

MYNMSU

FINANCIAL AID

INSTRUCTION GUIDE



Financial Aid & Scholarship Services
fa.nmsu.edu

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575-646-4105

FinancialAid@nmsu.edu

fa.nmsu.edu

FOLLOW US!

For events, tips, and announcements

@nmsuFinancialAid

@nmsuFinancialAid



Complete Scholar Dollar\$

Opens October 1st
March 1st Priority Deadline

scholarships.nmsu.edu



Complete your FAFSA

Complete your FAFSA annually!

studentaid.gov

Signing In and Viewing your Financial Aid Requirements

Page 3 - 7

Visit my.nmsu.edu to sign into your MyNMSU account.
Existing users will click the blue **Sign in to MyNMSU** button
New users will click the **First Time Users** button

APPLY VISIT GIVE

NM STATE my NMSU .edu

Sign in to view your finances, grades, classes and much more.

Sign in here! → **Sign in to MyNMSU**

Reset Password Forgot Username Manage Account **First Time Users** ← **New Users start here!**

Campus Resources

[Athletics](#)
[Bookstore](#)
[Dining](#)
[Library](#)
[Parking](#)
[NMSU News](#)

Technology

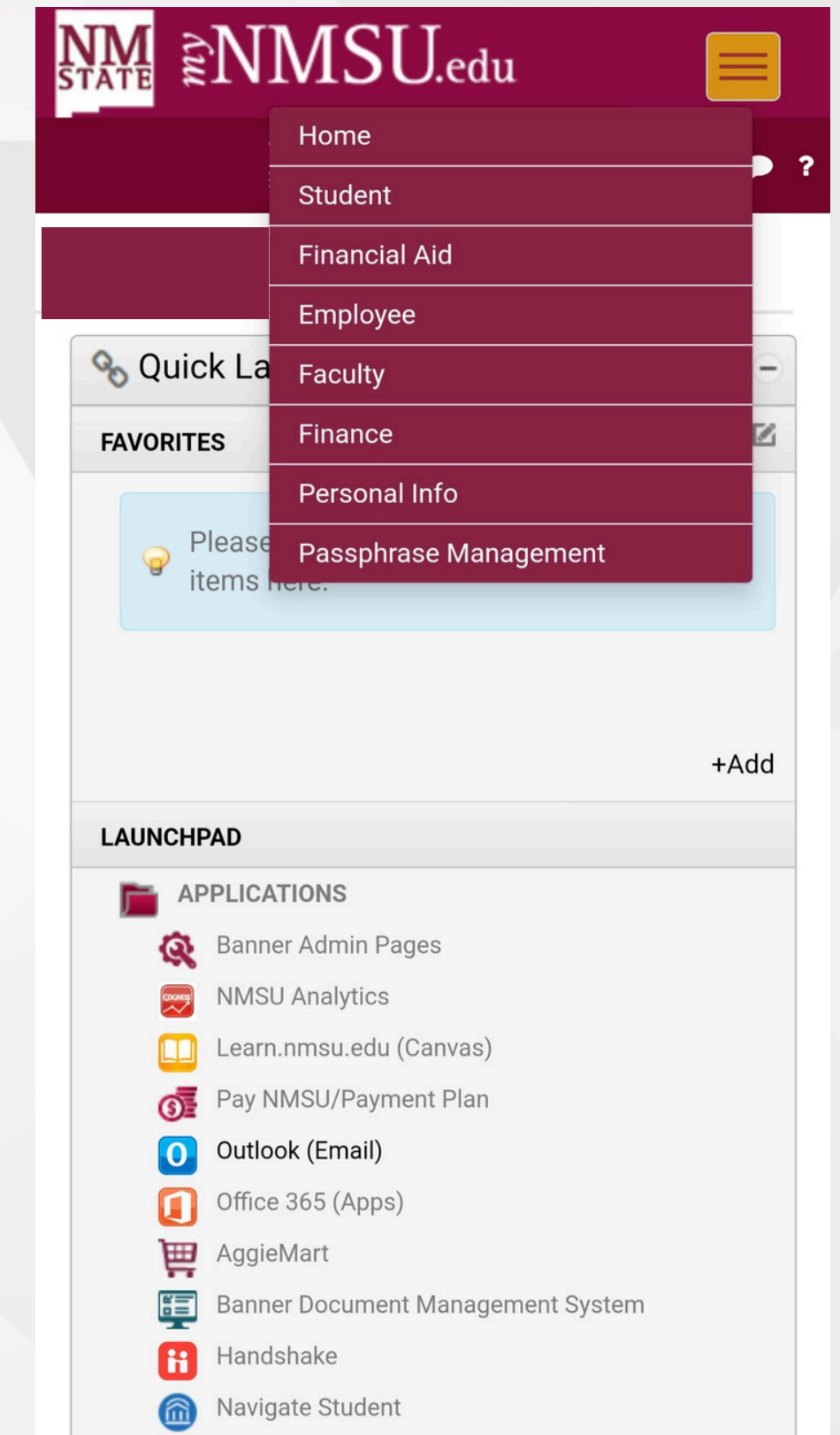
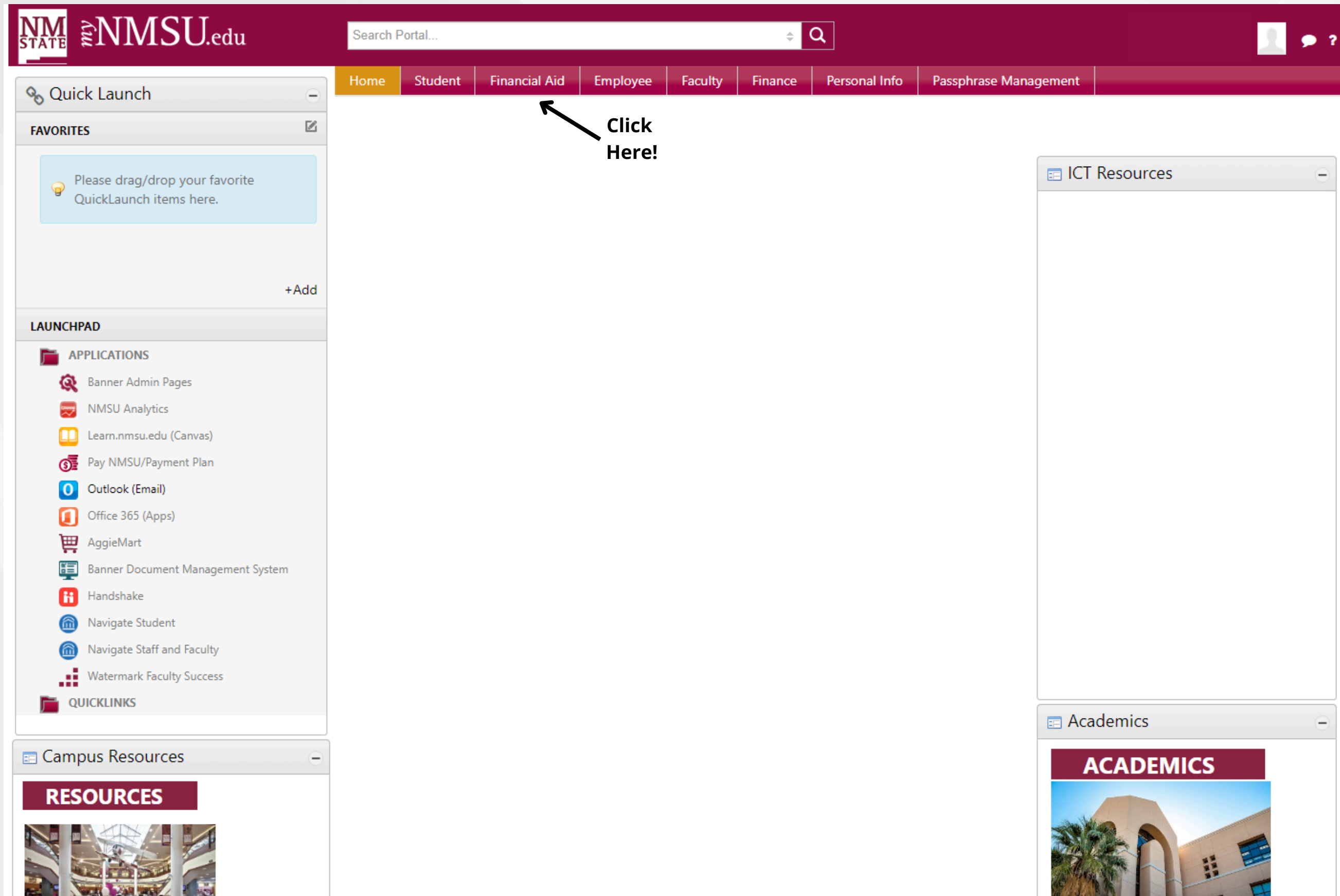
[Computer Labs](#)
[Equipment Rental](#)
[Office 365 \(Apps\)](#)
[Network Information](#)
[Software](#)
[Zoom Video Conferencing](#)

NEED ASSISTANCE?

Contact the ICT Help Desk at
(575) 646-1840 or
help@nmsu.edu

From the MyNMSU homepage, click the **Financial Aid** tab at the top

On Mobile, tap the box with 3 lines in the upper right and select **Financial Aid** from the drop down



The Financial Aid Home page will show any outstanding student requirements
Unsatisfied requirements indicate we still need documents, forms, items, or additional actions from you
Satisfied requirements indicate we have received all necessary items or actions for that specific requirement.

The screenshot shows the Financial Aid Home page for New Mexico State University. At the top, there is a maroon header with the university logo and the slogan "BE BOLD. Shape the Future. New Mexico State University". Below the header, the page title "Financial Aid" is displayed on the left, and "Aid Year: 2024-2025 Aid Year" is shown in a dropdown menu on the right. A navigation bar includes links for Home, Offer, Financial Aid History, Resources, Notifications, Satisfactory Academic Progress, and College Finance. The main content is divided into two sections: "Student Requirements" and "Unsatisfied Requirements". Under "Unsatisfied Requirements", there are two items: "Accredited HS Final Transcript (after graduation) or GED" and "Terms and Conditions", both marked as "REQUIRED" with a warning icon and a dropdown arrow. Below this is the "Satisfied Requirements" section, which contains two items: "Free Application for Federal Student Aid" and "Loan Entrance Counseling", both marked as "ACCEPTED" with a checkmark icon and a dropdown arrow. Each item also includes a "Last update: 09/06/2024" timestamp.

Financial Aid Aid Year: 2024-2025 Aid Year

Home Offer Financial Aid History Resources Notifications Satisfactory Academic Progress College Finance

Student Requirements

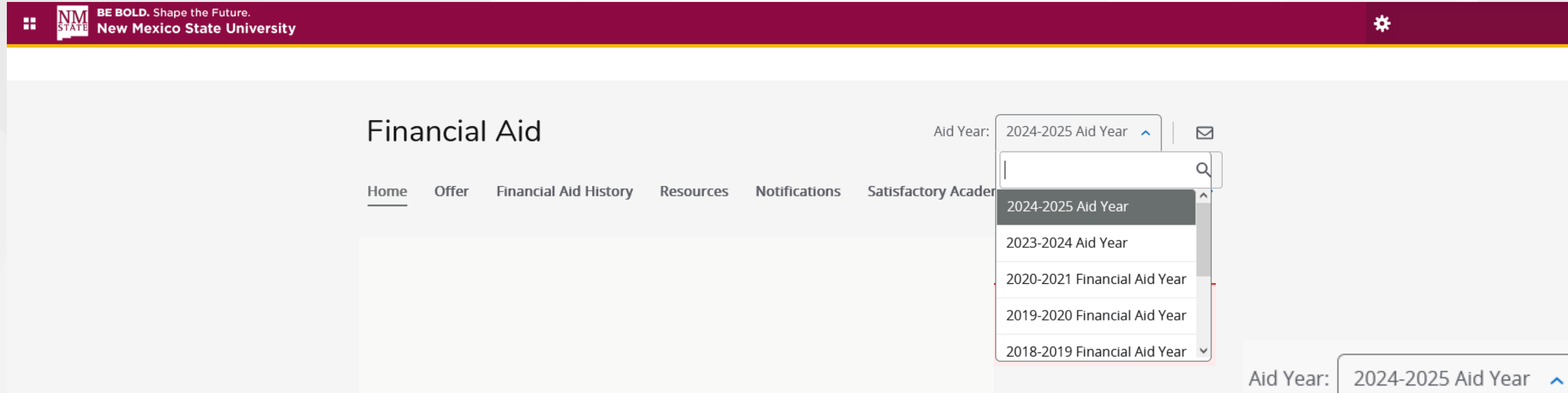
Unsatisfied Requirements

- ⚠ Accredited HS Final Transcript (after graduation) or GED
Last update: 09/06/2024 REQUIRED
- ⚠ Terms and Conditions
Last update: 09/06/2024 REQUIRED

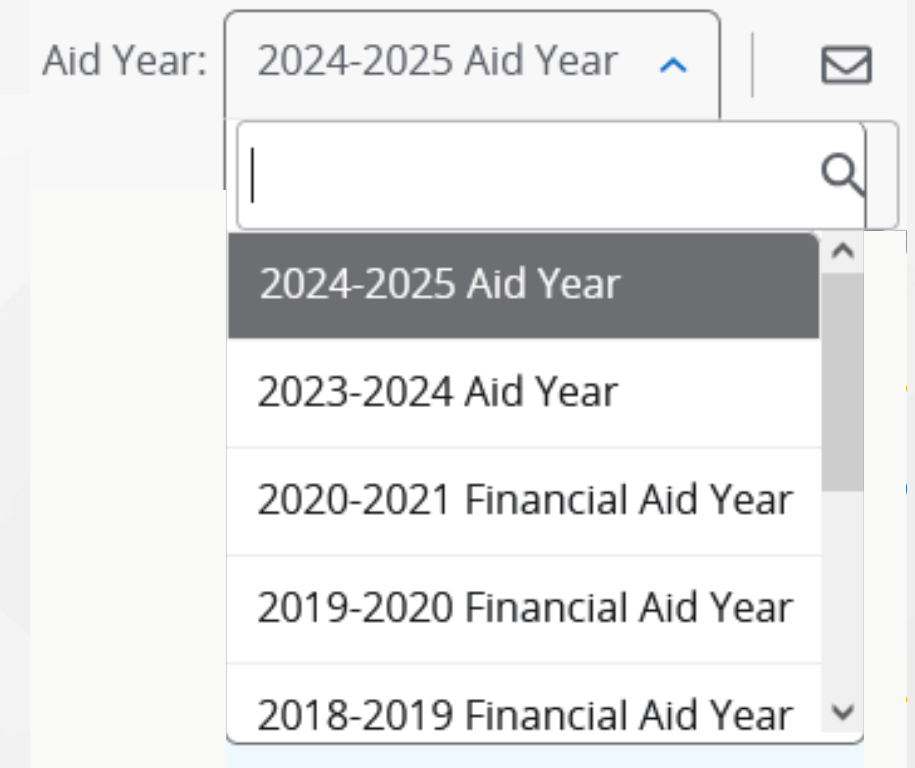
Satisfied Requirements

- ✅ Free Application for Federal Student Aid
Last update: 09/06/2024 ACCEPTED
- ✅ Loan Entrance Counseling
Last update: 09/06/2024 ACCEPTED

Ensure you are viewing the desired aid year by using the **Aid Year** dropdown



Aid Year can be selected from any of the Financial Aid tabs



Viewing and Accepting your Financial Aid Awards

Page 8 - 12

From the Financial Aid Home page (see slide 4-7):
Click the **Offer** tab to view your Financial Aid awards

Financial Aid

Aid Year: 2024-2025 Aid Year 



Home

Offer

Financial Aid History

Resources

Notifications

Satisfactory Academic Progress

College Financial Aid 



click
here!

Make sure you are viewing the desired aid year by clicking the **Aid Year** drop down

Financial Aid Aid Year: 2024-2025 Aid Year 📧 🖨️

[Home](#) [Offer](#) [Financial Aid History](#) [Resources](#) [Notifications](#) [Satisfactory](#) [Financial](#)

Accept or Decline Loans
You have been offered loans. You may accept or decline your loans below.

UPDATED AWARD
Your awards were recently updated. Please review your Award Offer for any changes.

[View your Payment Schedule](#)

This is your Financial Aid Award Offer. Please review the information below. After taking action on each of your awards, please submit the offer by clicking the "Submit" button at the bottom of this page.

Expected Enrollment Status ⓘ

Full-Time

Student Aid Index \$0.00

An eligibility index number that determines how much financial aid you would receive if you attend the school.

Cost of Attendance ⓘ ^

Billable Items

Type	2024 Fall	2025 Spring	Amount
------	-----------	-------------	--------

While on the Offer page scroll down to view your financial aid offers

You will pass your Enrollment Status and SAI (see slide 16) and Cost of Attendance (see slide 17) while scrolling down to your offers

Grants and Scholarships to Pay for College ⓘ			
Type	2024 Fall	2025 Spring	Amount
Opportunity Scholarship MA	\$500.00	\$500.00	\$1,000.00 ACCEPTED
	\$500.00	\$500.00	\$1,000.00
			-\$1,000.00
Net Cost ⓘ			\$14,521.60

Grants and Scholarships will be shown first. This is referred to as “gift aid” as it does not need to be repaid. Gift aid is automatically accepted and does not need to be accepted by the student.

Net Cost reflects your Cost of Attendance after subtracting your grants and scholarships

Optional Aid will be shown below grants and scholarships. Optional Aid includes Work-Study and Federal Student Loans from your FAFSA.

These awards can be accepted or declined by interacting with the **Select box in the “Take Action” column**

Options to Pay Net Cost

Work ⓘ

Type	2024 Fall	2025 Spring	Amount	Take Action
State WS HD No-Need (WST-...	\$1,250.00	\$1,250.00	\$2,500.00	Select ▼
	\$1,250.00	\$1,250.00	\$2,500.00	
				-\$2,500.00

Loans ⓘ

Type	2024 Fall	2025 Spring	Amount	Take Action
Direct Subsidized Loan	\$1,250.00	\$1,250.00	\$2,500.00	Select ▼
Direct Unsubsidized Loan	\$500.00	\$500.00	\$1,000.00	Select ▼
	\$1,750.00	\$1,750.00	\$3,500.00	
				-\$3,500.00

Submit

Click **Submit after selecting your desired actions**
Doing this will prompt you to review and accept the terms and conditions

Take Action

Select ▲

Select

Accept

Decline

Modify

Accepting Terms and Conditions

Page 13 - 14

Accepting or Declining your offered Loans or Work-Study (see slide 12) will prompt you to accept the Terms and Conditions

Terms and Conditions ×

Direct Subsidized Loan

- The Federal Direct Subsidized Loan is financial aid that must be repaid with interest. Students ARE NOT RESPONSIBLE for interest accrued while enrolled in school. A Master Promissory Note and Entrance Counseling is required of student loan borrowers. Students have up to 14 days after disbursement to cancel all or part of their loans.

Direct Unsubsidized Loan

- The Federal Direct Unsubsidized Loan is financial aid that must be repaid with interest. Students ARE RESPONSIBLE for interest accrued while enrolled in school. A Master Promissory Note and Entrance Counseling is required of student loan borrowers. Students have up to 14 days after disbursement to cancel all or part of their loans.

I acknowledge these terms and conditions.

Accept Award

An Unsatisfied Terms and Conditions requirement will not delay your financial aid disbursing to you and it will not affect any scholarships. Accepting terms and conditions is part of accepting or declining federal student loans or work-study

Expected Enrollment Status, SAI, and Cost of Attendance

Page 15 - 17

**Expected Enrollment Status and Student Aid Index can be found near the top of the Financial Aid Offer tab
If your Expected Enrollment Status has changed, please contact the Financial Aid office**

Expected Enrollment Status ⓘ

Full-Time

Student Aid Index

\$0.00

An eligibility index number that determines how much financial aid you would receive if you attend the school.

Student Aid Index, or SAI is a number generated by your FAFSA that determines eligibility for federal financial aid

Cost of Attendance is the estimated cost to attend NMSU for one academic year. **COA** includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees, and personal expenses related to attending school.

COA does not reflect actual charges or what you actually owe.

Cost of Attendance ⓘ			
Billable Items			
Type	2024 Fall	2025 Spring	Amount
Tuition	\$1,726.80	\$1,726.80	\$3,453.60
	\$1,726.80	\$1,726.80	\$3,453.60
Non Billable Items			
Type	2024 Fall	2025 Spring	Amount
Housing and Food	\$3,141.00	\$3,141.00	\$6,282.00
Books & Supplies	\$625.00	\$625.00	\$1,250.00
Transportation	\$891.00	\$891.00	\$1,782.00
Personal Expenses	\$1,377.00	\$1,377.00	\$2,754.00
	\$6,034.00	\$6,034.00	\$12,068.00
			\$15,521.60

Uploading Documents

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Scroll to the bottom of the **Financial Aid Home** page (see page 3-7) to view the **General Links** box

Financial Aid Aid Year: 2024-2025 Aid Year v | ✉

Home Offer Financial Aid History Resources Notifications Satisfactory Academic Progress College Finance >

Select **Submit Your Required Documents** from the **General Links** box

General Links

- [FAFSA Application and Renewal](#)
- [My Federal Aid Account and History](#)
- [NMSU Financial Aid Office](#)
- [Loan Repayment](#)
- [Submit Your Required Documents](#)

 **click here!**

Select the Aid Year



Requirements Requested

Below are requirements for your Financial Aid account. The requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

When submitting requirements, make sure your full name and Aggie ID are on all documents. **Please follow the directions for each requirement and upload your documents as a PDF(s) to complete your file.** Requirements may also be submitted by email, fax, mail, or in person. We recommend that you keep a copy of the documents you submit to the Financial Aid office. If Verification requirements are not completed, we will not be able to disburse your financial aid awards.


If you have any questions, please contact the Financial Aid office at your campus.

Select Aid Year:



**click
here!**

Click **Choose File** in the upload column for the respective requirement you wish to upload documents for

 **BE BOLD. Shape the Future.**
New Mexico State University

Requirements Requested

Below are requirements for your Financial Aid account. The requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

When submitting requirements, make sure your full name and Aggie ID are on all documents. **Please follow the directions for each requirement and upload your documents as a PDF(s) to complete your file.** Requirements may also be submitted by email, fax, mail, or in person. We recommend that you keep a copy of the documents you submit to the Financial Aid office. If Verification requirements are not completed, we will not be able to disburse your financial aid awards.

If you have any questions, please contact the Financial Aid office at your campus.


Select Aid Year:

The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

Unsatisfied Requirements

Requirement	Status	As of Date...	Fund	Term	Files	Upload
Accredited HS Final Transcript (after graduation) or GED Your account has been flagged for Verification of Accredited High School Transcript or GED Certificate. One of two things could be happening. First, we are waiting on your final transcript to be submitted following your graduation. Second, question 26 on your FAFSA could have been left blank. Please submit a sealed official final high school transcript by mail or in person to the NMSU Admissions Office. If you received a GED, submit your GED certificate to the NMSU Admissions Office. (These cannot be uploaded electronically.)	Required	Sep 06, 2024				
Student /Spouse 2022 IRS W-2 Forms Please provide a copy of your and if applicable your spouse's IRS W-2 Form. Your IRS W-2 Form is mailed to you at the beginning of the calendar year from your employer. If you no longer have access to this document, copies are available from your employer or the IRS.	Required	Sep 16, 2024				<input type="button" value="Choose File"/>
Terms and Conditions Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the terms and conditions, including any program-specific conditions linked to your awards.	Required	Sep 06, 2024				

Navigation: Page 1 of 1 Per Page 100 Records Found: 3



Click Choose File to open your file explorer

Select the document you wish to upload from your device

Click Select after you have chosen your file to upload

Choose file to upload

Choose File No file chosen

Select Cancel

1) click choose file

3) click select

2) choose your file

BE BOLD. Shape the Future.
New Mexico State University

Requirements

Below are requirements for your...

When submitting requirements, m...
may also be submitted by email, f...
your financial aid awards.

If you have any questions, please...

Select Aid Year: 2425

The Requirements link enab...

Unsatisfied Require

Requirement
Accredited HS Final Transcript (afte... Your account has been flagged fo... two things could be happening. F... graduation. Second, question 26... high school transcript by mail or i... GED certificate to the NMSU Adm...
Student /Spouse 2022 IRS W-2 Fo... Please provide a copy or your and... at the beginning of the calendar y... are available from your employe...
Terms and Conditions Your federal, state or institutional... must agree to the terms and conc...

Page 1 of 1

Satisfied Requirements

Requirement	Status	As of Date ...	Fund	Term
Loan Entrance Counseling	Accepted	Sep 06, 2024		

Review your document using the preview window.
Select **Submit from the bottom left of the screen when you are ready to upload**

The screenshot shows the New Mexico State University (NMSU) requirements portal. At the top, the NMSU logo and the slogan "BE BOLD. Shape the Future." are visible. The main heading is "Requirements". Below this, there is a section titled "Unsatisfied Requirements" with a table of requirements. A document preview window is open in the center, displaying a document titled "upload example" with the text "document will appear here". The preview window has a toolbar at the top with various icons and a page indicator showing "1 of 22". At the bottom left of the preview window, there are "Submit" and "Cancel" buttons. An arrow points to the "Submit" button with the text "click here!". The background of the portal is dimmed, showing some text and a "File" button.

Click Submit again



✔ File Selected.

Requirements Requested

Below are requirements for your Financial Aid account. The requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.

When submitting requirements, make sure your full name and Aggie ID are on all documents. **Please follow the directions for each requirement and upload your documents as a PDF(s) to complete your file.** Requirements may also be submitted by email, fax, mail, or in person. We recommend that you keep a copy of the documents you submit to the Financial Aid office. If Verification requirements are not completed, we will not be able to disburse your financial aid awards.

If you have any questions, please contact the Financial Aid office at your campus.

Select Aid Year:

[The Requirements link enables you to download the form necessary to complete the specific requirement or transfers you to another page to satisfy the requirement.](#)

Unsatisfied Requirements

Requirement	Status	As of Date...	Fund	Term	Files	Upload
Accredited HS Final Transcript (after graduation) or GED Your account has been flagged for Verification of Accredited High School Transcript or GED Certificate. One of two things could be happening. First, we are waiting on your final transcript to be submitted following your graduation. Second, question 26 on your FAFSA could have been left blank. Please submit a sealed official final high school transcript by mail or in person to the NMSU Admissions Office. If you received a GED, submit your GED certificate to the NMSU Admissions Office. (These cannot be uploaded electronically.)	Required	Sep 06, 2024				
Student /Spouse 2022 IRS W-2 Forms Please provide a copy of your and if applicable your spouse's IRS W-2 Form. Your IRS W-2 Form is mailed to you at the beginning of the calendar year from your employer. If you no longer have access to this document, copies are available from your employer or the IRS.	Upload Incomplete	Sep 16, 2024			SW2_O_1_1.pdf <input type="button" value="Delete File"/> <input type="button" value="Submit"/>	<input type="button" value="Choose File"/>
Terms and Conditions Your federal, state or institutional aid has been awarded or adjusted as indicated on your award summary. You must agree to the terms and conditions, including any program-specific conditions linked to your awards.	Required	Sep 06, 2024				

click here!

Viewing your Balance

Page 25 - 28

From the myNMSU homepage, click the student tab

The image shows a screenshot of the myNMSU homepage. At the top, there is a search bar labeled "Search Portal...". Below it is a horizontal navigation menu with several tabs: Home, Student, Financial Aid, Employee, Faculty, Finance, Personal Info, and Passphrase Management. An arrow points to the "Student" tab, and the text "click here!" is written next to it. On the left side, there is a sidebar with sections: Resources, FAVORITES (with a message: "Please drag/drop your favorite QuickLaunch items here."), LAUNCHPAD (with a sub-section APPLICATIONS listing Training Central, Scholar Dollar\$ - (Scholarship Application), Office 365 (Apps), AggieMart, Handshake, Learn.nmsu.edu (Canvas), Outlook (Email), Navigate Student, and Student Resources), and Employment. On the right side, there are several windowed panels: PSA, ICT Resources, and Academics (with a sub-section ACADEMICS).

Under Student Account and Payment Information, click **Account Summary**

Student Services

- [Your Student Profile Page](#)
- [View Grades](#)
- [Unofficial Transcript / Academic History](#)
- [Request Official Transcript](#)
- [Request Enrollment Verification](#)
- [Canvas](#)
- [Navigate](#)
- [Handshake](#)
- [Career Exploration](#)

Student Registration

- [Class Search](#)
- [Aggie Schedule Builder](#)
- [Course Registration](#)
- [Student Schedule](#)

Financial Aid

- [Financial Aid Home Page](#)

Student Account and Payment Information

- [Account Summary](#)
- [Account Detail For Term](#)
- [Tax Notification \(1098-T\)](#)
- [Statement and Payment History](#)
- [Pay NMSU/Payment Plan](#)
- [MyHousing](#)
- [MyDining](#)
- [Direct Deposit Signup](#)
- [Student Proxy Management](#)

**click
here!**

If you have any questions about the my.NMSU Student Services portal, please contact the ICT Help Desk at Help@nmsu.edu.

Review your account summary

For questions regarding your charges or balance, please refer to University Accounts Receivable uar.nmsu.edu

Account Summary



Holds ¹

Pay Now

View By Term ▼

Go to Term ▼

Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.

Current Amount Due as of 09/06/2024 [?] **\$0.00**
 Account Balance [?] **\$0.00**

\$0.00
Term Balance ^

Show/Hide Column ▼ 🔍

Detail Code	Description	Charge	Payment	Balance
ASNM	ASNMSU FEE	\$12.40		\$0.00
DIS2	LC COURSE DELIVERY FEE SUM	\$75.00		\$0.00
RFND	REFUND(S) ISSUED	\$800.00		\$0.00
RRP2	LC TUITION SUM GR RESD PT	\$987.60		\$0.00
			\$87.40	\$0.00
			\$800.00	\$0.00
			\$987.60	\$0.00
Total		\$1,875.00	\$1,875.00	\$0.00

Satisfactory Academic Progress

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Click Satisfactory Academic Progress from the Navigation bar at the top

The screenshot shows the Financial Aid portal for the 2024-2025 Aid Year. The navigation bar at the top includes links for Home, Offer, Financial Aid History, Resources, Notifications, Satisfactory Academic Progress (circled in red), and College Financing Plan. The main content area features a blue box titled "Satisfactory Academic Progress" with an information icon and a dropdown arrow. Below this, there is a section for "SAP Status" with a table showing the status for the 2024 Fall term.

Financial Aid Aid Year: 2024-2025 Aid Year

Home Offer Financial Aid History Resources Notifications **Satisfactory Academic Progress** College Financing Plan

Satisfactory Academic Progress

According to the most recent calculation, our records indicate that you are meeting Satisfactory Academic Progress Standards. **Keep up the good work!**

- Undergraduate students must maintain a 2.0 cumulative GPA or greater. Graduate students must maintain a 3.0 cumulative GPA or greater. Your current Cumulative GPA is a **3.675**
- You must pass at least 70% of all attempted institutional hours. Your current completion rate is **100.00%**. To calculate your completion rate, we divided your Institutional Hours Passed by your Institutional Hours Attempted. Your current hours attempted are 24 and your current hours passed are 24.
- Total attempted hours by all students must not exceed 150% of your degree program's length. You have attempted **24** hours in your degree program. Maximum hours allowed for each program: Certificate: 45, Associates: 90, Bachelors: 180, Masters: 45, Doctorate: 120.

Your eligibility will be assessed after each period of enrollment. You should check your status after each term. For more information on maintaining eligibility, review the policy online at [NMSU Satisfactory Academic Progress Policy](#).

SAP Status

Effective Term	SAP Status
2024 Fall	Good Standing

Your **SAP** status will show at the top.

Click the dropdown arrow for a detailed look at your **SAP** status.

View a record of your **SAP** progress by scrolling down.

click here!