



Financial Aid Student Success SAP Workshop Schedule & Information Fall 2014

General Information:

The Financial Aid Student Success SAP Workshop is a 90 minute interactive workshop intended for all students who have been disqualified from financial aid as a result of failing to maintain the minimum Satisfactory Academic Progress (SAP) standards for eligibility of federal financial aid programs and the Cal Grant program.

Workshop attendance and completion is required for students wishing to Appeal their financial aid disqualification. As able, students should attend the Workshop before they meet with a counselor to discuss their academic progress and other issues that may be impacting their financial aid eligibility.

Workshop Schedule: October 20 – December 12, 2014

- Tuesdays: Oct 28, Nov 11, 25, Dec 9
 - 10:30 am – 12:00 pm
- Wednesdays: Oct 22, Nov 5, 19, Dec 3
 - 5:00 pm – 6:30 pm

Students are requested to **check 10 minutes prior** to the scheduled workshop time at the Cañada Financial Aid Office. Students must present a government-issued picture ID or Cañada Student ID to check-in and attend the Workshop.

All workshops are conducted in the Financial Literacy Lab, Building 9-123. **Once the Workshop begins, late arrivals will not be admitted and will be referred to a future workshop.**

Checklist: What to Bring:

- Government-issued picture ID or Cañada Student ID
- Unofficial SMCCCD Transcripts from WebSMART (instructions follow)
- A copy of your most recent Student Educational Plan (SEP) if you have one
- Note paper and a pen

How to Prepare:

- Review the Cañada College Financial Aid Satisfactory Academic Progress Policy at <http://canadacollege.edu/financialaid/faq.php#sap>
- Review and print Appeal form at http://canadacollege.edu/forms/financial/2014-2015/1415_Appeal_Form.pdf
- Review your current SAP status in WebSMART (instructions follow)
- Review your unofficial transcripts and most recent SEP

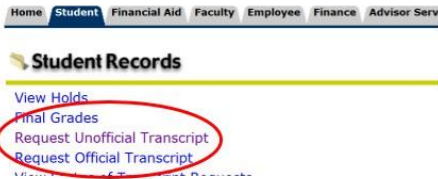
Accessing Unofficial SMCCCD Transcripts in WebSMART:

1. After logging into WebSMART, click on the Student Records link on the Home tab



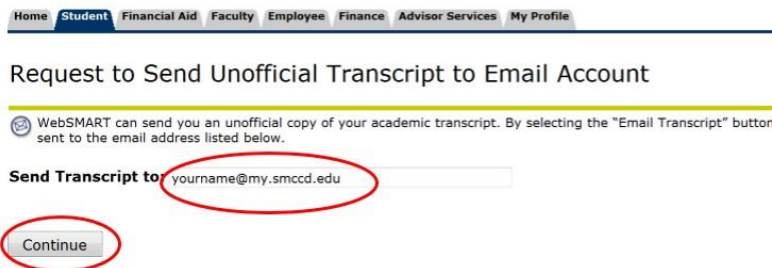
The screenshot shows the top navigation bar with links: Home, Student, Financial Aid, Faculty, Employee, Finance, Advisor Services, My Profile. Below is the 'Student Services' section with a graduation cap icon and a list of links: Registration, Student Records, Schedule Appointments, Student Account, Degree Contact Information, Voter Information. The 'Student Records' link is circled in red.

2. Select 'Request Unofficial Transcript' under Student Records



The screenshot shows the 'Student Records' section with a list of links: View Holds, Final Grades, Request Unofficial Transcript, Request Official Transcript. The 'Request Unofficial Transcript' link is circled in red.

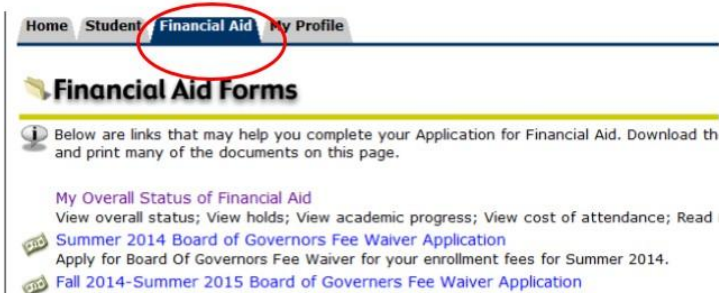
3. Enter your email address and click "continue" and your transcripts will be emailed to you



The screenshot shows the 'Request to Send Unofficial Transcript to Email Account' page. It includes a message: 'WebSMART can send you an unofficial copy of your academic transcript. By selecting the "Email Transcript" button sent to the email address listed below.' Below this is a form with the label 'Send Transcript to' and the email address 'yourname@my.smccd.edu' entered. A 'Continue' button is circled in red.

Reviewing SAP Status in WebSMART:

1. After logging into WebSMART, click on the Financial Aid tab as shown below-



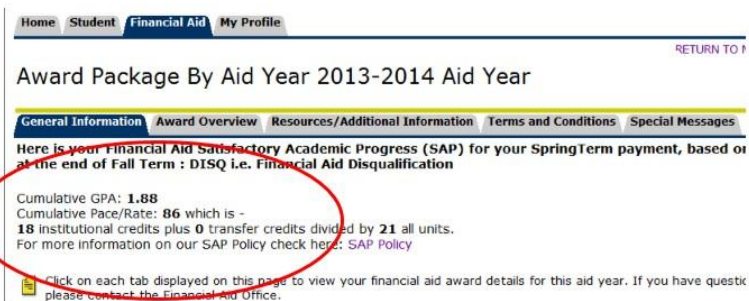
The screenshot shows the 'Financial Aid Forms' section with a list of links: My Overall Status of Financial Aid, Summer 2014 Board of Governors Fee Waiver Application, Fall 2014-Summer 2015 Board of Governors Fee Waiver Application. The 'Financial Aid' link in the top navigation bar is circled in red.

2. Select 'Award by Aid Year' in the Award Information



The screenshot shows the 'Award Information' section with a list of links: Account Summary By Term, Award By Aid Year, Award Payment Schedule. The 'Award By Aid Year' link is circled in red.

3. The General Information Tab is displayed with the student's SAP status



The screenshot shows the 'Award Package By Aid Year 2013-2014 Aid Year' page. It includes a message: 'Here is your Financial Aid Satisfactory Academic Progress (SAP) for your Spring Term payment, based on at the end of Fall Term : DISQ i.e. Financial Aid Disqualification'. Below this is a table with the following information: Cumulative GPA: 1.88, Cumulative Pace/Rate: 86 which is - 18 institutional credits plus 0 transfer credits divided by 21 all units. For more information on our SAP Policy check here: SAP Policy. The 'General Information' tab is circled in red.