



Mount Wachusett Community College

444 Green Street, Gardner, MA 01440-1000
Office of Financial Aid
978-630-9169

INSTRUCTIONS FOR APPLYING FOR FINANCIAL AID AT MOUNT WACHUSETT COMMUNITY COLLEGE (MWCC)

In order to make the application process for financial aid as simple as possible, we have developed the following set of instructions and informational notes:

- The FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) is the application MWCC uses to award federal, state, and institutional financial aid.
- Either obtain a paper FAFSA by calling 1-800-4-FEDAID (1-800-433-3243) or apply on-line using <http://www.fafsa.ed.gov>, after January 1. MWCC's Federal School Code is **002172**. If you apply on-line, we recommend that you complete the FAFSA on the Web worksheet and obtain a PIN number in advance. The FAFSA on the Web worksheet and PIN number information can be accessed from www.fafsa.ed.gov.
- Please file the FAFSA as soon as possible to receive maximum consideration for all types of aid. If you or your family's income tax returns are not yet complete, use income estimates on the FAFSA or FAFSA on the Web. You must make changes at a later date if your actual income differs from estimated income.
- Please keep a copy of all forms and on-line screens for your records. If you apply on-line, keep a copy of the confirmation page and complete the appropriate signature requirements. The signature requirement can be met either by 1.) obtaining a PIN number in advance or 2.) printing and mailing a signature page.
- Activate your MWCC email account and check it regularly. All financial aid correspondence will be communicated using MWCC email. Email account instructions on back of this paper.
- If you have already filed the FAFSA but did not list MWCC, do not file another FAFSA. Instead, use www.fafsa.ed.gov to add MWCC.

IMPORTANT NOTES

Once you file the FAFSA, you will receive a Student Aid Report (SAR) in 2 to 4 weeks. If you reported an email address on the FAFSA, SAR information will be emailed, otherwise, you will receive it in the mail. The SAR includes data you provided on the FAFSA or FAFSA on the Web.

You should carefully review the SAR information. You can make corrections and mail it back to the Federal Student Aid Programs or you can correct the information electronically from the Department of Education's web page (www.fafsa.ed.gov). You can use your PIN/Access code to make corrections on-line. Keep this PIN number available for future use!

Should you have any questions or concerns, please call the financial aid office at 1-978-630-9169.

See reverse for MWCC Email account instructions

Student Email:

1. Go to www.mwcc.edu. Click on **Student Email Access** on the right hand side of the screen.

2. You may forward your MWCC email to another account if desired. Student email is accessible at <http://mail.mwcc.edu>.

To automatically redirect email to another account, click on the box that says "Rules" at the top of the page.

Scroll down to the area that says "Redirect All Mail to:" and click on the check box next to that title. Then type in the address you want the mail redirected to and click on "update." Send an email to yourself at your MWCC address to make sure that the forwarding process works correctly. That is all you need to do.

3. Your email login name and password are as follows:

Your login name consists of your *first initial*, the *first 3 characters* of your last name, and the *last 4 digits of your social security number*. For example, John Smith's login name would be jsmi6789. John's College email address would be jsmi6789@mwcc.edu. Passwords are created from the *first letter of your first name*, the *first letter of your last name*, and the *first 4 digits of your social security number*. John Smith's password would be js1234. The same login ID and password are used to access your Blackboard account.

Where can I email or call for help?

Contact your academic advisor or the Enrollment Center at enrollment@mwcc.mass.edu (978) 630-9238 or helpdesk@mwcc.mass.edu (978) 630-9378. You can access WebConnect from any location where you have Internet access. Open access computers are located in the lower level of the MWCC library.