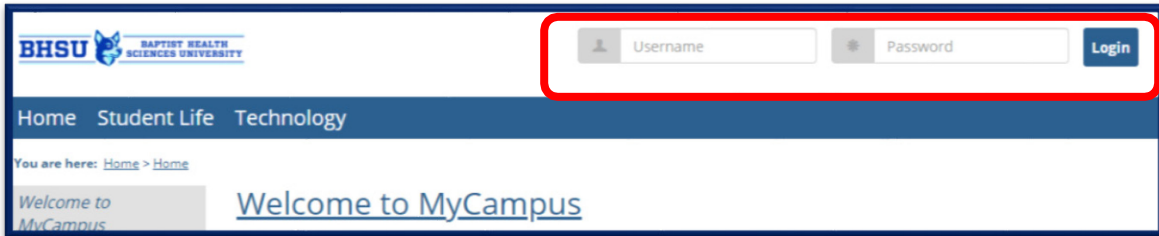


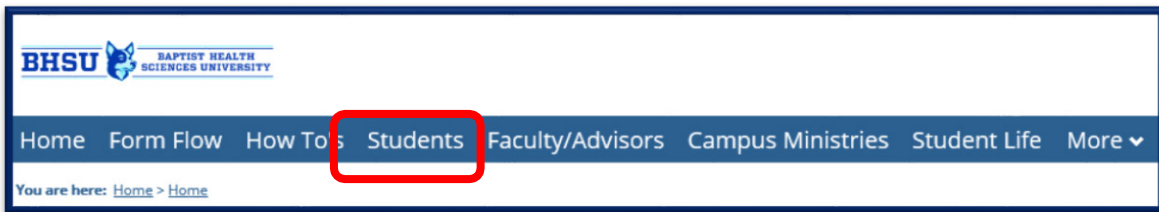


MyCampus – Navigating the Financial Aid Portal

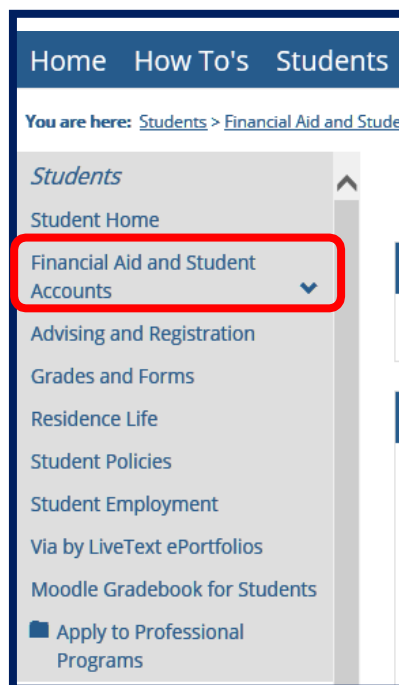
1. Go to MyCampus portal site at: <https://mycampus.baptistu.edu/ICS>, and log in with your User Name and Password.



2. Once logged in, click the **STUDENTS** tab across the top.

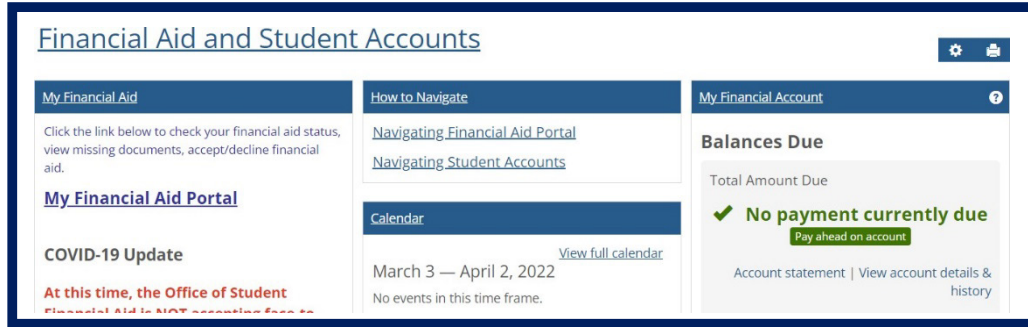


3. Click on **Financial Aid and Student Accounts** in the left margin.

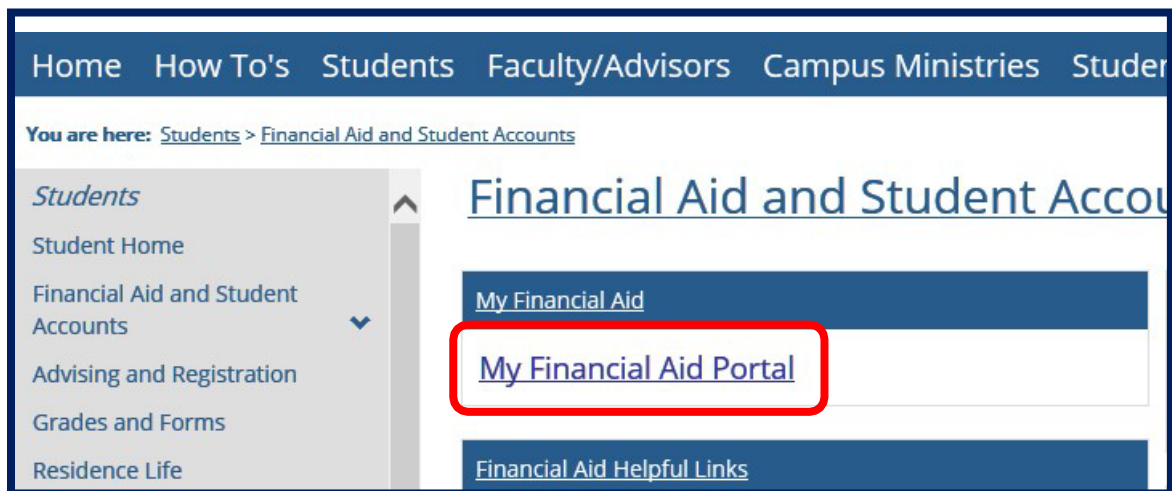




4. The **Financial Aid and Student Accounts Page** is divided into the following THREE sections:
- Left Column – Financial Aid Information
 - Middle Column – Financial Aid and/or Student Accounts Announcements and Calendars
 - Right Column – Student Account Information



5. Click the **My Financial Aid Portal** link to view your Financial Aid Status and Awards for the current aid year.



****You will be redirected and logged into your Online Financial Aid Portal.
See Below****

6. On the top left side of the portal is “**Menu**” after you open the My Financial Aid link in My Campus.





7. To view any Financial Aid Documents that are required and/or received, click the “Your Documents” tab on the left side Menu.

Your Documents

Below is a list of all the required documents and/or status updates needed to complete your financial aid file. Items listed as “Not Received” are still needed. Your file will not be evaluated for financial aid eligibility until all missing requirements have been received. Please print, complete and sign all documents.

We strongly encourage you to use the **Upload It Now!** feature to submit your documents to us electronically.

You may have also message(s) regarding your status or specific aid fund. Go to “Messages” to review.

Documents

Your Documents			
Document	Status	Status Date	Message

8. The “Your Documents” page is divided into three columns:

- a. **Document** – This is the list of documents the Financial Aid Office is requesting from you or notifying you of specific updates.
 - i. **Missing Documents** – Not all students will have missing documents. If any listed documents are **Not Received**, your financial aid package and/or disbursement may be delayed for registration.
 - ii. **Missing document forms** that may be listed as **Not Received** can be accessed by clicking directly on the document name, if applicable. You will either be taken to the **.pdf printable document** or **directly to the website** to complete the requirement.
- b. **Status** – Indicates whether the Financial Aid Office has **Received** or **Not Received** the corresponding specific document indicated.
- c. **Status Date** – Indicates the date the corresponding status was obtained. For example, your documents may indicate we received your Free Application for Federal Student Aid on 3/20/2016.
- d. **Download Forms Here** – This section will take you to any additional general forms that we have on ourportal that may be needed for your financial aid.

Your Documents

2021 Parent Tax Transcript	Not Received	12/28/2023
2021 Student Tax Transcript Dependent	Not Received	12/28/2023
V1 Verification Worksheet	Not Received	12/28/2023
Free Application for Federal Student Aid	Received	10/12/2023



9. To review your financial aid by trimester before accepting, click on the “**Financial Aid Overview**” tab on the left side Menu.

Financial Aid Overview

This section is an overview of your financial aid totals for each trimester.

You must go to the "**Accept Your Financial Aid**" section to confirm your financial aid for the academic year.

10. The upper portion of the “**Financial Aid Overview**” page will display your total aid by trimester for the current year.

11. The "**Financial Aid Overview**" page is divided into five columns:

- Fund** – This is the list of aid you are eligible to receive for the trimester.
- Terms Listed (should be 2)** – This is the trimester in which the corresponding funds are offered.
 - (if **SPRING** is your **first term**, you will not see **FALL** listed, just **SPRING** and **SUMMER**)*
- Total** – The aid year amount total for the fund indicated.
- Message** – Any important messages the Financial Aid Office wants to communicate pertaining to the corresponding fund.

Financial Aid Overview

This section is an overview of your financial aid totals for each trimester.

You must go to the "**Accept Your Financial Aid**" section to confirm your financial aid for the academic year.

Your Financial Aid Information			
FA23	SP24	SU24	Total
\$9,500.00	\$9,500.00	\$1,750.00	\$20,750.00

12. Once all documents and missing requirements have been **Received**, you can go to the “**Accept Your Financial Aid**” section on the left side Menu, to *review and confirm your aid for the year*.



13. Once you have reviewed your financial aid by trimester, and you are ready to Accept, Decline, or Reduce your aid, go back to the **“Accept Your Financial Aid”** section to review and confirm your aid for the year.

2023-2024 Financial Aid Award Information

Please read these terms and conditions and check box at bottom of page to continue.

Financial aid is the funding you receive from federal, state, local, and private programs to help you meet the educational expenses (tuition, fees, books, equipment, supplies, room, board, transportation, and personal expenses) to attend [Baptist Health Sciences University](#) (BHSU).

14. Before you can view and accept, decline, or reduce your aid, you must **read and agree** to the **Terms and Conditions** listed under the **Financial Aid Award Information** for the current year. Once you agree and click **Submit** to the Terms and Conditions above, your Financial Aid for the current year will be displayed. Please review your aid carefully.

2023-2024 Financial Aid Information

Withdrawal
Federal regulations require the reduction of your financial aid if you totally withdraw prior to attending 60% of the term. The reduction is based on the percentage of the term that you do not attend. The withdrawal can result in you having to repay financial aid funds.

Your Student Account
The Office of Financial Aid determines eligibility and awards financial aid based on established criteria. The Business Office is responsible for charges on your student account, making payment arrangements, sending invoices for any past due payments, and accepting payments on your student account. If you have any questions regarding your student account, please contact the Business Office at business.services@baptistu.edu or 901-575-2247.

Change of Address
The Office of Financial Aid utilizes the primary address on file with the Registrar’s Office when mailing specific documents. If during the year you change your address, please notify the Registrar’s Office.

Baptist Health Sciences University Issued Email Address
Your Baptist Health Sciences University email address is the primary method of communication for the Financial Aid Office in addition to BHSU. Please check your BHSU email often as this is how we will communicate additional information requests and/or changes to your financial aid status. Do not let your financial aid process become delayed because you forgot to check your email. You can access your [BHSU issued email by following these steps](#).

**** If you have questions, please contact the Financial Aid Office at Financial.Aid@baptistu.edu.**

IMPORTANT:
The Student Financial Aid Office reserves the right to adjust your financial aid due to changes in your eligibility and/or the availability of funds. If an error was made, whether by you, the Student Financial Aid Office, or another agency, federal regulations require that the error be corrected and funds may be billed back as necessary.

I agree to these Terms and Conditions

15. The **“Accept Your Financial Aid”** page is divided into multiple columns:
- a. **Award** – This is the list of financial aid funds you are eligible to receive after your financial aid file is reviewed.
 - b. **Terms** – The financial aid amount for the trimester for the corresponding financial aid fund indicated.
 - i. **(if SPRING is your first term, you will not see FALL listed, just SPRING and SUMMER)**
 - c. **Total** – The aid year amount for the corresponding financial aid fund indicated.
 - d. **Message** – Any important messages the Financial Aid Office wants to communicate pertaining to the corresponding fund.
 - e. **Status** – Indicates the aid status of the corresponding fund. **Initial financial statuses will default to “Pending.” All financial aid must be in an “Accepted” status for funds to be used towards your student bill.**

Your Awards

Award	FA23	SP24	Total	Message	Status
Joseph Powell Schlp	\$5,000.00	\$5,000.00	\$10,000.00	Click to View Message	Accepted
Outside Schlp	\$1,250.00	\$1,250.00	\$2,500.00		Accepted
Federal Unsubsidized Loan	\$2,750.00	\$2,750.00	\$5,500.00		Declined
Total	\$10,750.00	\$10,750.00	\$21,500.00		



To “Accept All” Financial Aid:	Click the “Accept All” button
To “Decline All” Financial Aid:	Click the “Decline All” button
To “Accept” Individual Financial Aid:	Select “Accept” in the drop down status menu next to the specific award
To “Decline” Individual Financial Aid:	Select “Decline” in the drop down status menu next to the specific award

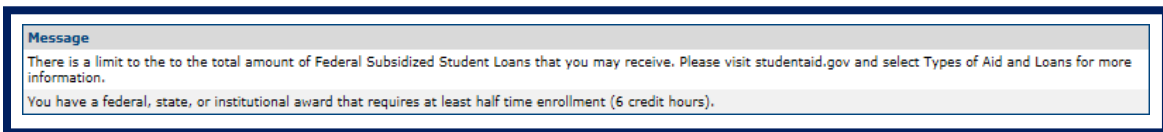
Press **“Submit”** once finished

****If you wish to make adjustments after you have submitted this online acceptance, you will need to come in to the Financial Aid Office to speak with a Financial Aid Officer****

16. To view important messages regarding your financial aid status and offers, click the **“Messages”** section on the left side Menu.



17. The **Message** box will list any important information the Financial Aid Office would like to communicate to you.



18. The **Lifetime Financial Aid Overview** page will show all your loan history with Federal Direct Loans. This page will also how much federal, state, and institution aid you have received at BHSU.

BHSU
BAPTIST HEALTH
SCIENCES UNIVERSITY

Lifetime Financial Aid Overview

Listed below you will find your **TOTAL** student loan history used over your undergraduate academic career. For more information regarding your federal student loans, visit the [Direct Loan Management - View My Account](#) to view details of your loans and servicers for questions.

You may (if eligible) also see Lifetime Totals for federal, state, and institutional aid that are used while attending Baptist Health Sciences University.

Your Lifetime Financial Aid Overview		
Award Type	Year in School	Totals
Institutional Grants	Undergraduate	\$8,000.00
State Grants	Undergraduate	\$5,250.00