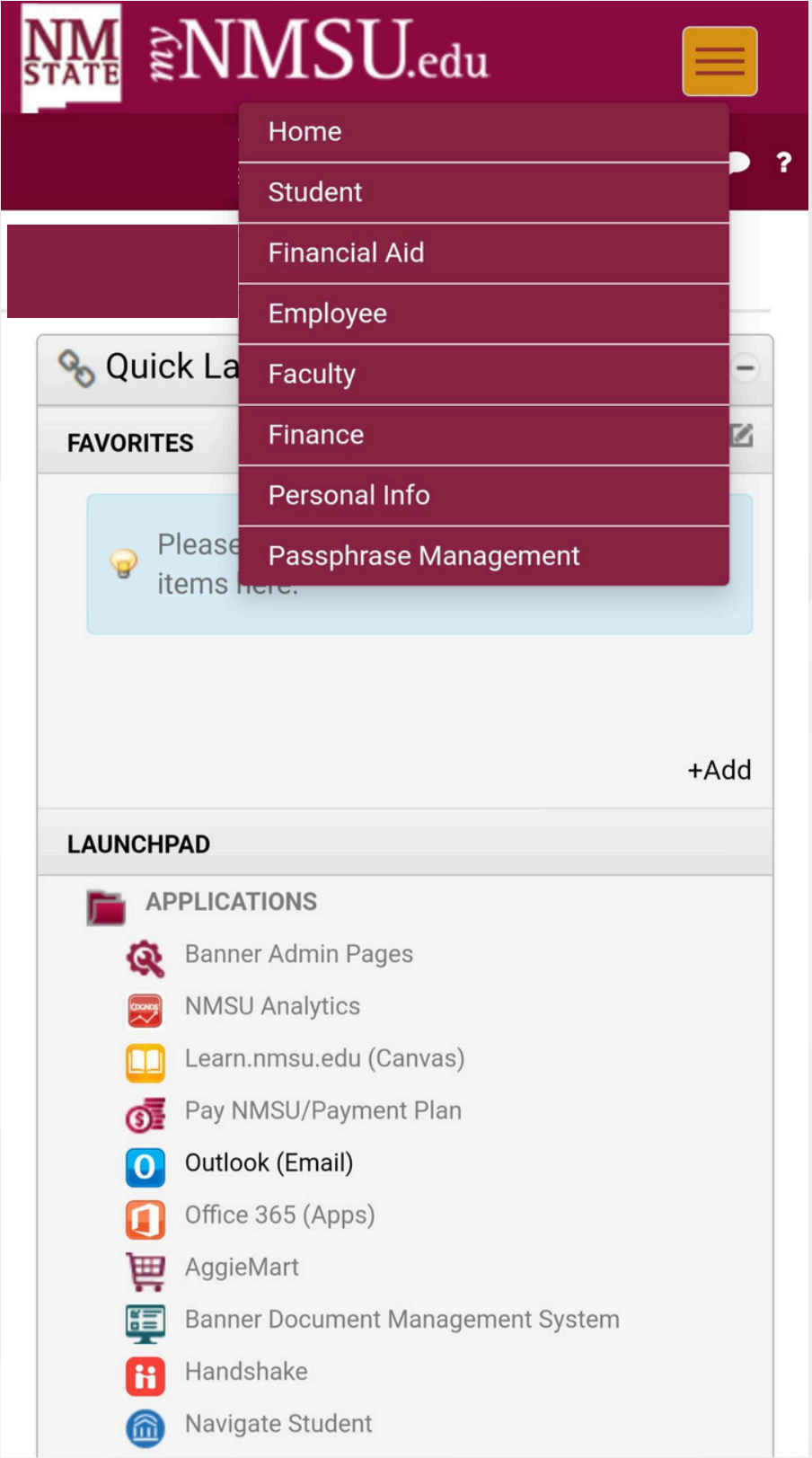
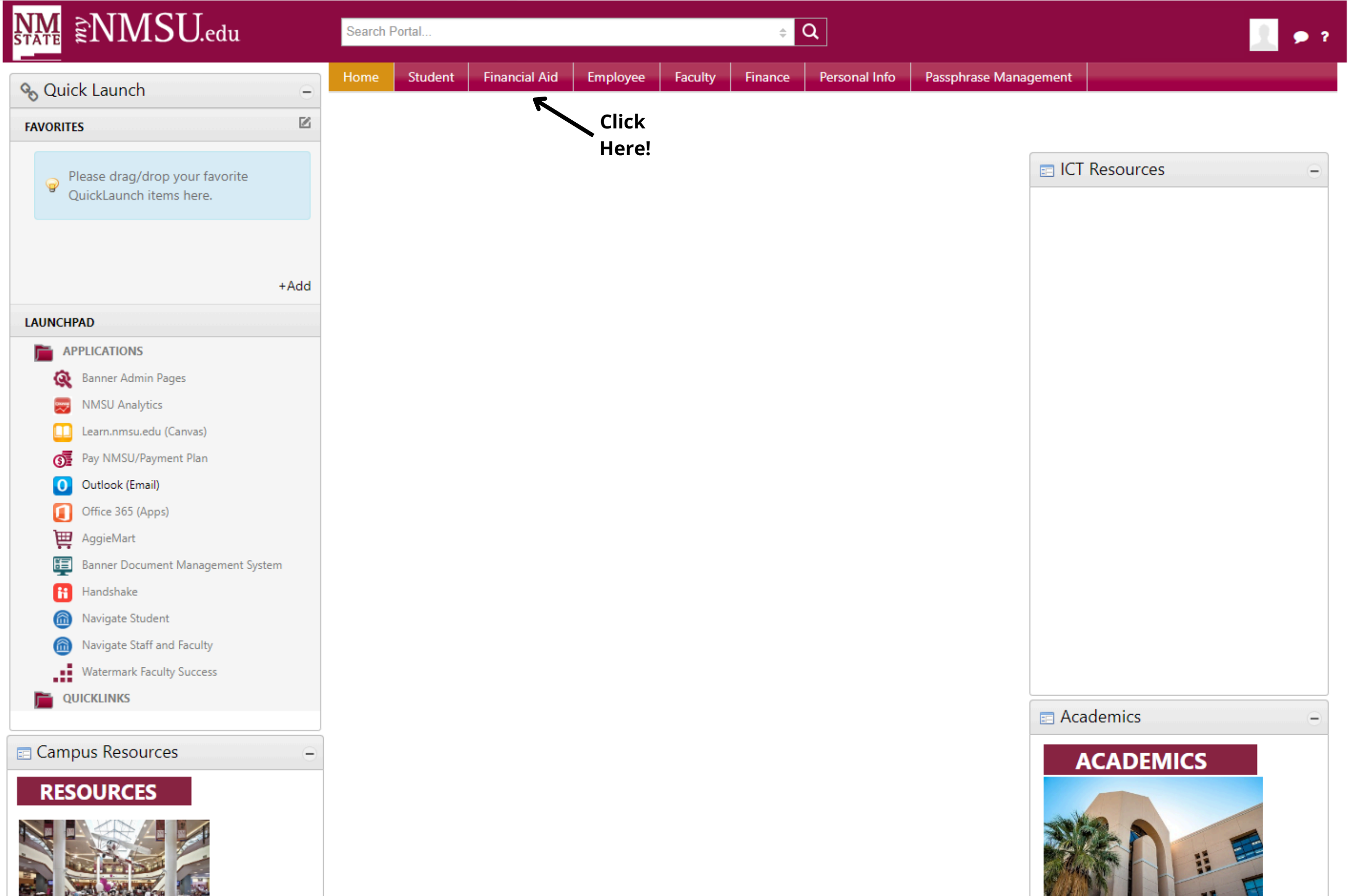
Contact the ICT Help Desk at  
(575) 646-1840 or  
[help@nmsu.edu](mailto:help@nmsu.edu)

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From the MyNMSU homepage, click the **Financial Aid** tab at the top

On Mobile, tap the box with 3 lines in the upper right and select **Financial Aid** from the drop down




The Financial Aid Home page will show any outstanding student requirements



BE BOLD. Shape the Future.  
New Mexico State University

Financial Aid

Aid Year: 2024-2025 Aid Year | 

Home

Offer

Financial Aid History


Resources

Notifications

Satisfactory Academic Progress

College Financial Aid >


Responses Required ?

 Questions from the Financial Aid Office  
Please answer the questions from FAO


VIEW QUESTIONS


Student Requirements ?

Unsatisfied Requirements


 Accredited HS Final Transcript (after graduation) or GED  
Last update: 09/06/2024

REQUIRED




 Terms and Conditions  
Last update: 09/06/2024


REQUIRED



Satisfied Requirements

 Free Application for Federal Student Aid  
Last update: 09/06/2024

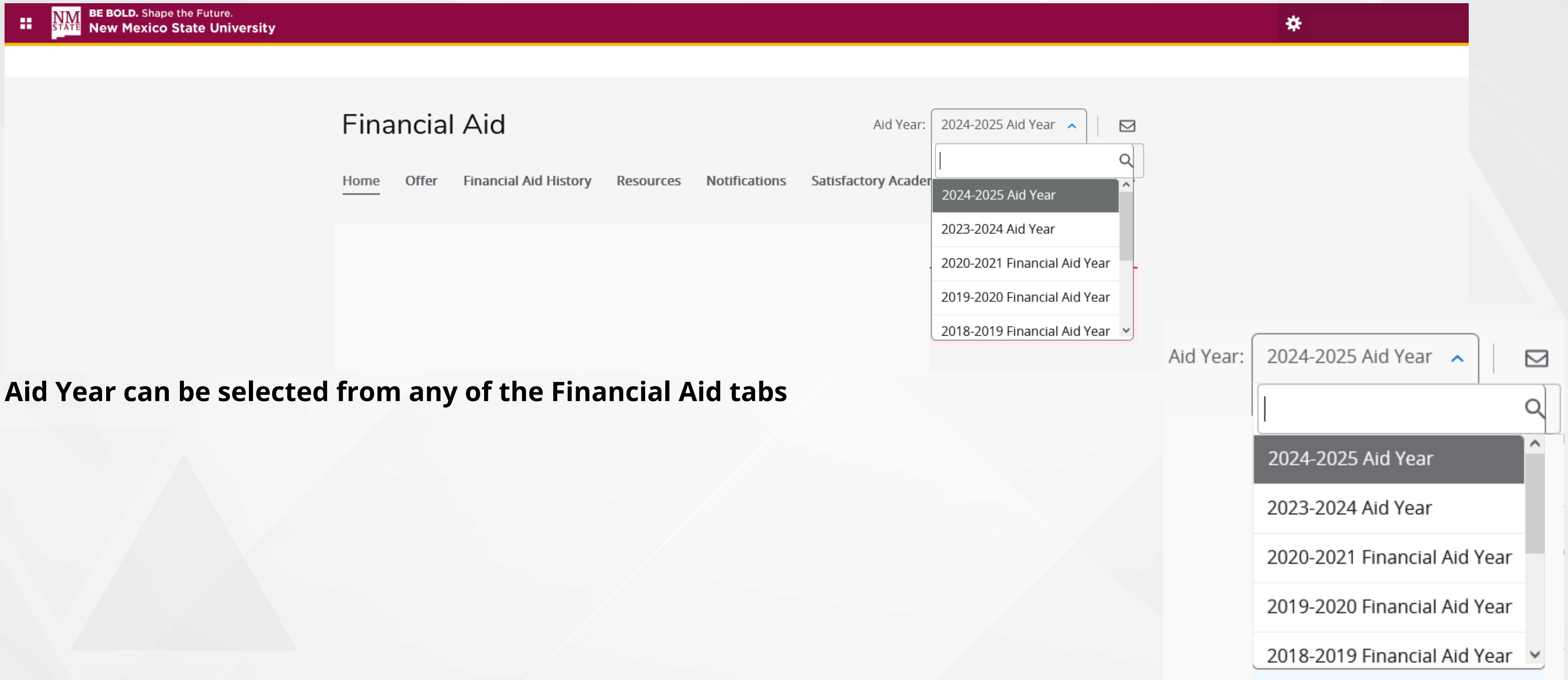
ACCEPTED

 Loan Entrance Counseling  
Last update: 09/06/2024

ACCEPTED

6

**Ensure you are viewing the desired aid year by using the **Aid Year** dropdown**





# Viewing and Accepting your Financial Aid Awards


Page 8 - 12


From the Financial Aid Home page (see slide 4-7):  
Click the **Offer** tab to view your Financial Aid awards

# Financial Aid

Aid Year: 2024-2025 Aid Year 



[Home](#)[Offer](#)[Financial Aid History](#)[Resources](#)[Notifications](#)[Satisfactory Academic Progress](#)[College Financial Aid](#) 



click here!

Make sure you are viewing the desired aid year by clicking the **Aid Year** drop down

BE BOLD. Shape the Future.

New Mexico State University

Financial Aid

Aid Year: 2024-2025 Aid Year

2024-2025 Aid Year

2023-2024 Aid Year

2020-2021 Financial Aid Year

2019-2020 Financial Aid Year

2018-2021 Financial Aid Year

Home

Offer

Financial Aid History

Resources

Notifications

Satisfactory

Accept or Decline Loans

You have been offered loans. You may accept or decline your loans below.

UPDATEDED AWARD

Your awards were recently updated. Please review your Award Offer for any changes.

View your Payment Schedule

This is your Financial Aid Award Offer. Please review the information below. After taking action on each of your awards, please submit the offer by clicking the "Submit" button at the bottom of this page.

Expected Enrollment Status

Full-Time

Student Aid Index

\$0.00

An eligibility index number that determines how much financial aid you would receive if you attend the school.

Cost of Attendance

Billable Items

Type	2024 Fall	2025 Spring	Amount
------	-----------	-------------	--------



**While on the Offer page scroll down to view your financial aid offers**  
**You will pass your Enrollment Status and SAI (see slide 16) and Cost of Attendance (see slide 17) while scrolling down to your offers**

Grants and Scholarships to Pay for College ?				^
Type	2024 Fall	2025 Spring	Amount	
Opportunity Scholarship MA	\$500.00	\$500.00	\$1,000.00	ACCEPTED
	\$500.00	\$500.00	\$1,000.00	
			-\$1,000.00	
Net Cost ?				\$14,521.60

**Grants and Scholarships will be shown first. This is referred to as “gift aid” as it does not need to be repaid**

**Net Cost reflects your Cost of Attendance after subtracting your grants and scholarships**

**These awards can be accepted or declined by interacting with the **Select** box in the “Take Action” column**

Work 

-\$2,500.00

## Type

-\$3,500.00

**Click **Submit** after selecting your desired actions**  
**Doing this will prompt you to review and accept the**  
**terms and conditions**

Select

Select

Accept

Decline

Modify



# Accepting Terms and Conditions

Page 13 - 14

## Accepting or Declining your offered Loans or Work-Study (see slide 12) will prompt you to accept the Terms and Conditions

### Terms and Conditions

**Direct Subsidized Loan**

- The Federal Direct Subsidized Loan is financial aid that must be repaid with interest. Students ARE NOT RESPONSIBLE for interest accrued while enrolled in school. A Master Promissory Note and Entrance Counseling is required of student loan borrowers. Students have up to 14 days after disbursement to cancel all or part of their loans.

**Direct Unsubsidized Loan**

- The Federal Direct Unsubsidized Loan is financial aid that must be repaid with interest. Students ARE RESPONSIBLE for interest accrued while enrolled in school. A Master Promissory Note and Entrance Counseling is required of student loan borrowers. Students have up to 14 days after disbursement to cancel all or part of their loans.

☐ I acknowledge these terms and conditions.

Accept Award

**An Unsatisfied Terms and Conditions requirement will not delay your financial aid disbursing to you and it will not affect any scholarships. Accepting terms and conditions is part of accepting or declining federal student loans or work-study**

# Expected Enrollment Status, SAI, and Cost of Attendance

Page 15 - 17

**Expected Enrollment Status and Student Aid Index can be found near the top of the Financial Aid Offer tab**  
**If your Expected Enrollment Status has changed, please contact the Financial Aid office**

Expected Enrollment Status ?

Full-Time

Student Aid Index

\$0.00

An eligibility index number that determines how much financial aid you would receive if you attend the school.

**Student Aid Index, or SAI is a number generated by your FAFSA that determines eligibility for federal financial aid**

**Cost of Attendance** is the estimated cost to attend NMSU for one academic year. **COA** includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees, and personal expenses related to attending school. **COA** does not reflect actual charges or what you actually owe.

Cost of Attendance ⓘ



Billable Items

Type	2024 Fall	2025 Spring	Amount
Tuition	\$1,726.80	\$1,726.80	\$3,453.60
	\$1,726.80	\$1,726.80	\$3,453.60

Non Billable Items

Type	2024 Fall	2025 Spring	Amount
Housing and Food	\$3,141.00	\$3,141.00	\$6,282.00
Books & Supplies	\$625.00	\$625.00	\$1,250.00
Transportation	\$891.00	\$891.00	\$1,782.00
Personal Expenses	\$1,377.00	\$1,377.00	\$2,754.00
	\$6,034.00	\$6,034.00	\$12,068.00



\$15,521.60

# Uploading Documents

Page 18 - 24

**Scroll to the bottom of the Financial Aid Home page (see page 3-7) to view the General Links box**

# Financial Aid

Aid Year: 2024-2025 Aid Year  | 

[Home](#) [Offer](#) [Financial Aid History](#) [Resources](#) [Notifications](#) [Satisfactory Academic Progress](#) [College Financial Aid >](#)

**Select Submit Your Required Documents from the General Links box**

## General Links

[FAFSA Application and Renewal](#)

[My Federal Aid Account and History](#)

[NMSU Financial Aid Office](#)

[Loan Repayment](#)

[Submit Your Required Documents](#)

  
**click  
here!**

Select the **Aid Year** and click **Submit**

NM STATE

New Mexico State University

Personal Information

Student

Financial Aid

Faculty Services

Employee

Proxy Access

SearchGo

Aid Year

Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid).

Select Aid Year2024-2025 Aid Year

Submit


RELEASE: 8.48

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click  
here!



# Select Student Requirements

 New Mexico State University

Personal Information

Student

Financial Aid

Faculty Services

Employee

Proxy Access

Search

Financial Aid Status for 2024-2025 Aid Year

The following information for enrollment in the Fall Spring is based on your status of:  
Undergrad Instate at Home in 2024 Fall  
Graduate Instate at Home in 2025 Spring

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

You have unsatisfied [student requirements](#) for this aid year.  
Your estimated [cost of attendance](#) is \$15,521.60.  
You have been [awarded](#) financial aid which totals \$7,000.00.  
Based on your academic transcript, the status of your [academic progress](#) is Good Standing as of 2021 Fall.  
View your [financial aid history](#).

[Select Another Aid Year](#)

RELEASE: 8.48

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click  
here!



# Review your Unsatisfied Requirements and click Browse to select files from your device for upload

NM STATE

New Mexico State University

Personal Information

Student

Financial Aid

Faculty Services

Employee

Proxy Access

Search

Go

RETURN TO MENU

SITE MAP

HELP

EXIT

Eligibility Requirements for 2024-2025 Aid Year

800624880 Michael A. Kuechmann  
Sep 06, 2024 03:48 pm

Student Requirements

Holds

Academic Progress

Requirements Requested

Below are requirements for your Financial Aid account. The requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

When submitting requirements, make sure your full name and Aggie ID are on all documents. **Please follow the directions for each requirement and upload your documents as a PDF(s) to complete your file.** Requirements may also be submitted by email, fax, mail, or in person. We recommend that you keep a copy of the documents you submit to the Financial Aid Office. If Verification requirements are not completed, we will not be able to disburse your financial aid awards.

If you have any questions, please contact the Financial Aid office at your campus.

Unsatisfied Requirements

Requirement	Status	As of Date	Fund Term	Files Upload
Accredited HS Final Transcript (after graduation) or GED Your account has been flagged for Verification of Accredited High School Transcript or GED Certificate. One of two things could be happening. First, we are waiting on your final transcript to be submitted following your graduation. Second, question 26 on your FAFSA could have been left blank. Please submit a sealed official final high school transcript by mail or in person to the NMSU Admissions Office. If you received a GED, submit your GED certificate to the NMSU Admissions Office. (These cannot be uploaded electronically.)	Required	Sep 06, 2024		
Spouse signed 2021 IRS Tax Return Transcript You must submit a signed original of your (and if you are married, your spouse's) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to <a href="http://www.irs.gov">www.irs.gov</a> and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers.	Required	Sep 06, 2024		<div><div>Browse...</div>No file selected.</div>
Terms and Conditions Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the terms and conditions, including any program-specific conditions linked to your awards.	Required	Sep 06, 2024		

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Satisfied Requirements

Requirement	Status	As of Date	Fund Term
Free Application for Federal Student Aid	Accepted	Sep 06, 2024	
Loan Entrance Counseling	Accepted	Sep 06, 2024	

Select Another Aid Year

RELEASE: 8.48



click  
here!

Select your Document from your device  
View your Document using the preview window, then select **Submit** from the bottom of the screen

Uploaded Document

1 of 2

NM STATE UNIVERSITY

University Financial Aid and Scholarship Services

Appeal for Financial Aid

Students are encouraged to appeal for federal or state aid if they experienced an extenuating circumstance (verified with documentation) that affected their ability to meet requirements for their Satisfactory Academic Progress (SAP) or scholarship renewal requirements.

**Appeal Process:**  
You can submit your appeal to your Financial Aid Advisor, to the your Campus' Financial Aid Office email, or in-office. After submission, your appeal will be reviewed and considered within 10-14 business days. **Please be advised, submitting this appeal does not guarantee that your financial aid will be reinstated.**

Appeal Priority Dates: Third Friday of each semester

Student: 

LAST

FIRST

MI

 Apple ID:

Email:  Phone:  Semester/Year:

Submitting an appeal for (check all that apply):

☐ Federal Aid: Grants, Loans, or Work Study

☐ Scholarship

☐ Out-of-State Award

Section A: Reason for Appeal

☐ GPA

☐ Time Frame (Ex: 180 credit hours for federal aid)

☐ Completion Rate

☐ Minimum Credit Hours (scholarships only)

Section B: Circumstance for Appeal

Please select all that apply for the extenuating circumstance(s) for your Appeal:

☐ Medical

☐ Family Crisis

☐ Death in Family

☐ Other Circumstance Not Listed

Section C: Explanation of Appeal

On a separate, typed document, explain the circumstance(s) that prevented you from maintaining the minimum SAP requirements. In the document, include the following pieces of information in 4 complete paragraphs.

a) Details of the extenuating circumstance(s).

b) The dates that the circumstance occurred and the duration of the circumstance.

c) How did the circumstance affect your ability to complete your course work?

d) What is your plan of action to prevent a repeat occurrence and ensure you further your academic career?

Second Degree Seeking Students Exceeding Allowable Time Frame of 180 Credits

If you are a Second Degree Seeking student exceeding the allowable time frame of 180 credit hours, you must also include in your

Submit

Cancel

click here!

23



# Click Submit again

## Requirements Requested

Below are requirements for your Financial Aid account. The requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

When submitting requirements, make sure your full name and Aggie ID are on all documents. **Please follow the directions for each requirement and upload your documents as a PDF(s) to complete your file.** Requirements may also be submitted by email, fax, mail, or in person. We recommend that you keep a copy of the documents you submit to the Financial Aid Office. If Verification requirements are not completed, we will not be able to disburse your financial aid awards.

If you have any questions, please contact the Financial Aid office at your campus.



Unsatisfied Requirements					
Requirement	Status	As of Date	Fund Term	Files	Upload
Accredited HS Final Transcript (after graduation) or GED Your account has been flagged for Verification of Accredited High School Transcript or GED Certificate. One of two things could be happening. First, we are waiting on your final transcript to be submitted following your graduation. Second, question 26 on your FAFSA could have been left blank. Please submit a sealed official final high school transcript by mail or in person to the NMSU Admissions Office. If you received a GED, submit your GED certificate to the NMSU Admissions Office. (These cannot be uploaded electronically.)	Required	Sep 06, 2024			
<a href="#">Spouse signed 2021 IRS Tax Return Transcript</a> You must submit a signed original of your (and if you are married, your spouse's) IRS Tax Transcript to the NMSU Financial Aid Office. To obtain an IRS Tax Return Transcript go to <a href="http://www.irs.gov">www.irs.gov</a> and click on the "Order a Return or Account Transcript" link, or call 1-800-908-9946. Make sure to request the IRS Tax Return Transcript and not the IRS Tax Account Transcript. You will need the Social Security Number, date of birth, and the address on file with the IRS (normally this will be the address used when the IRS Tax Return was filed). It takes up to two weeks for IRS income information to be available for electronic filers, and up to eight weeks for paper filers.	Upload Incomplete	Sep 06, 2024		<a href="#">SPTR E 1 1.pdf</a> <small>- Delete</small> Submit	<input type="button" value="Browse..."/> No file selected.
<a href="#">Terms and Conditions</a> Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the terms and conditions, including any program-specific conditions linked to your awards.	Required	Sep 06, 2024			

click here!



The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

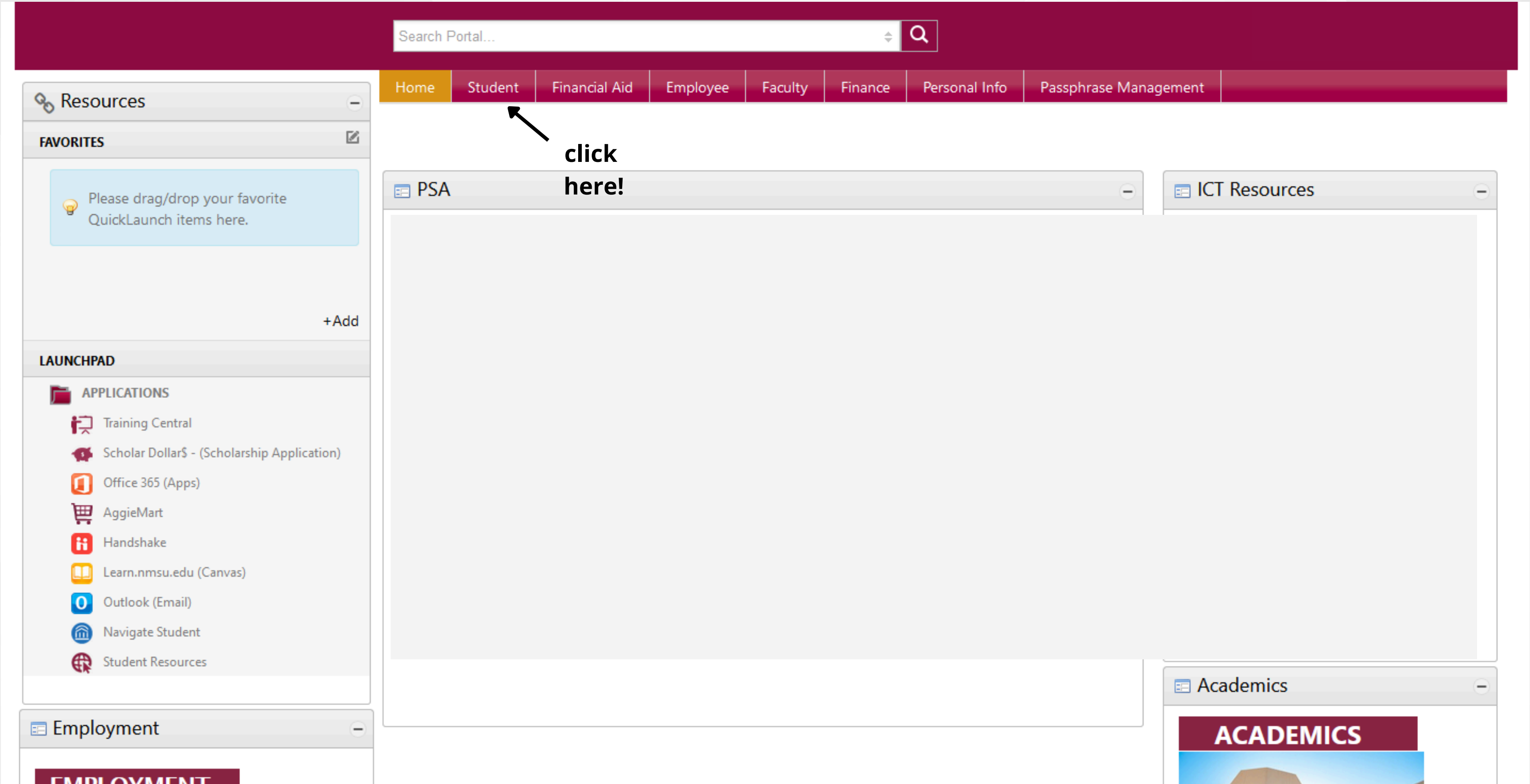
Satisfied Requirements			
Requirement	Status	As of Date	Fund Term
Free Application for Federal Student Aid	Accepted	Sep 06, 2024	
Loan Entrance Counseling	Accepted	Sep 06, 2024	

[Select Another Aid Year](#)

# Viewing your Balance

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From the myNMSU homepage, click the **student** tab



Under Student Account and Payment Information, click **Account Summary**

## Student Services

- [Your Student Profile Page](#)
- [View Grades](#)
- [Unofficial Transcript / Academic History](#)
- [Request Official Transcript](#)
- [Request Enrollment Verification](#)
- [Canvas](#)
- [Navigate](#)
- [Handshake](#)
- [Career Exploration](#)

### Student Registration

- [Class Search](#)
- [Aggie Schedule Builder](#)
- [Course Registration](#)
- [Student Schedule](#)

### Financial Aid

- [Financial Aid Home Page](#)

### Student Account and Payment Information

- [Account Summary](#)
- [Account Detail For Term](#)
- [Tax Notification \(1098-T\)](#)
- [Statement and Payment History](#)
- [Pay NMSU/Payment Plan](#)
- [MyHousing](#)
- [MyDining](#)
- [Direct Deposit Signup](#)
- [Student Proxy Management](#)

click  
here!

If you have any questions about the my.NMSU Student Services portal, please contact the ICT Help Desk at [Help@nmsu.edu](mailto:Help@nmsu.edu).

# Review your account summary

## Account Summary



Holds

1

Pay Now

View By Term



Go to Term



Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.

Current Amount Due as of 09/06/2024



\$0.00

Account Balance



\$0.00

\$0.00

Term Balance



Show/Hide Column

search



Detail Code	Description	Charge	Payment	Balance
ASNM	ASNMSU FEE	\$12.40		\$0.00
DIS2	LC COURSE DELIVERY FEE SUM	\$75.00		\$0.00
RFND	REFUND(S) ISSUED	\$800.00		\$0.00
RRP2	LC TUITION SUM GR RESD PT	\$987.60		\$0.00
			\$87.40	\$0.00
			\$800.00	\$0.00
			\$987.60	\$0.00
	Total	\$1,875.00	\$1,875.00	\$0.00