



# Colleague Self Service

## Financial Aid

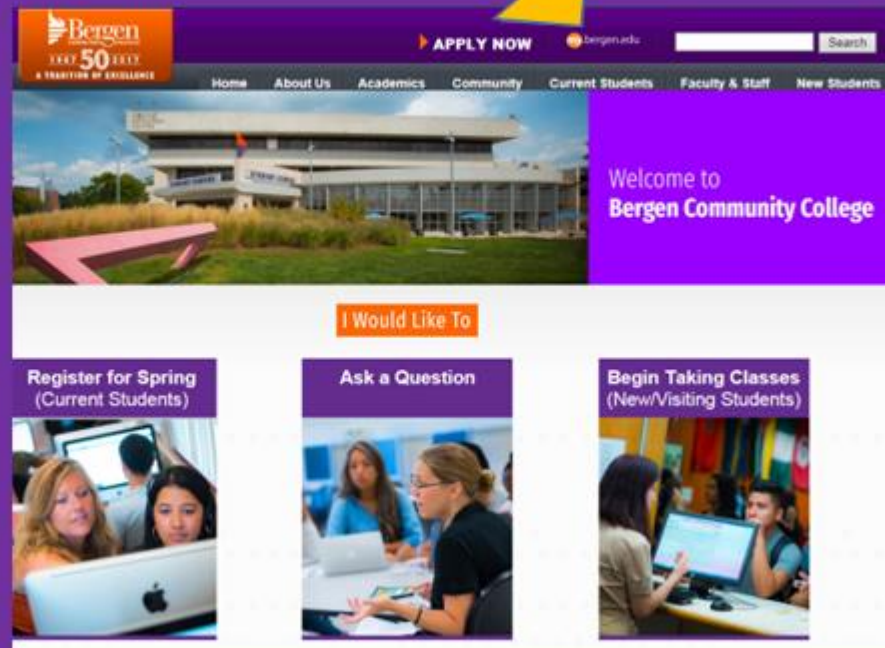


**The Financial Aid section of Self Service will help you understand your status, complete all requirements, and manage awards offers.**

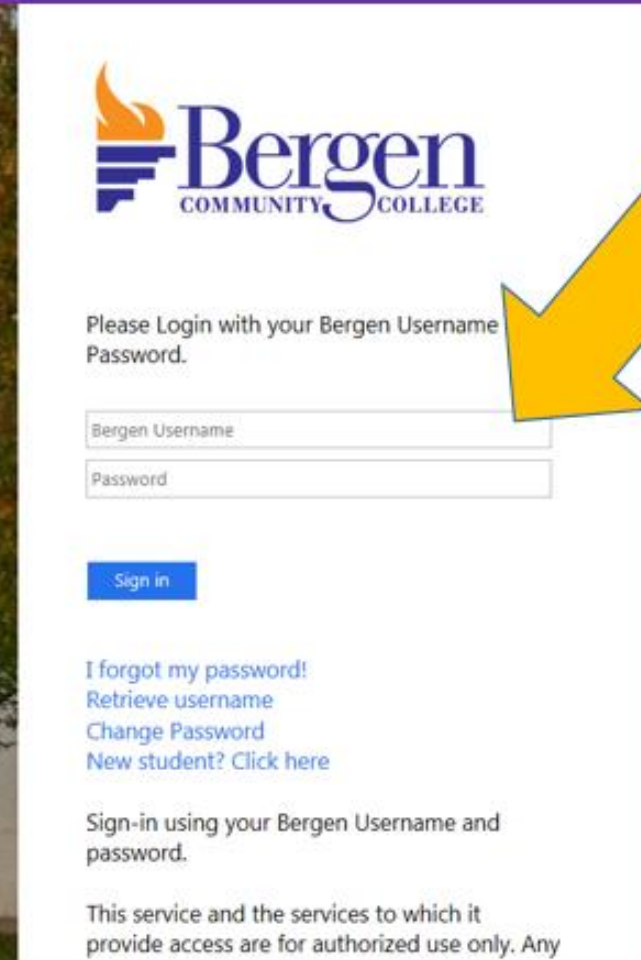


# How do you view your Self Service Account:

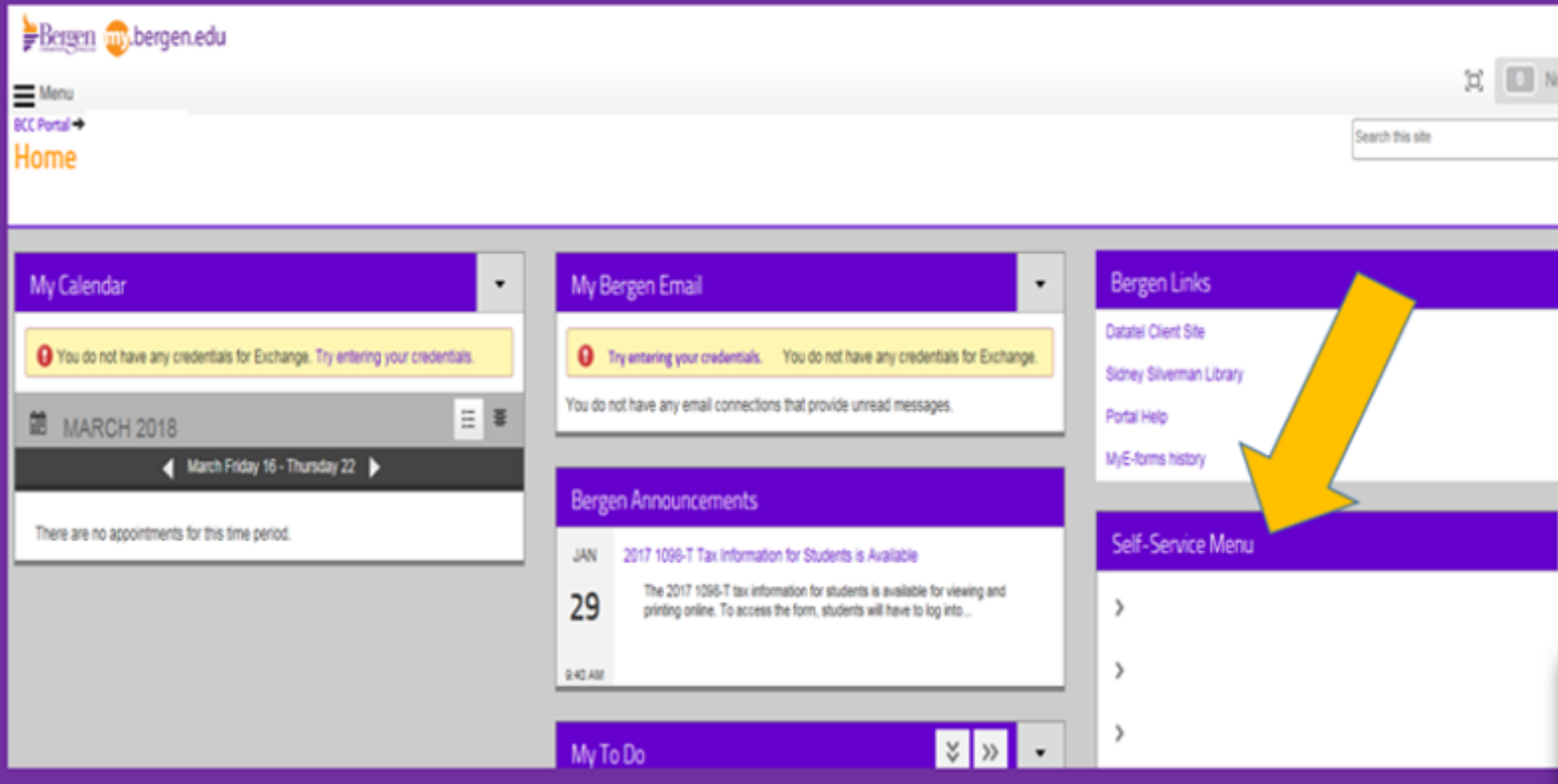
1. Go to *my.bergen.edu*



## 2. Log in with your Bergen Username & Password

A screenshot of the Bergen Community College login page. At the top is the college's logo. Below it, the text reads "Please Login with your Bergen Username Password." A large yellow arrow points from the right side of the page towards the login fields. There are two input fields: "Bergen Username" and "Password". Below the fields is a blue "Sign in" button. Further down, there are links for "I forgot my password!", "Retrieve username", "Change Password", and "New student? Click here". At the bottom, there is a note: "Sign-in using your Bergen Username and password." and a disclaimer: "This service and the services to which it provide access are for authorized use only. Any".

### 3. Go to the Self Service Menu & select Financial Aid for Students



my.bergen.edu

Menu  
BCC Portal →  
Home

Search this site

**My Calendar**

You do not have any credentials for Exchange. Try entering your credentials.

MARCH 2018

March Friday 16 - Thursday 22

There are no appointments for this time period.

**My Bergen Email**

You do not have any credentials for Exchange.

You do not have any email connections that provide unread messages.

**Bergen Announcements**

JAN 29 2017 1099-T Tax Information for Students is Available

The 2017 1099-T tax information for students is available for viewing and printing online. To access the form, students will have to log into ...

9:42 AM

**My To Do**

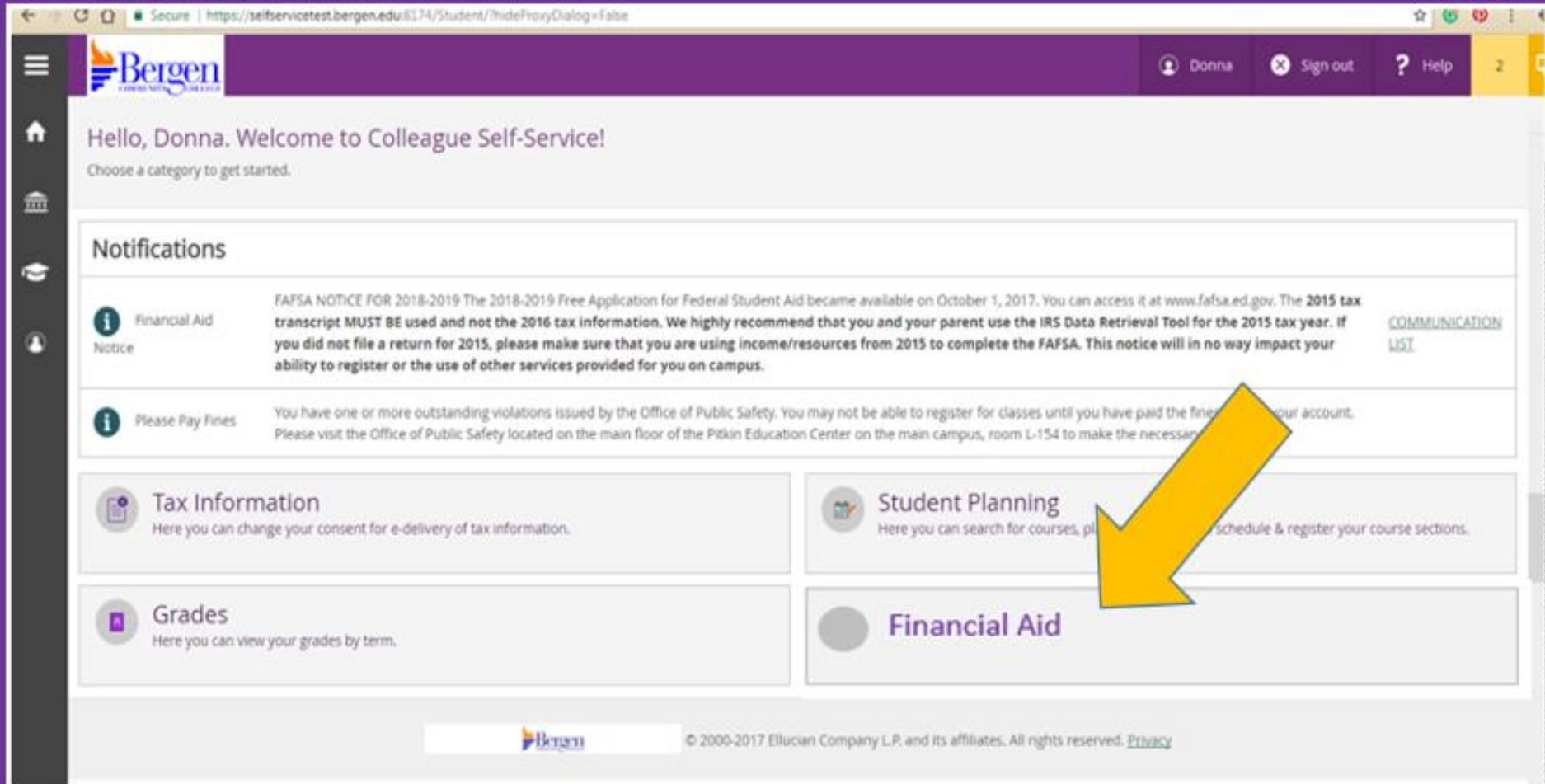
**Bergen Links**

- Datatel Client Site
- Sidney Silverman Library
- Portal Help
- MyE-forms history

**Self-Service Menu**

- >
- >
- >

## 4. Once you are in your account, select 'Financial Aid'



The screenshot shows the user interface of the Bergen Community College self-service portal. At the top, the user is identified as Donna, with options to sign out or get help. The main content area is titled "Hello, Donna. Welcome to Colleague Self-Service!" and prompts the user to "Choose a category to get started." Below this, there are several notification cards and service tiles. A large yellow arrow points to the "Financial Aid" tile in the bottom right quadrant of the service tiles.

Notifications

- Financial Aid Notice**  
FAFSA NOTICE FOR 2018-2019 The 2018-2019 Free Application for Federal Student Aid became available on October 1, 2017. You can access it at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The **2015 tax transcript MUST BE used and not the 2016 tax information**. We highly recommend that you and your parent use the IRS Data Retrieval Tool for the 2015 tax year. **If you did not file a return for 2015, please make sure that you are using income/resources from 2015 to complete the FAFSA.** This notice will in no way impact your ability to register or the use of other services provided for you on campus. [COMMUNICATION LIST](#)
- Please Pay Fines**  
You have one or more outstanding violations issued by the Office of Public Safety. You may not be able to register for classes until you have paid the fines on your account. Please visit the Office of Public Safety located on the main floor of the Pitkin Education Center on the main campus, room L-154 to make the necessary arrangements.

Service Tiles:

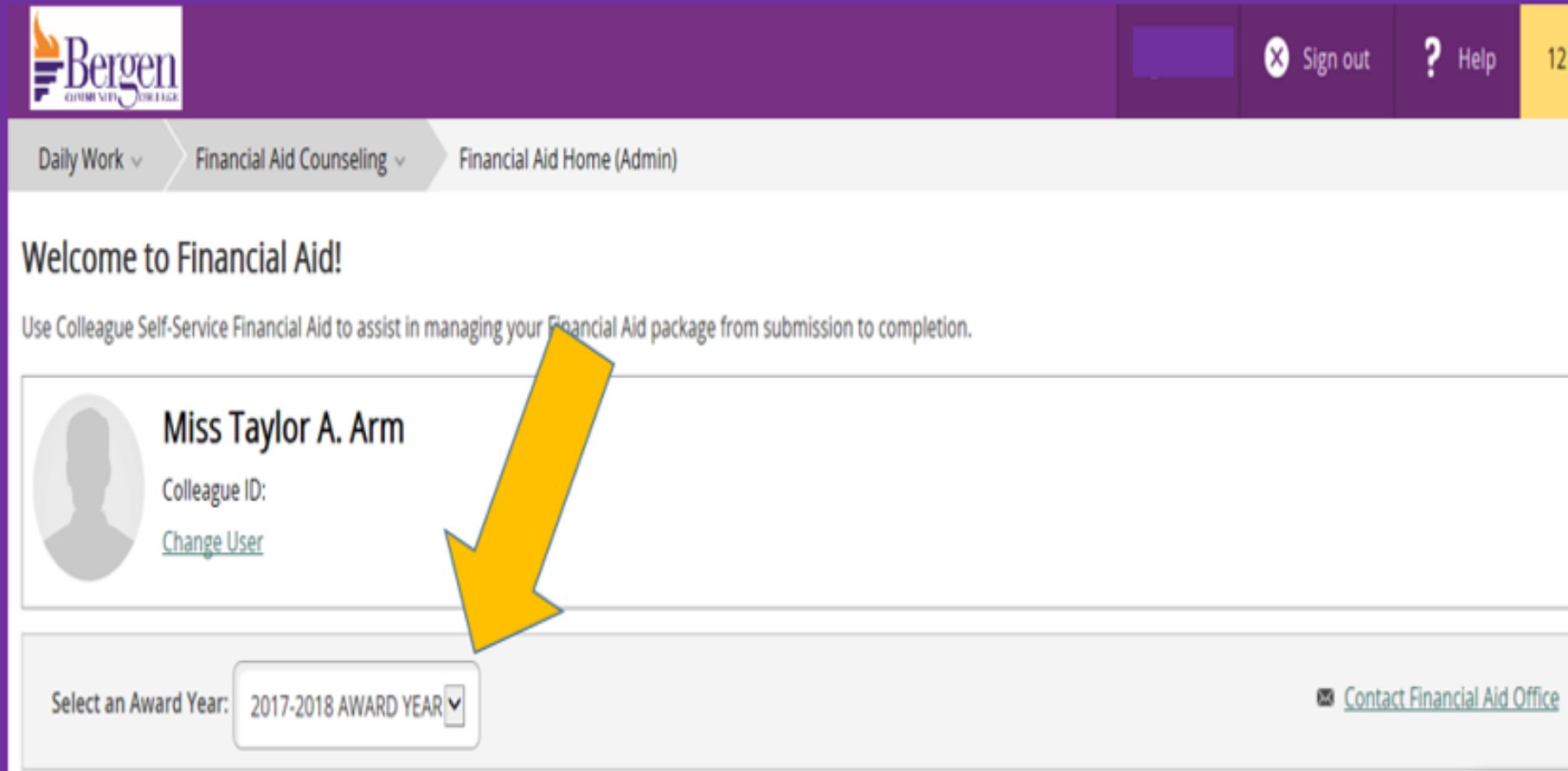
- Tax Information**  
Here you can change your consent for e-delivery of tax information.
- Student Planning**  
Here you can search for courses, plan your schedule & register your course sections.
- Grades**  
Here you can view your grades by term.
- Financial Aid** (highlighted with a yellow arrow)


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## **5. The Financial Aid Self Service Menu will allow you to:**

- ✓ **Select Award Year** *\*up to 3 years prior*
- ✓ **Check your Satisfactory Academic Progress (SAP) status**
- ✓ **View Missing Documents**
- ✓ **Check a List of Required Items**
- ✓ **Check Federal Pell Grant Lifetime Eligibility**
- ✓ **Access Helpful Links (i.e.: FAFSA, Student Loans, Deadline Dates, IRS, Nelnet, etc.)**
- ✓ **Accept or Reject Loans**
- ✓ **Request Loan Change** *\*after accepting the loan first*
- ✓ **Contact the Office (Telephone or E-Mail)**

## Select Award Years *\*up to 3 years prior*




 Bergen  
COMMUNITY COLLEGE

Sign out Help 12

Daily Work > Financial Aid Counseling > Financial Aid Home (Admin)

### Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

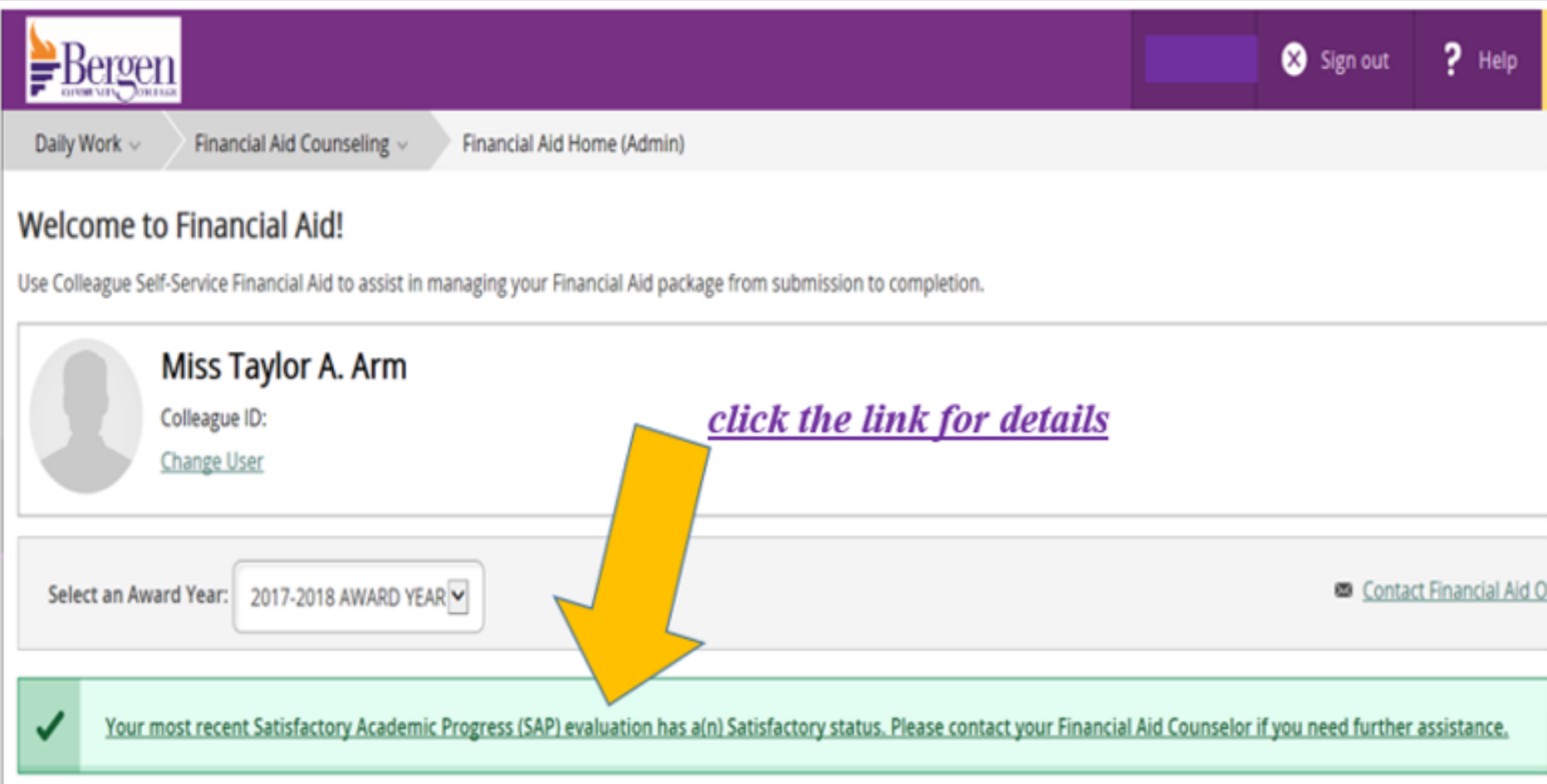
 **Miss Taylor A. Arm**  
Colleague ID:  
[Change User](#)


Select an Award Year: 2017-2018 AWARD YEAR ▾

[Contact Financial Aid Office](#)



# Check your SAP status




 Bergen  
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Daily Work ▾ Financial Aid Counseling ▾ Financial Aid Home (Admin)

## Welcome to Financial Aid!

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 **Miss Taylor A. Arm**  
Colleague ID:  
[Change User](#)

*[click the link for details](#)*

Select an Award Year: 2017-2018 AWARD YEAR ▾ [Contact Financial Aid Office](#)

✓ Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.

# View Missing Documents

## Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.



**Miss Taylor A. Arm**

Colleague ID:

[Change User](#)

Select an Award Year: 2017-2018 AWARD YEAR



Your most recent Satisfactory Academic Progress evaluation has a(n) Satisfactory status. Please contact your Financial Aid Counselor for more information.



**You have missing documents**




In order to complete your financial aid application some additional documentation is required before the Financial Aid office can process your information.

[Complete required documents](#)





Select an Award Year: 2017-2018 AWARD YEAR

✉ [Contact Financial Aid Office](#)

Incomplete		Complete	
 <b>Incomplete</b>	<p><b>2015 Irs Trans-Student</b> Student's 2015 IRS Tax Transcript <a href="#">2015 IRS TAX TRANSCRIPT-STUDENT</a></p>	 <b>Received</b> 10/13/2017	<p><b>17-18 V1 Verif Worksheet</b> 2017-2018 Verification Worksheet <a href="#">2016-2017 V1 VERIFICATION WORKSHEET</a></p>
		 <b>Received</b> 09/28/2017	<p><b>17-18 Fafsa Received</b> We have received your Student Aid Report for 2016-2017. Please allow us a few days to review and update you on our progress.</p>

## Check a List of Required Documents

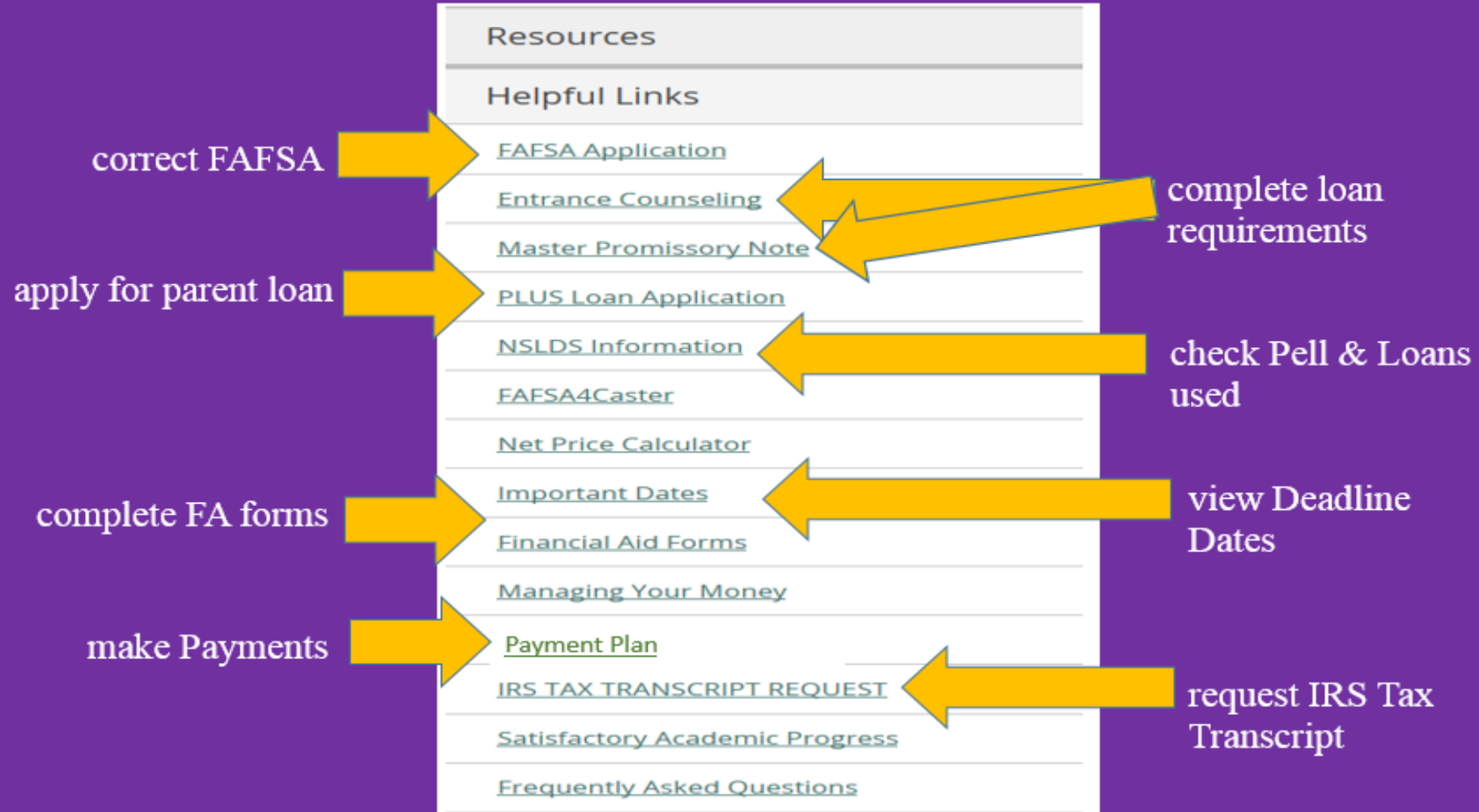
Checklist	
 Completed	Submit a Free Application for Federal Student Aid (FAFSA)
 Action Needed	<u><a href="#">Complete required documents</a></u>
Not Available	Your application is being reviewed by the Financial Aid Office
Not Available	Review and accept your Financial Aid Award Package

**Check Federal Pell Grant Lifetime Eligibility** *\*undergraduate students have up to 600% (12 full-time semesters) to use*

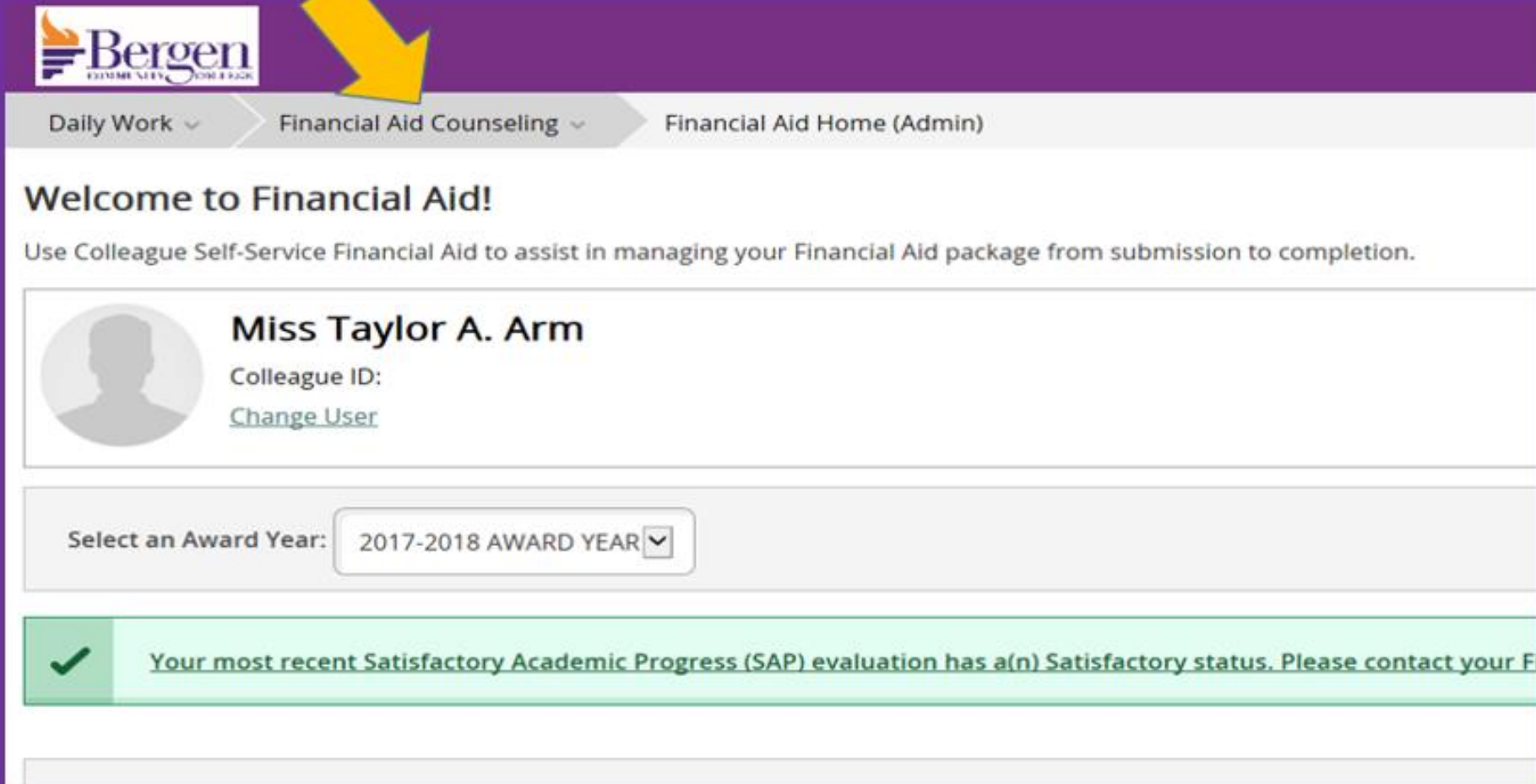
Pell Lifetime Eligibility Used	
Pell Lifetime Eligibility Used	149.989%




## Access Helpful Links



## Accept or Reject Loans by selecting My Awards




 Bergen  
COMMUNITY COLLEGE

Daily Work ▾ Financial Aid Counseling ▾ Financial Aid Home (Admin)

### Welcome to Financial Aid!


Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

 **Miss Taylor A. Arm**  
Colleague ID:  
[Change User](#)

Select an Award Year: 2017-2018 AWARD YEAR ▾

✓ **Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your F**

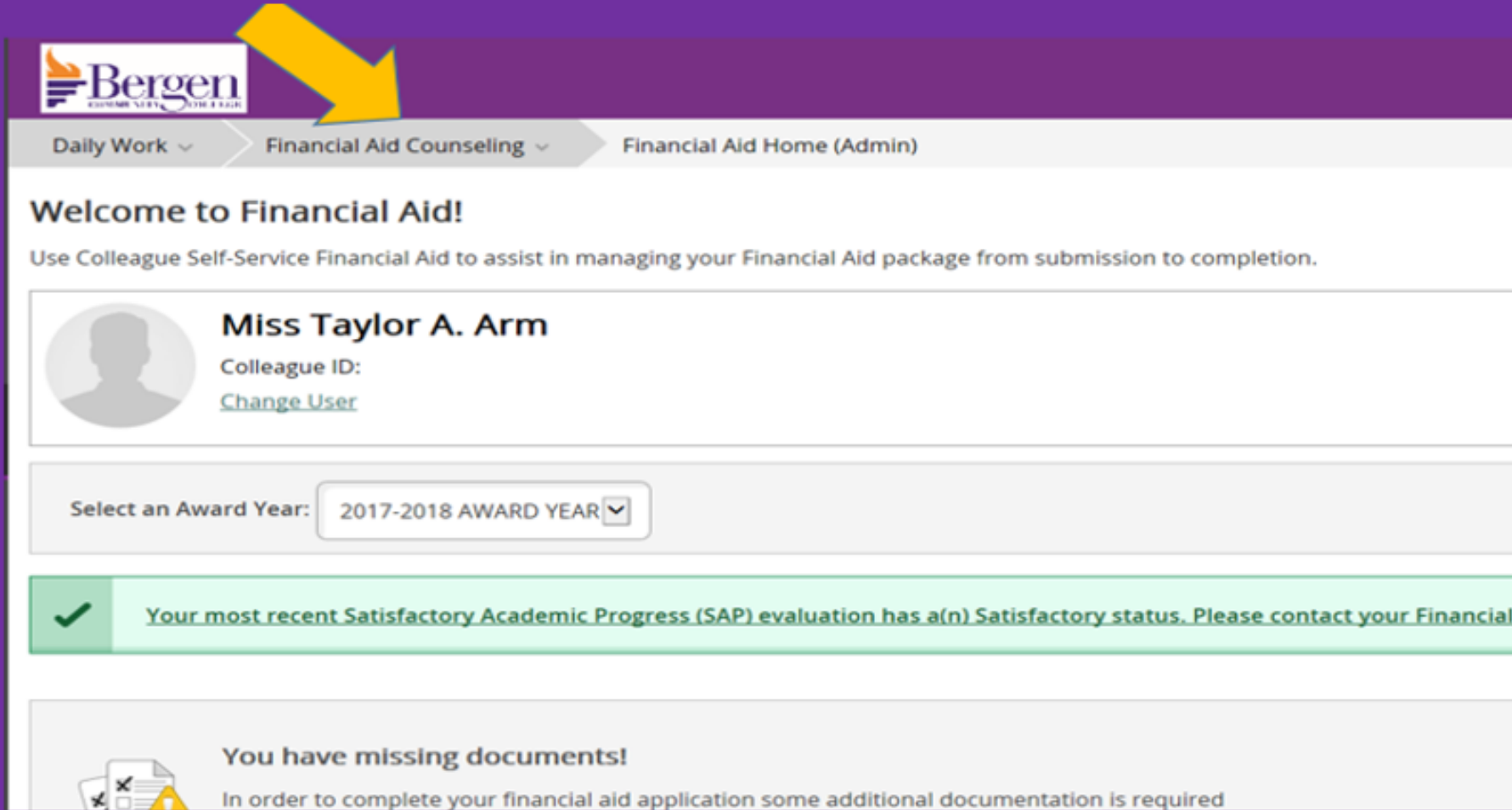
Grants, Scholarships, & Work Study will be listed at the top

 <b>Scholarships and Grants</b> Money you don't have to pay back				
Award	Status	Total Awarded Amount	2017 FALL	2018 SPRING
NJ Tuition Aid Grant <a href="#">View award</a>	Accepted	\$3,206.00	\$1,603.00	\$1,603.00
Federal Pell Grant <a href="#">View award</a>	Accepted	\$5,920.00	\$2,960.00	\$2,960.00
*Fed. Work-Study* <a href="#">View award</a>	Accepted	\$2,500.00	\$0.00	\$2,500.00
<b>Award Total</b>				
Award		Total Awarded Amount	2017 FALL	2018 SPRING
<b>Total Awards</b> <a href="#">Accept or Decline All</a>		<b>\$11,626.00</b>	<b>\$4,563.00</b>	<b>\$7,063.00</b>

Loans to be Accepted or Rejected will be listed at the bottom



## Change a Loan by selecting Request a New Loan

A screenshot of the Financial Aid Home (Admin) interface. At the top left is the Bergen Community College logo. Below it is a navigation bar with three items: "Daily Work" with a dropdown arrow, "Financial Aid Counseling" with a dropdown arrow, and "Financial Aid Home (Admin)". A large yellow arrow points from the top left towards the "Financial Aid Home (Admin)" link. Below the navigation bar is a white box with the heading "Welcome to Financial Aid!" and the text "Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion." Below this is a user profile section for "Miss Taylor A. Arm" with a silhouette icon, "Colleague ID:", and a "Change User" link. Below the profile is a "Select an Award Year:" label and a dropdown menu showing "2017-2018 AWARD YEAR". Below that is a green success message: "Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) Satisfactory status. Please contact your Financial". At the bottom is a warning section with a document icon and the text "You have missing documents! In order to complete your financial aid application some additional documentation is required".

## Request a New Loan

You can request a new loan and review submitted loan requests.



**Miss Taylor A. Arm**

Colleague ID:

[Change User](#)

Select an Award Year: 2017-2018 AWARD YEAR ▾

Enter Loan Amount

Select Periods

Review & Submit

## Enter the Requested Amount

Request **\$12,209.00** in loans

This is based on the current information we have on file.

Estimated Cost of Attendance    **\$12,209.00**

Potential Financial Aid            **— \$0.00**

Remaining Cost                      **= \$12,209.00**

Request other amount:

\$

Comments

## Contact the Office

Financial Aid Counselor

Financial Aid Counseling

 [201-447-7148](tel:201-447-7148)

 [Contact Financial Aid Office](#)