

# **IMPORTANT!** *Please read this before completing your Information Worksheet.*

All students must complete and submit the **Graduate Information Worksheet** before they can receive financial aid funds. This worksheet provides us with the vital information needed to calculate your financial aid eligibility and budget.

## **When filling out your Information Worksheet:**

**Be as accurate as possible with your projected units.** We base your financial aid award using your projected unit load for the year. Your financial aid awards will only be as accurate as your Information Worksheet. *(Please indicate if you will be enrolling in a continuing dissertation class as it will change your budget: EDUC795, GNRS 798, HED795, PPSY795.)*

**Include all terms you are planning to attend for the year.** If you are unsure of what your unit plan will be for the upcoming year, speak with your academic advising staff or a representative of your academic department.

## **After you fill out your Information Worksheet:**

**Remember to register for all units and sessions in a term at the same time.**

- For example, if you are registering for Spring classes and you indicated on your Information Worksheet that you will be taking units in both Spring 1 and Spring 2, **register for both sessions at the same time.**

**You must be enrolled at least half-time per term to be eligible to receive Federal Direct Loan funds.**

Half-time status is based on your academic program:

- Credential or certain Certificate only: 6 units per term
- Master's Degree: 5 units per term (3 units in summer)
- M.A. in Clinical Psychology: 4 units per term (3 units in summer)
- M.S. in Nursing: 3 units per term
- Doctor of Ministry: 4 units per term
- Doctoral Degree: 3 units per term

**Notify your Student Account Counselor of any changes in your enrolled units or program.**

- If you will not be taking the same amount of units as you stated on your Information Worksheet, please notify your counselor immediately. Failure to enroll in all units within the term or failure to notify your Student Account Counselor of any changes may result in a delay, a revision of your financial aid, or an owing account balance.
- If you will be dually admitted or changing programs, speak to your Student Account Counselor about the financial aid implications of these changes and/or additions.

**Check your outstanding balance.**

- If you add classes after you have received your financial aid refund check for that term, you may be responsible to pay the balance. Please check your account online to ensure that you do not have an owing balance.

