

Checklist for Flagstaff Campus Students

For students attending NAU's Flagstaff campus and who have applied for financial aid. We recommend that you print out this page and check off each item as you complete it.

Always carry your "Picture I.D." (Preferably your NAU I.D. Card) with you.

- Be certain you are admitted to NAU as a **degree-seeking undergraduate** or **graduate**.
- Submit a completed **FAFSA** (Free Application for Federal Student Aid) using information from the requested income tax returns (*preferably by February 14*).
- Obtain a **PIN number**, if you have not already received one from the federal processor. This will allow you to access, complete & electronically sign your FAFSA or Renewal FAFSA; to view the status and results of your processed FAFSA; to make corrections to your Student Aid Report (SAR); to complete exit counseling (required if you drop below part-time, withdraw or graduate).
- If you plan to live on-campus, contact **NAU's Residence Life** (University Union, Building #30, in Room 104) at (928) 523-3978 or by **email** regarding your housing options.
- If you need information regarding dining services and meal plans, contact NAU's **Dining Services** (University Union, Building #30, Room 211) at (928) 523-2372 (*toll-free: 1-877-543-6305*) or by **email**.
- Obtain access to **"LOUIE" (NAU's Lumberjack Online University Information Environment)** so that you can check your financial aid, award and disbursement status online. You can also use LOUIE to check your current schedule of classes and grade reports, to find class availability when preparing to register and to add or drop classes!
- Once your file is complete, it will go through a verification process. You may be required to submit further documentation before your financial aid can be awarded. Check LOUIE or contact the Office of Student Financial Aid to make sure that your file is complete and verified, to avoid delays in getting your financial aid funds. Delays could result in a 'late fee' being added to the total amount owed to the university or possible deletion from classes. NAU also participates in the federal Quality Assurance Program which helps us improve financial aid services and processes. If chosen as a participant, you will be required to provide additional documentation for verification purposes after the **disbursement** of awards.
- Complete **Entrance Counseling** if you are a first-time loan borrower to NAU. If you would like a copy of the *"Entrance Counseling Guide for Borrowers"* to retain for your records, **please contact our office** and we will mail one to you.
- Sign up for Direct Deposit through the **NAU Office of the Bursar** to receive your extra financial aid money as quickly as possible. If you do not have Direct Deposit, your extra financial aid money will be mailed in the form of a check to your 'Refund' or 'Preferred' address (LOUIE). Checks are not available for in-person pick up.
- Master Promissory Note** - If you have never signed a Master Promissory Note (MPN) before and you wish to accept a **student loan**, you will be sent a MPN with your Award Notice. Complete one copy (in black or blue ink), sign and mail it to the NAU Office of the Bursar, PO Box 4079, Flagstaff, AZ 86011-4079. The Master Promissory Note is a legal document, so faxes and photocopies are not acceptable! You may also complete your MPN online at **www.dlenote.ed.gov**. To decline or reduce your loan, email **Loans@nau.edu** or call (928) 523-5626 (523-5626). *Keep the other MPN copy for your records.*
- Use your NAU student email account. This will enable you to receive important notifications from the Office of Student Financial Aid and other NAU offices. If you have questions re: your

student email account, please contact the Academic Computing Help Desk [by email](#) or by calling (928) 523-9294 (toll-free: 1-888-520-7215).

- ❑ Submit proof of measles (rubeola) immunization to [Fronske Health Services](#) (Building #41), a requirement before you can register. For more information about this, please call (928) 523-6359 or send them an email via their web site (click on Immunization).
- ❑ Incoming Freshmen should plan to attend [Orientation](#) so that you can receive academic advisement, enroll for classes and make a smooth transition into the university environment. Call (928) 523-0632 to make arrangements. If you are not an incoming freshman, it's best to meet with an academic advisor in your college of choice or, if you have not decided on a major, contact the [Gateway Student Success Center](#) at (928) 523-4772. Current students can **REGISTER ONLINE** and check the current Schedule of Classes via LOUIE as well!
- ❑ If you are a transfer student with 0-29 cumulative hours, plan to attend Orientation so that you can receive academic advisement, enroll for classes and make a smooth transition into the university environment. Call (928) 523-0632. Transfer students with 30+ hours should contact the Gateway Student Success Center at (928) 523-4772.
- ❑ **REGISTER for all of the hours you indicated on the FAFSA...**if you are unsure how many hours that is, please contact the Office of Student Financial Aid by calling (928) 523-4951 or by [email at Financial.Aid@nau.edu](#). Remember, you can register online via **LOUIE!**
- ❑ If you have been awarded financial aid or a scholarship, check LOUIE to ensure your aid will pay your tuition and fees. If you have questions, you may check with the Office of Student Financial Aid (Building #1, Gammage; access via the first floor staircase between Registrar's and Bursar's offices) or call (928) 523-4951 or [email](#).
- ❑ Be prepared to pay your fees by the due date listed on your bill. If your financial aid will not cover all of your fees you **MUST** pay the difference by the due date. This can be done online at the Bursar's website, or by calling (928) 523-1122 with your credit card number, or in-person at the Office of the Bursar's cashier windows in the lobby of Gammage (Building #1). Check out the Bursar's Office 'Payment Deadlines and Methods' web site for further information.
- ❑ Obtain your 'NAU Student Photo ID' at NAU-Card (Building #30, University Union, Room 115).
- ❑ For information regarding on-campus parking permits, contact [Parking/Shuttle Services](#) (Building #91, Centennial, 113 Dupont Street West) by phone (928) 523-6623 or [email](#).
- ❑ Keep your 'Refund' and 'Preferred' addresses current via LOUIE (log in, choose 'SA Self Service', then 'Personal Portfolio', then 'Tasks', then 'Addresses').
- ❑ Complete your Certification Statement by logging in to LOUIE and following this path: Student Home Page (Learner Services) > Finances > View My Financial Aid > Update Certification Statement.
- As always, if you have *any* questions please contact us! We're happy to see you in-person during office hours or you can call (928) 523-4951 or by [email at Financial.Aid@nau.edu](#).