



# PAUL QUINN

Updated July 2025



# SELF-SERVICE PORTAL GUIDE

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## Office of Financial Aid

Welcome to your new [Self-Service Portal](#) powered by Ellucian!

This step-by-step guide will walk you through the financial aid process—from logging in to accepting your aid and signing your offer letter. Completing these steps ensures your aid is processed on time and applied correctly to your student account.

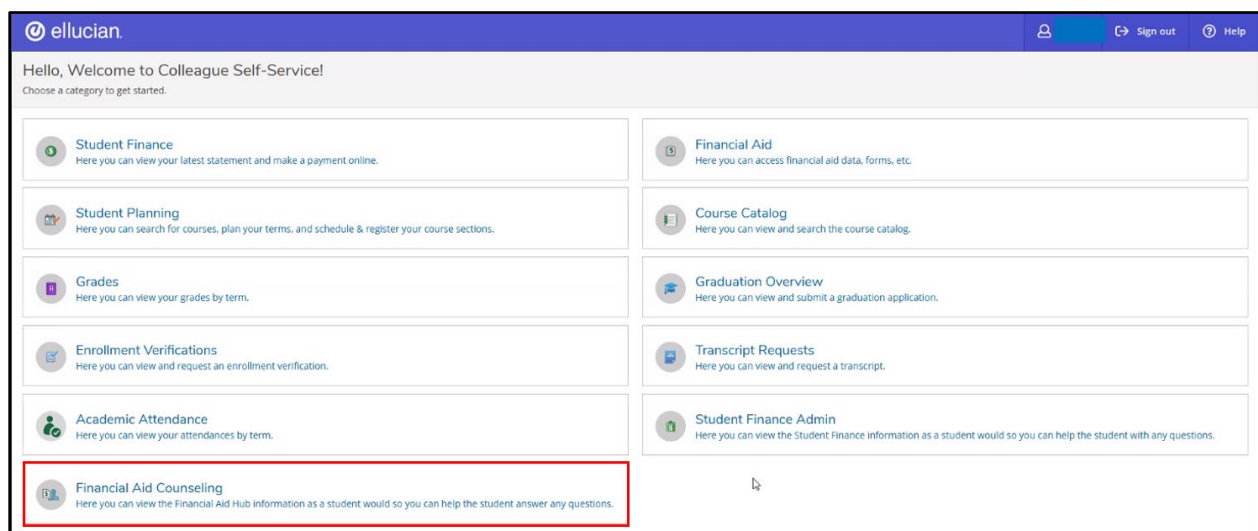
Let's get started!

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## Step-by-Step Instructions

### Step 1: Log In and Access Financial Aid Counseling

- Go to your Self-Service Portal and log in using your student credentials.
- From your home screen, click on “Financial Aid Counseling.”



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### Step 2: Review Your Checklist


- This page includes:
  - Your Checklist of outstanding items
  - Account Summary
  - Helpful Links
- Click on “**Complete required documents.**”

Important: Select your housing option on this page. This tells the College where you plan to live and ensures your account is billed correctly.


[Daily Work](#) [Financial Aid Counseling](#) [Financial Aid Home \(Admin\)](#)


Welcome to Financial Aid!  
Use College Self Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

 [Change User](#)

**Notifications** 

Select an Award Year: 2025/2026 Academic Year [Contact Financial Aid Office](#)

 You have missing documents!  
In order to complete your financial aid application some additional documentation is required before the Financial Aid Office can evaluate your information.  
[Complete required documents](#)

 Student Finance Account Summary  
Amount Due \$7,416.50  
Amount \$0.00  
Overdue \$0.00  
Total \$7,416.50  
Amount Due  
[Go to Account Summary](#)

**Checklist**

Action Needed	<a href="#">Select your intended housing option</a>
Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Action Needed	<a href="#">Complete required documents</a>
Not Available	Your application is being reviewed by the Financial Aid Office
Not Available	<a href="#">Review and accept your Financial Aid Award Package</a>
Not Available	<a href="#">Review and sign your Financial Aid Offer Letter</a>

**Resources**

Helpful Links


- [SFAFSA Information](#)
- [FAFSA Gateway](#)
- [Master Promissory Note](#)
- [FAFSA Application](#)
- [SUS Loan Application](#)
- [Expense Counseling](#)

Pell Lifetime Eligibility Used: 60/100%


### Step 3: Complete Required Documents


- Under “**Required Documents**,” review all items marked “Missing”.
- Complete ALL missing documents to remain eligible for:
  - Pell Grants
  - Scholarships
  - Federal/Private Student Loans

Need help? Email: [finaid@pqc.edu](mailto:finaid@pqc.edu)

 [Daily Work](#) [Financial Aid Counseling](#) [Required Documents \(Admin\)](#)

Required Financial Aid Documents  
Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.

 [Change User](#)

**Notifications** 

Select an Award Year: 2025/2026 Academic Year [Contact Financial Aid Office](#)

Document	Explanation	Due Date	Status	Attachments
Parent 2023 Tax Return	Submit the 2023 Tax Transcript for your parent <a href="#">Request a Tax Transcript</a>	ASAP	Missing	
Dependent Verification V1	Submit Dependent Verification Worksheet	ASAP	Missing	

## Step 4: Wait for Your Status to Update to “In Progress”

- Once documents are submitted, your status will change to In Progress.

This means the Financial Aid team is reviewing your submission to confirm accuracy. Additional documents may be requested.

The screenshot shows the 'Welcome to Financial Aid!' page. The 'Notifications' section indicates the status is 'In Progress'. The 'Financial Aid Application Being Reviewed' message states: 'Currently your financial aid application is being evaluated by the Financial Aid office to determine if you are eligible to receive any financial aid awards. You will receive a notification once this evaluation has been completed.' The 'Student Finance Account Summary' shows a balance due of \$7,476.56. The 'Checklist' on the left shows the 'In Progress' status with a red box and an arrow pointing to the 'Your application is being reviewed by the Financial Aid Office' message. The 'Resources' section on the right lists helpful links.

Checklist	Resources
Action Needed: <a href="#">Select your intended housing option</a>	Helpful Links
Completed: <a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>	<a href="#">SISDC Information</a>
Completed: <a href="#">Complete required documents</a>	<a href="#">FAFSA Center</a>
<b>In Progress: <a href="#">Your application is being reviewed by the Financial Aid Office</a></b>	<a href="#">Master Promissory Note</a>
Not Available: <a href="#">Review and accept your Financial Aid Award Package</a>	<a href="#">FAFSA Application</a>
Not Available: <a href="#">Review and sign your Financial Aid Offer Letter</a>	<a href="#">PLUS Loan Application</a>
	<a href="#">Expense Counseling</a>

## Step 5: Await “Completed” Status

- When your documents are verified and accepted, your status will change to Completed.

Your next task: Review and accept your Financial Aid Award Package.

The screenshot shows the 'Welcome to Financial Aid!' page. The 'Notifications' section indicates the status is 'Completed'. The 'Your Financial Aid Package is now ready!' message states: 'Your financial aid award package is now ready for your review and acceptance. [Review and accept your Financial Aid Award Package](#)'. The 'Student Finance Account Summary' shows a balance due of \$143.50. The 'Checklist' on the left shows the 'Completed' status with a red box and an arrow pointing to the 'Your application is being reviewed by the Financial Aid Office' message. The 'Resources' section on the right lists helpful links.

Checklist	Resources
Action Needed: <a href="#">Select your intended housing option</a>	Helpful Links
Completed: <a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>	<a href="#">SISDC Information</a>
Completed: <a href="#">Complete required documents</a>	<a href="#">FAFSA Center</a>
<b>Completed: <a href="#">Your application is being reviewed by the Financial Aid Office</a></b>	<a href="#">Master Promissory Note</a>
Action Needed: <a href="#">Review and accept your Financial Aid Award Package</a>	<a href="#">FAFSA Application</a>
Action Needed: <a href="#">Complete Direct Loan Expense Counseling</a>	<a href="#">PLUS Loan Application</a>
Action Needed: <a href="#">Sign a Direct Loan Master Promissory Note</a>	<a href="#">Expense Counseling</a>
Action Needed: <a href="#">Review and sign your Financial Aid Offer Letter</a>	



## Step 6: Accept or Decline Your Financial Aid

- You will now see your aid eligibility based on your FAFSA results.
- If offered loans, they will appear with an “Action Required” warning.

You must **Accept or Decline** your loans to proceed.

Select an Award Year: 2025-2026 Academic Year [Contact Financial Aid Office](#)

You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financial aid you actually receive may be less than what is stated here. Please contact your Financial Aid counselor if you have questions about your enrollment status.

Scholarships and Grants Money you don't have to pay back		\$11,395.00	
Award	Status	Total Awarded Amount	
Federal Pell Grant <a href="#">View Award</a>	Accepted	\$7,395.00	
Federal Supplemental Grant <a href="#">View Award</a>	Accepted	\$1,000.00	
Texas State Grant TSG <a href="#">View Award</a>	Pending	\$3,000.00	
Work Money you work for		\$5,000.00	
Award	Status	Total Awarded Amount	
Federal Work Study <a href="#">View Award</a>	Accepted	\$3,000.00	
Federal Work Study 2nd Disbursement <a href="#">View Award</a>	Pending	\$2,000.00	
Loans Money you have to pay back		\$3,500.00	
Award	Status	Total Awarded Amount	
Subsidized Loans <a href="#">Accept or Decline</a>	Estimated	\$3,500.00	
Unsubsidized Loans	Estimated	\$2,000.00	

**Federal Direct Subsidized Loan** Offered \$3,500.00 \$1,750.00 \$1,750.00

Check the terms you will be attending.

☒ Fall Semester \$1,750.00

☒ Spring Semester \$1,750.00

**Total** \$3,500.00

[Reset](#) [Decline](#) [Accept](#)

**Unsubsidized Loans** Estimated \$2,000.00 \$1,000.00 \$1,000.00  
[Accept or Decline](#)

*You may accept the entire loan amount, change the loan amount, or decline the entire loan amount. Your total cannot exceed the maximum amount.*

## Step 7: Confirm Your Decision

- Once you've accepted or declined your loans, your Checklist will reflect a Completed status for this section.

Welcome to Financial Aid!

Use College Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Notifications

Select an Award Year: 2025-2026 Academic Year

[Compare Financial Aid Offers](#)

Entrance Counseling

You have been awarded a Direct Loan, but have not completed entrance counseling. Before you can receive any disbursements you must complete your entrance counseling.

[Complete Direct Loan Entrance Counseling](#)

Student Finance Account Summary

Amount Due: \$143.50  
Amount: \$0.00  
Overdue: \$0.00  
Total Amount Due: \$143.50

[Go to Student Summary](#)

Checklist

Action Needed	<a href="#">Review your intended housing option</a>
Completed	Submit a Free Application for Federal Student Aid (FAFSA)
Completed	Complete required documents
Completed	Your application is being reviewed by the Financial Aid Office
Completed	<b>Review and accept your Financial Aid Award Package</b>
Action Needed	<a href="#">Complete Direct Loan Entrance Counseling</a>
Action Needed	<a href="#">Sign a Promissory Note/ Master Promissory Note</a>
Action Needed	<a href="#">Review and sign your Financial Aid Offer Letter</a>

Resources

Helpful Links

- [SISDI Information](#)
- [FAFSA Status](#)
- [Master Promissory Note](#)
- [MPSA Application](#)
- [PLUS Loan Application](#)
- [Entrance Counseling](#)

## Step 8: Review and Sign Your Financial Aid Offer Letter

- Click on “Offer Letter” under the Financial Counseling dropdown.
- Carefully review the breakdown of your costs and awards.
- Scroll down, then sign and submit your offer letter.

**Daily Work** • **Financial Aid Counseling**

Financial Aid Home

Required Documents

My Awards

Report/View Outside Awards

Request a New Loan

**Offer Letter**

Notifications

Select an Award Year: 2025-2026 Academic Year

[Compare Financial Aid Offers](#)

Please read through and accept your offer letter below or print and deliver to the Financial Aid Office.

2025-2026 Academic Year \$22,000.00

[2025-2026 Academic Year](#)

[2025-2026 Academic Year](#)

Financial aid offers are based on the information you have provided on your Financial Aid application and are subject to change based on your admission status, Financial Aid verification findings, eligibility, housing status and satisfactory academic progress. If you are not awarded funding by Federal law or state law, your aid is subject to adjustment. Your award letter is subject to verification and is not a contract or guarantee.

Cost of Attendance: The Cost of Attendance is a breakdown of your direct charges listed on the Campus of Fees. The Cost of Attendance is an estimate of expenses that you may incur as a student. For example, you may have expenses for textbooks, transportation and food. These charges will not be charged to you by Paul Quinn College. They are expenses that you may have to generate as a student. To view our current Financial Aid forms, please visit our website. Students of Paul Quinn College are not required to complete a Financial Aid application unless they are applying for a loan or scholarship.

Cost of Attendance

Room & Board	\$2,000.00
Books	\$1,000.00
Transportation	\$1,000.00
Food & Board	\$1,000.00
Personal	\$1,000.00
Books & Supplies	\$1,000.00

Scheduled Fall: \$7,355

Paul Quinn College: You may not need to accept student loans to cover their required tuition and fees if your employer provides a Reimbursement benefit policy. This is for informational purposes only. If you need to borrow a student loan for other educational expenses, you can do so by accepting loans in your Self-Service portal and completing your Master Promissory Note and Entrance Counseling.

Awards

Award Type	Total	FALL	SPRING
<b>Grants &amp; Scholarships - Money you don't have to pay back</b>			
Paul Quinn College	\$7,355.00	\$3,677.50	\$3,677.50
Paul Quinn College Supplemental Grant	\$1,000.00	\$500.00	\$500.00
Paul Quinn College Study	\$3,000.00	\$1,500.00	\$1,500.00
Paul Quinn College Study 2nd Disbursement	\$3,000.00	\$1,500.00	\$1,500.00
Texas State Grant: TSG	\$3,000.00	\$1,500.00	\$1,500.00
<b>Student Loans - Money you have to pay back</b>			
Paul Quinn College Subsidized Loan	\$3,750.00	\$1,750.00	\$1,750.00
Paul Quinn College Unsubsidized Loan	\$2,000.00	\$1,000.00	\$1,000.00
<b>Total</b>		\$11,442.50	\$11,442.50
<b>Grand Total</b>		\$22,895.00	\$22,895.00
<b>Net Price - Total Cost of Attendance minus total Grants and Scholarships</b>		\$15,540.00	\$15,540.00

Please reach out to your Financial Aid Counselor at [FinancialAid@paulquinn.edu](mailto:FinancialAid@paulquinn.edu) should you have any questions.

☐ I hereby read and accept the award package and I agree to sign my offer letter.

[Accept Award](#)

## Step 9: Final Checklist Review

- Double-check your Checklist for any remaining items.

Note: If you accepted loans, don't forget to:

- Complete Loan Entrance Counseling
- Sign your Master Promissory Note (MPN)

**Questions? Contact [finaid@pqc.edu](mailto:finaid@pqc.edu) at any time.**

The screenshot shows the 'Financial Aid Home (Admin)' page. The 'Checklist' section is highlighted, showing a list of tasks with their completion status. Two red arrows point to the 'Review and accept your Financial Aid Award Package' and 'Review and sign your Financial Aid Offer Letter' items.

Checklist
Action Needed: <a href="#">Select your intended housing option</a>
Completed: <a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>
Completed: <a href="#">Complete required documents</a>
Completed: <a href="#">Your application is being reviewed by the Financial Aid Office</a>
Completed: <a href="#">Review and accept your Financial Aid Award Package</a>
Action Needed: <a href="#">Complete Direct Loan Entrance Counseling</a>
Action Needed: <a href="#">Sign a Direct Loan Master Promissory Note</a>
Completed: <a href="#">Review and sign your Financial Aid Offer Letter</a>

Other sections visible include 'Entrance Counseling', 'Student Finance Account Summary', and 'Resources'.

## Final Reminders: Quick Checklist

**Before you're officially done, make sure you've:**

- ☐ Selected your housing option
- ☐ Completed all required documents
- ☐ Reviewed your award package
- ☐ Accepted or declined student loans
- ☐ Signed your Financial Aid Offer Letter
- ☐ Finished Loan Entrance Counseling (if accepting loans)
- ☐ Signed the Master Promissory Note (MPN) (if accepting loans)

Completing your financial aid steps early ensures your aid is applied to your student account and helps you start the semester stress-free. We're here to support you every step of the way!