Financial Aid Self-Service “How To” Guide

Missing Documents/Communication

Have a question about your Financial Aid status or whether the Financial Aid department is requesting a document? Check Missing Documents/Communication located on ROC.

Logon to ROC, select Student, select the Financial Aid Menu, and click on Missing Documents/Communication.

The page displayed will list Documents sent to you from Iowa Western as well as any Documents and information that Iowa Western needs to receive from you to be able to process your financial aid. The table layout displays the item in the Description Field, the Status (received, missing, incomplete, waived), the Status Date which will either list a date or ‘Not Yet Received’, which is the default, the Due Date (default is ‘Required for Aid’), and the Requesting Department.

Click OK to return to the main Financial Aid menu.
To reduce and then authorize your subsidized and unsubsidized loans perform the following:

**Reduce My Loan Amount**

Logon to ROC, select **Student**, select the **Financial Aid** menu, click on **Reduce My Loan Amount**.

Select the **Financial Aid Year** and click **SUBMIT**.
You will now view the loans and amounts that you may reduce. The 'Maximum Subsidized or Unsubsidized Loan Limit' amount that is displayed is the maximum amount that you have been approved for. You may not enter an amount larger than the maximum loan limit for the particular loan or an error message will be displayed upon submitting the request.

The amount entered will be evenly distributed between the Fall and Spring terms. For example, if you entered $2000 under the Subsidized Loan category, $1000 would be applied to the Fall term and $1000 would be applied to the Spring term and will be reflected on the 'Authorize My Loan' menu.

When looking to reduce your loan amounts you should consider the following:

Subsidized loans have terms that are more advantageous than unsubsidized loans, therefore, if you plan to reduce your total loan package, always reduce the unsubsidized amount first followed by the subsidized. For example, you have been awarded a subsidized loan of $3000 and an unsubsidized loan of $4000. You determine that you will only require $3000 additional funding. You would reduce your unsubsidized loan amount to 0 and leave your subsidized loan amount unchanged.

You may reduce your loan amounts to 0 but if you are reducing the loan amounts to an amount greater than 0, the combined total amount of loans must be $200 or greater.

You may click on **Click Here For Help** for additional information regarding the Reduce My Loan Amount screens.

Once you have made the appropriate changes, click **SUBMIT**.
The next page displayed is your confirmation page. The changes made on the previous page do not take effect until you click the OK button at the bottom of the page. Your next step will be to go to the Authorize My Loans menu selection and accept your loans.

You may print this page if you like for your records. Click OK to exit and return to the main Financial Aid menu.

You may make as many reduction changes as you like but once you complete the Authorize My Loans selection you will not be able to make any changes.

**CURRENT STUDENTS**

Confirm My Loan Amounts

Below are the amounts you have requested for the year. The amounts will be divided equally between the Fall and Spring semesters.

Example: A loan amount of $2,000 would be divided into:
- $1,000 for the Fall semester
- $1,000 for the Spring semester

The changes below do not take effect until you click the OK button at the bottom of this page. After clicking OK, your next step is to go to the "Authorize My Loans" page and accept your loans.

You have been pre-approved for the following total loan amount

<table>
<thead>
<tr>
<th>Year 2014/2015 Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub Award</strong></td>
</tr>
<tr>
<td>DLS</td>
</tr>
<tr>
<td>Unsolicited Loans Total</td>
</tr>
<tr>
<td><strong>Unsub Award</strong></td>
</tr>
<tr>
<td>DLI</td>
</tr>
<tr>
<td>Unsolicited Loans Total</td>
</tr>
</tbody>
</table>

Loan Total $7500

OK
Authorize My Loans

Logon to ROC, select Student, select the Financial Aid menu, click on Authorize My Loans.

Select the Financial Aid Year and click SUBMIT.

Financial Aid

- Missing Documents/Communication
- Financial Aid Award Notification
- Financial Aid Awards by Term
- Reduce My Loan Amount
- Authorize My Loans
- Loan Entrance Counseling
- Master Promissory Note
- IWCC Financial Aid Info
- FAFSA Website
- Summer Loan Request Form

CURRENT STUDENTS

Authorize My Loans

* = Required

Enter the Financial Aid Year: 2014/2015 Academic Year

SUBMIT
The top section of this page contains your current Financial Aid package. This section will show you all of your financial aid awards including grants, loans, scholarships, and work study.

The bottom section of the page contains the loans and amounts, by term, which you may authorize. You may accept/reject all of the loan amounts at once by using the "Action to Take on All" box, or if you want to accept/reject individual loans, choose an action beside each individual loan amount. If you are unsure that you will use a loan for a future term, you can leave the action blank for that term.

You may click on the various links to obtain more information.

**ONCE A LOAN IS ACCEPTED, THE AMOUNT CAN NO LONGER BE CHANGED ON THE Reduce My Loans PAGE.**

Once you have made your selections, click **SUBMIT**.
The next page displayed is the confirmation page in which the loans that you authorized will now have a status of accepted.

You may print this page if desired and/or click **OK to Finalize the Authorization of Your Loans** and return to the Financial Aid main menu.

Once you have authorized your loans, you may not make changes. If you need to make any changes to the selections you made on the prior page, click the **back** button on your web browser or click on **here** to restart the authorization process.

If you have taken an action in error and would like to change the loan amounts that have been confirmed, then you may click on the online **Loan Adjustment Form**, complete and submit.