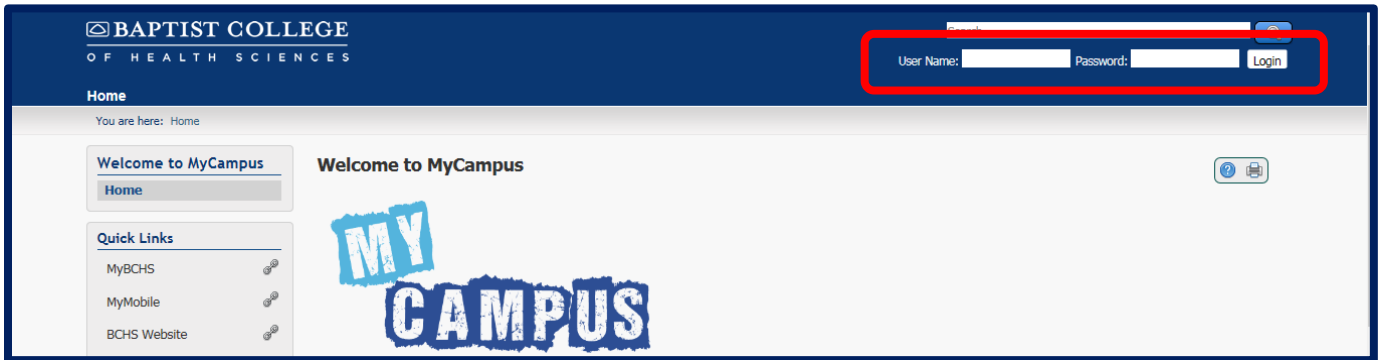


MyCampus – Navigating the Financial Aid Portal

1. Go to MyBCHS portal site at: <https://mycampus.bchs.edu/ics>, and log in with your User Name and Password.



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

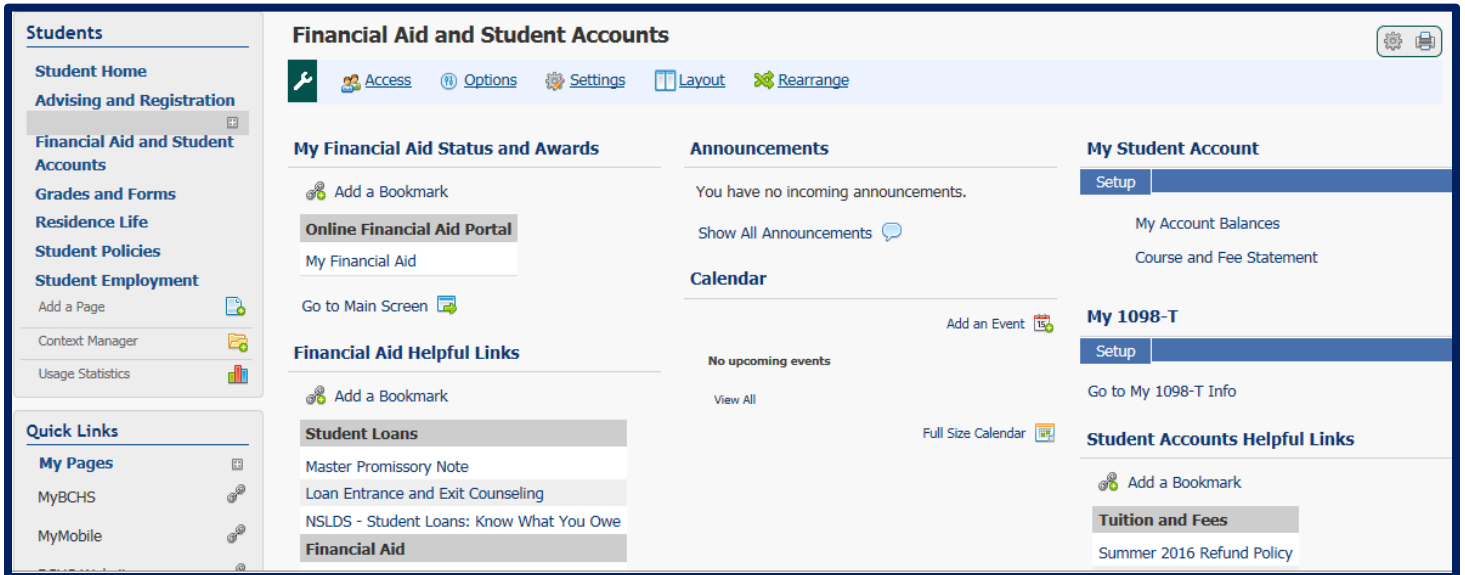


3. Click on **Financial Aid and Student Accounts** in the left margin.

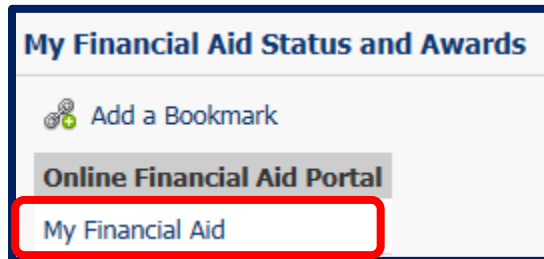


MyCampus – Navigating the Financial Aid Portal

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



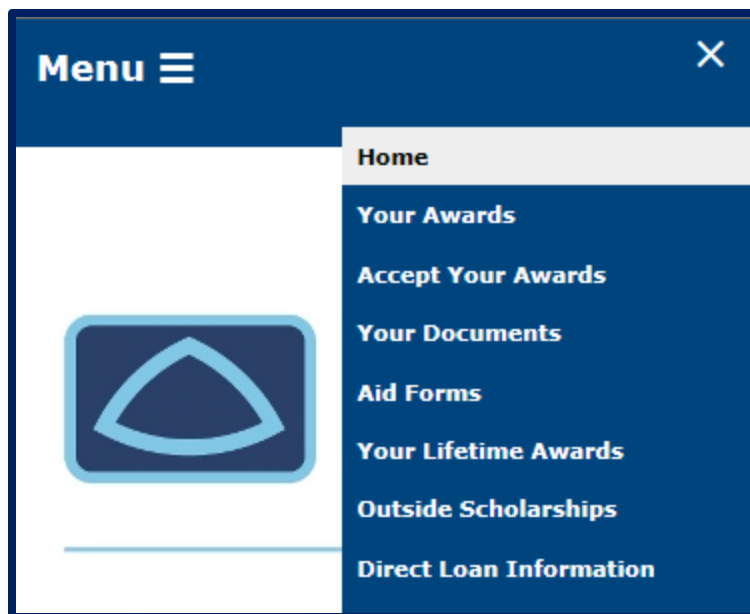
5. Click the **My Financial Aid** link to view your Financial Aid Status and Awards for the current aid year.



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

MyCampus – Navigating the Financial Aid Portal

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.

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 outstanding. Please submit them as soon as possible if applicable. You may have message(s) regarding your status. Go to the **"Messages"** tab above to review. Your file will not be evaluated for eligibility until all missing requirements have been received.

If all items have been **"Received"**, please go to the **"Accept Awards"** tab above to review and confirm your aid for the year.

MyCampus – Navigating the Financial Aid Portal

8. The “Your Documents” page is divided into three columns:
- Document** – This is the list of documents the Financial Aid Office is requesting from you or notifying you of specific updates.
 - 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.
 - 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.
 - Status** – Indicates whether the Financial Aid Office has **Received** or **Not Received** the corresponding specific document indicated.
 - 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.
 - Download Forms Here** – This section will take you to any additional general forms that we have on our portal that may be needed for your financial aid.

Document	Status	Status Date
2016 Parent Tax Transcript	Not Received	12/28/2017
2016 Student Tax Transcript	Not Received	12/28/2017
Dependent V1 Verification Worksheet	Not Received	12/28/2017
Free Application for Federal Student Aid	Received	10/12/2017
Download Forms Here		

9. To review your awards by trimester before accepting, click on the “**Award Overview**” tab on the left side Menu.

Award Overview

After a review of your financial aid file for the award year, you are eligible to receive the following types of aid listed below.

10. The upper portion of the “Your Awards” page will display your total aid by trimester for the current year.

11. The “Your Awards” page is divided into five columns:
- Fund** – This is the list of awards you are eligible to receive for the trimester.
 - Terms Listed (should be 2)** – This is the trimester in which the corresponding funds are awarded.
 - Total** – The award year amount total for the fund indicated.
 - Message** – Any important messages the Financial Aid Office wants to communicate pertaining to the corresponding fund.

MyCampus – Navigating the Financial Aid Portal

Your Award Information				
FA18	SP19	Total		
\$8,000.00	\$8,000.00	\$16,000.00		

Grants and Scholarships				
Award	FA18	SP19	Total	Message
HOPE Lottery Scholarship	\$1,750.00	\$1,750.00	\$3,500.00	
Joseph Powell Schlp	\$5,000.00	\$5,000.00	\$10,000.00	Click to View Message
Outside Schlp	\$1,250.00	\$1,250.00	\$2,500.00	
Total	\$8,000.00	\$8,000.00	\$16,000.00	

12. Once all documents and missing requirements have been **Received**, you can go to the **“Accept Your Awards”** tab on the left side Menu, to **review and confirm your aid for the year**.
13. Once you have reviewed your awards by trimester, and you are ready to Accept, Decline, or Reduce your aid, go back to the **“Accept Your Awards”** tab to review and confirm your aid for the year.

2018-2019 Financial Aid Award Information

Financial aid is the money 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 College of Health Sciences.

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 Awards for the current year will be displayed. Please review your awards carefully.

MyCampus – Navigating the Financial Aid Portal

2018-2019 Financial Aid Award Information

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 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 College Issued Email Address

Your Baptist College email address is the primary method of communication for the Financial Aid Office in addition to the College. Please check your College email often as this is how we will communicate additional information requests and/or changes to your award status. Do not let your financial aid process become delayed because you forgot to check your email. You can access your Baptist College issued email by following the steps on the following link: <http://www.bchs.edu/webmail>.

*** If you have questions, please contact the Financial Aid Office at 901-575-2247 or at Financial.Aid@bchs.edu*

IMPORTANT:

The Student Financial Aid Office reserves the right to adjust your awards 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

Submit

15. The “Accept Your Awards” page is divided into multiple columns:

- Award** – This is the list of awards you are eligible to receive after your financial aid file is reviewed.
- Terms** – The award amount for the trimester for the corresponding award fund indicated.
- Total** – The award year amount for the corresponding award fund indicated.
- Message** – Any important messages the Financial Aid Office wants to communicate pertaining to the corresponding fund.
- Status** – Indicates the award status of the corresponding fund. **Initial award statuses will default to “Pending.” All awards must be in an “Accepted” status for funds to be used towards your student bill.**

Your Awards

Award	FA18	SP19	Total	Message	Status
HOPE Lottery Scholarship	\$1,750.00	\$1,750.00	\$3,500.00		Accepted
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		

MyCampus – Navigating the Financial Aid Portal

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

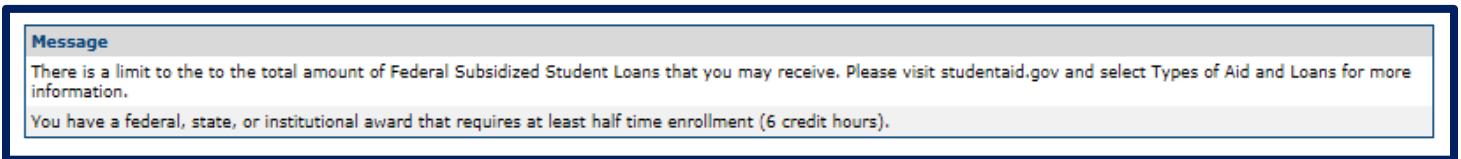
Press “**Submit**” once finished

****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 awards, click the “**Messages**” tab 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. You can click the “**Your Lifetime Awards**” tab on the left side Menu to view you *TOTAL* student loan history used over your entire undergraduate career. You may also see the lifetime totals for any federal, state, and/or institutional awards your received while attending Baptist College of Health Sciences.

Lifetime Awards

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 National Student Loan Data System ([NSLDS](#)) to view details of your loans and servicers for questions.

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

Lifetime Totals		
Award Type	Year in School	Totals
Federal Pell Grant	Undergraduate	\$2,907.00
Federal Subsidized Loans	Undergraduate	\$12,500.00
Federal Supplemental Educational Opportunity Grant	Undergraduate	\$600.00
Federal Unsubsidized Loans	Undergraduate	\$4,000.00
Non-Federal Awards	Undergraduate	\$5,500.00