STEP 1
FILLING OUT THE FAFSA

FILL OUT YOUR FAFSA APPLICATION

A FAFSA application is the mandatory first step in applying for financial aid. Without completing the FAFSA, you cannot continue to any other stage of the financial aid process.

To complete a FASFA application visit:

www.fafsa.ed.gov

KNOW YOUR SCHOOL CODE

At some point during the FAFSA application process, you may be asked to enter the school code. The school code for Carolina Christian College is 035703. Please make a note of it for future reference.

HELP

GET HELP IF YOU NEED IT

The FAFSA application process is managed by the United States federal government. If you need help or assistance during the process, scroll to the bottom of the www.fafsa.ed.gov homepage and click the link Get FAFSA Help.

WAIT SEVEN DAYS

Once your FAFSA application is complete, wait one week (7 days) before moving on to the 2nd step of the financial aid process - Creating a Student Registration Package.

7d

For more detailed information on the financial aid process, please watch my videos!

STEP 2
CREATING A STUDENT REGISTRATION PACKAGE

CLICK ON THE STUDENT REGSTATION LINK

To begin your Student Registration Package, use a mobile phone or desktop computer to click the link provided by the financial aid department, or enter the link below into your browser:

https://solutions.campusivy.com/Apps/Core/Account/StudentRegistration_Step2/24600?StudentInitiated=true

REGISTRATION

Student Portal

Institution Info

Carolina Christian College

4209 Indiana Avenue
Winston-Salem, NC 27105
336-744-0900 | www.carolina.edu

CAROLINA
CHRISTIAN COLLEGE

Step 2: Student Record Locator

Please enter the following information to locate your student record:

Full SSN — ex. 1234
Last Name (2 char) — ex. Smith
Birth Year — ex. 1980

Displaying mobile view | Desktop view
© 2021 - Campus Ivy

*IF USING A MOBILE PHONE

If using a mobile phone to fill out the Student Registration Package, you MUST scroll to the bottom of the page and select Desktop View.
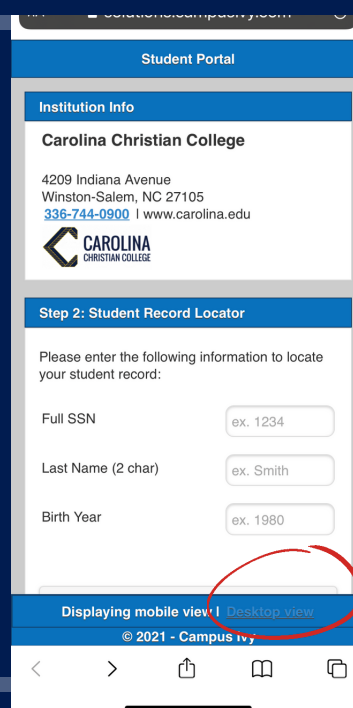
COMPLETE THE STUDENT INFORMATION SECTION

All fields marked with a red asterisk are required and must be completed. Click inside a field or use the dropdown arrows to input or select your information.

- Fill in your first name, last name, date of birth, and social security number
- Under CITIZEN, use the dropdown arrow to choose "YES" if you are a US Citizen and "NO" if you are not
- Choose your gender (male or female)
- Click the green NEXT button

The Student Information section continues on the next page.

- Enter your address and city
- Choose your state from the dropdown menu
- SMS OPT OUT - leave as the default "NO" so that you will receive text messages regarding your financial aid.
- Click the green NEXT button

COMPLETE THE INSTITUTION INFORMATION SECTION

- Choose a program of study from the PROGRAM dropdown menu:
  - Select Master of Religious Education ONLY if you graduated from college
  - Select Bachelors of Arts in Ministry to pursue a 4-year degree
  - Select Associates of Arts in Ministry to pursue a 2-year degree

- Campus location automatically defaults to MAI (MAIN Campus)

- Start Date - the earliest start date is the default. If other start dates are available, choose one from the dropdown menu.

- Proof of Graduation (select one) :
  - High School Diploma
  - General Education Degree (GED)
  - Ability to Benefit (select only if you have not completed high school but would like to apply for tuition assistance through your state
  - Home School
  - Career Pathway's Program
  - College Degree

- Cost and Financial Estimate
  - Leave as the default "YES

CONFIRMATION

The final screen of the Student Registration Package provides confirmation that your registration and initial employment is complete. From the information you entered on your FAFSA, an estimate of financial aid for the current school year is listed on this page.
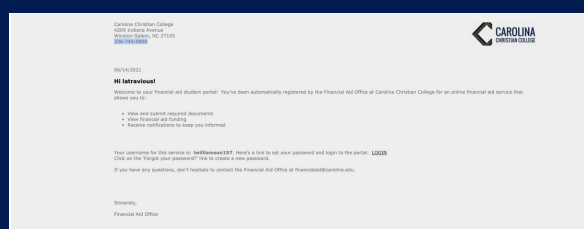
Don't forget to watch my videos on the financial aid process!

STEP 3

SIGNING YOUR FUNDING ESTIMATE & UPLOADING REQUIRED DOCUMENTS

SETTING YOUR CORE USERNAME AND PASSWORD

About 24 hours after completing your Student Information Package, you will receive an email from Campus Ivy containing a link to set your username and password.

This password link is only valid for 72 hours, so make sure you click the link to set your password as soon as you receive the email.

HOW TO UPLOAD & SIGN DOCUMENTS INSIDE THE CORE PORTAL

To access your required documents in the CORE portal (desktop computer):

- On a desktop computer, log in to the CORE portal
- All Required Documents are listed under the Document Tracking tab
- Below the pink Required Documents tab is a list of all required documents which you must upload or e-sign.
- Documents which require an online signature are called E-Forms. Sign these forms by clicking on the link.
- Click the Upload New Documents to upload your required documents into the CORE system.
- Once a file is uploaded, the Document Status will change from Required to Submitted

- On a mobile phone, log into the CORE portal
- Required Documents are found on the Home page. Click the plus sign next to the Required Documents link and follow the steps above.

Documents which require an online signature are called E-Forms. These documents are underlined (to denote a clickable link) and also E-Form appears to the right of the form name.

To sign an E-form, simply click the link and type your signature.
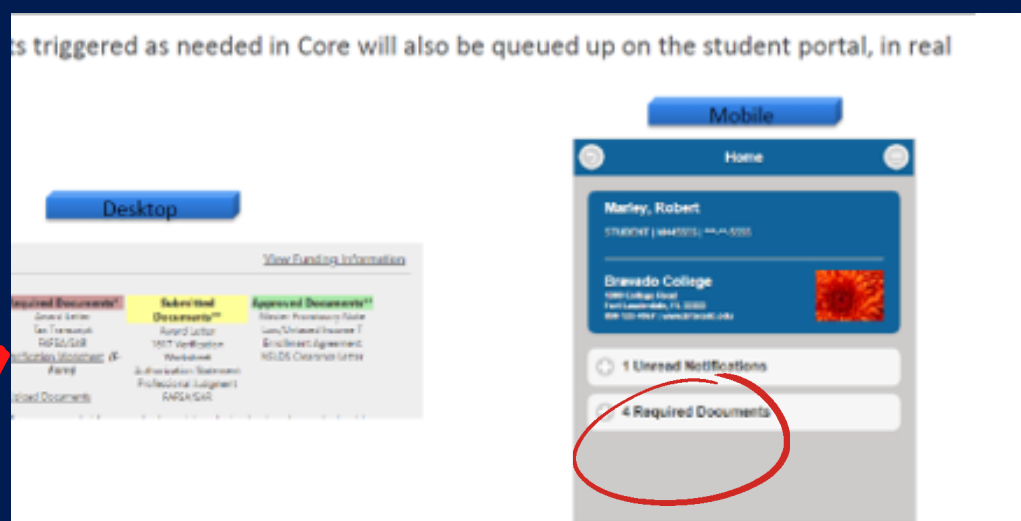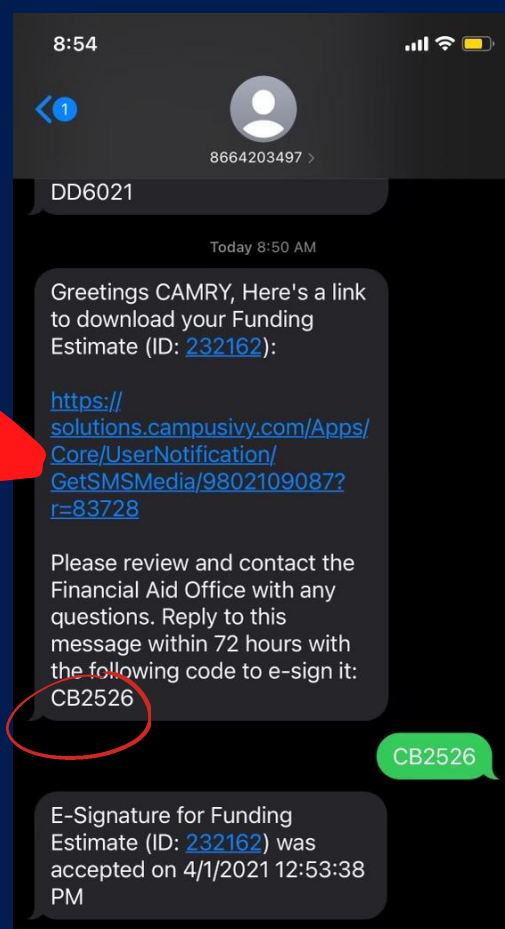

SIGNING YOUR FUNDING ESTIMATE

Your Funding Estimate (which you will receive via text message) provides the exact amount financial aid you are approved to receive. This estimate must be signed and uploaded to your required documents, which we will discuss later.

**To download and sign your Funding Estimate :**

- Click the link in the text message to review and download the Funding Estimate
  (Make sure to download the estimate, as you must upload it to the CORE portal in the next step)
- Go back to the text message and reply with the code provided
- Entering the code acts as your e-Signature
- After entering the code, you will receive another text message confirming acceptance of your signature

UPLOADING YOUR FUNDING ESTIMATE

To upload your Funding Estimate to CORE (Mobile Phone):

- Log in to the CORE portal and select Required Documents
- Click CHOOSE DOCUMENT to upload the Funding Estimate which you saved to your phone
- Once the estimate is uploaded, the status will change from the Required Documents to Submitted Documents
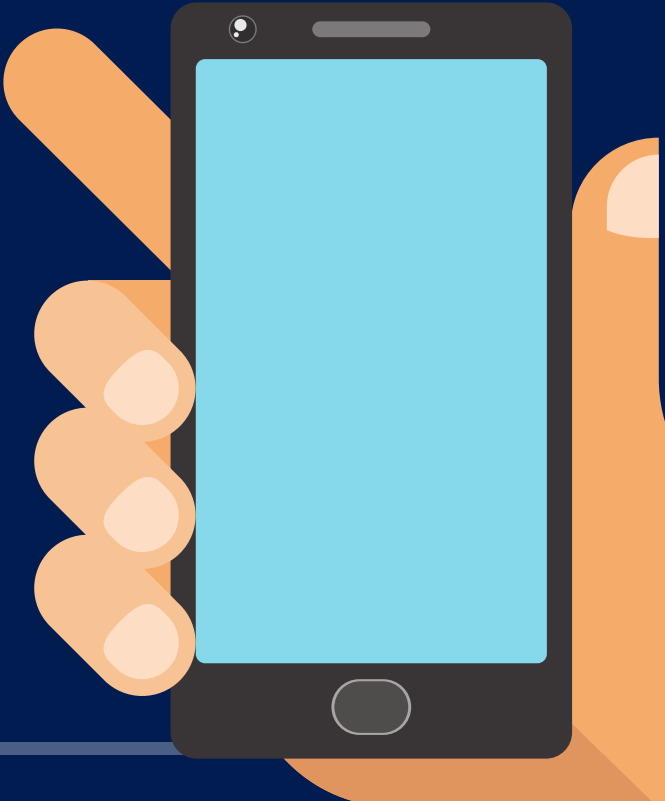
UPLOADING YOUR IDENTIFICATION

On a mobile phone:

- Click the plus sign (+) next to the Required Documents tab
- Click Choose File to find the file on your phone
- Once upload is complete, Status will change from Required to Submitted

On a desktop computer:

- Locate the Required Documents tab
- Click Upload Documents
- Click Choose File to find the file on your phone
- Once upload is complete, Status will change from Required to Submitted

SIGNING YOUR CREDIT BALANCE AUTHORIZATION FORM

The Credit Balance Authorization E-Form tells Carolina Christian College what to do with any leftover money from your financial aid award. You may choose to have the unused amount given directly to you (recommended), OR you may put all or some of the money towards the next semester.

On a mobile phone:

- On the CORE portal, click the plus sign (+) next to the Required Documents tab
- Locate your Credit Balance Authorization E-Form
- Select the box which best reflects what you would like to do with any unused money
- Type your electronic signature
- Click Submit
- Carolina Christian College financial aid department will be notified that your form has been signed
- In 3-5 days, your Credit Balance Authorization form status will change to Submitted on the CORE portal

On a desktop computer:

- On the CORE portal under the Required Documents tab, locate your Credit Balance Authorization E-Form
- Select the box which best reflects what you would like to do with any unused money
- Type your signature
- Click Submit
- Carolina Christian College financial aid department will be notified that your form has been signed
- In 3-5 days, your Credit Balance Authorization form status will change to Submitted on the CORE portal

Make sure to watch all of my videos on the financial aid process.

SIGNING THE MASTER PROMISSORY NOTE & ENTRANCE COUNSELING

SIGNING THE MASTER PROMISSORY NOTE

A Master Promissory Note (MPN) is a legal document that you are required to sign as a promise to repay your student loans. It is mandatory that you sign an MPN in order to receive financial aid. The MPN is managed by the United Stated federal government and must be signed on the federal government website:

www.studentloans.gov

HOW TO SIGN THE MPN

On a mobile phone or a desktop computer:

- Login to www.studentloans.gov
- Enter the school code for Carolina Christian College - 035703
- Review, electronically sign your MPN, and submit
- Carolina Christian College will automatically receive a copy of your signed MPN
- Within 3-5 days, your MPN status will change to Submitted

Master Promissory Note
Direct PLUS Loans

OMB No. 1845-0068
Form Approved
Exp. Date 04/30/2019

William D. Ford Federal Direct Loan Program

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

BEFORE YOU BEGIN

Before you begin, read the Instructions on page 14 of this Master Promissory Note.

BORROWER INFORMATION

1. I am a (check one):

☐ Graduate or Professional Student

☐ Parent of a Dependent Undergraduate Student

2. Name and Permanent Address (see Instructions)

7. Area Code/Telephone Number

8. Citizenship Status (to be completed by parent borrowers only -- check one)

(1) ☐ U.S. Citizen or National

(2) ☐ Permanent Resident/Other Eligible Non-Citizen

If (2), Alien Registration Number

9. Employer's Name and Address

ENTRANCE COUNSELING

Entrance counseling is required by the federal government to ensure that you understand the terms and conditions of your loan, and your rights and responsibilities. Your entrance counseling should be completed online at:

https://studentaid.gov/entrance-counseling/

On a mobile phone or desktop computer:

- Go to https://studentaid.gov/entrance-counseling/
- Log in
- Choose undergraduate if you have not completed a college degree
- Choose graduate if you have completed at least a bachelor's degree
- Carolina Christian College will automatically be notified that your entrance counseling is complete
- Within 3-5 days, your entrance counseling status will change to Submitted

That's it! The financial aid process is complete.

WELCOME TO CAROLINA CHRISTIAN COLLEGE!