

# **PARENT ORIENTATION**

**FINANCIAL AID & STUDENT ACCOUNT  
INFORMATION**

# COME SEE US IN THE STUDENT SERVICES BUILDING



# COMMUNICATIONS

WE SEND ALL COMMUNICATIONS TO THE STUDENT'S BSC EMAIL ACCOUNT.

- Students need to be sure to read their BSC emails everyday.
- Parents will not be included in these emails.

Trouble logging in? Contact the BSC Help Desk at [HELPDESK@BSC.EDU](mailto:HELPDESK@BSC.EDU) for assistance.



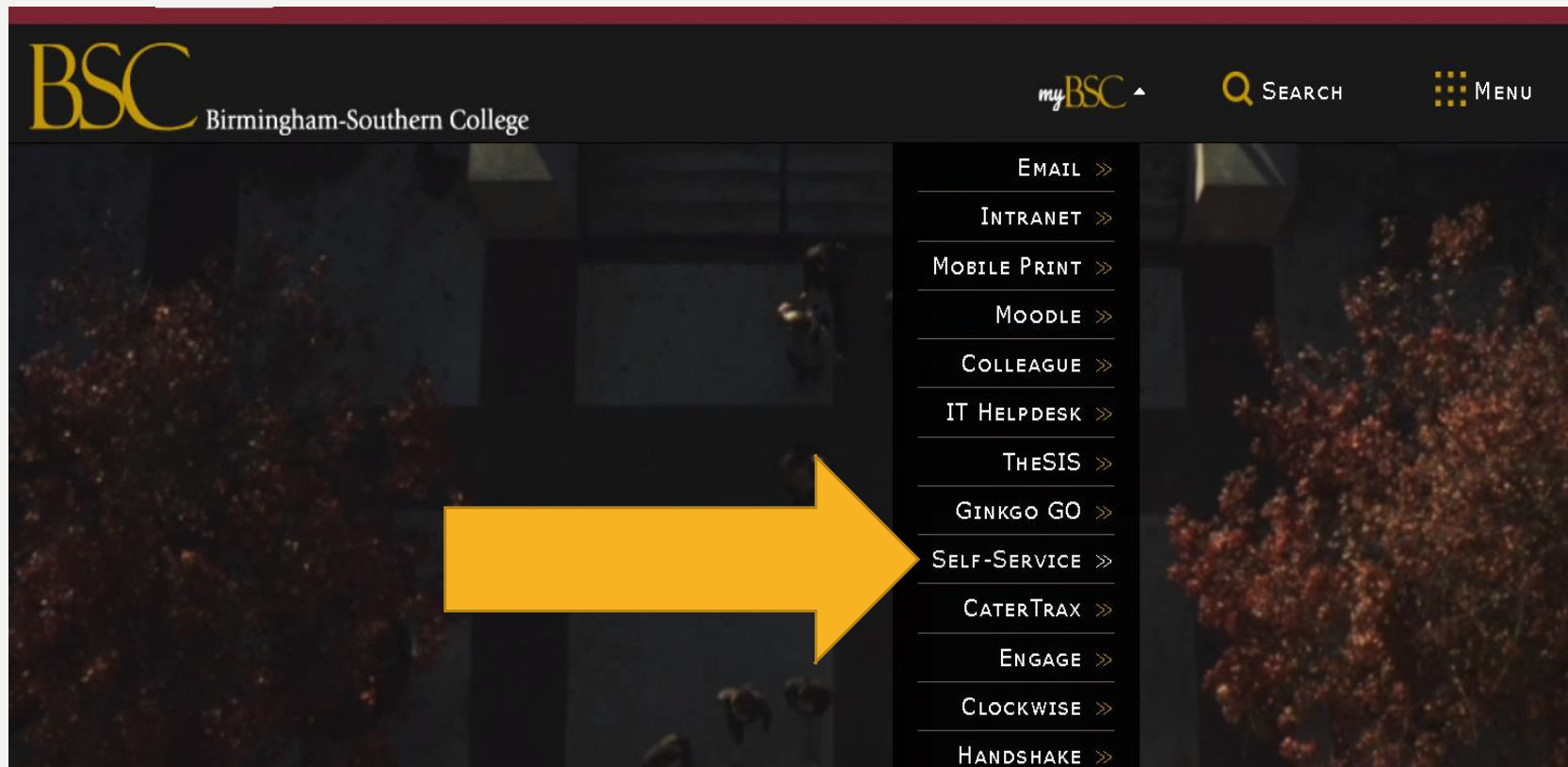
# **SELF-SERVICE ONLINE STUDENT PORTAL**



- **24/7 ACCESS TO YOUR BILL**
- **PRINT A STATEMENT**
- **VIEW FINANCIAL AID CHECKLIST**
- **MAKE A PAYMENT**
- **ASSIGN A PERSON PROXY**
- **VIEW TAX DOCUMENTS**
- **REGISTER FOR CLASSES**
- **CHECK FOR MISSING DOCUMENTS**
- **VIEW GRADES**

# How do you log in to Self-Service?

- Go to [www.bsc.edu](http://www.bsc.edu)
- Select the myBSC tab
- Scroll down and select the Self-Service Option



# SELF-SERVICE FINANCIAL AID

**BSC** Birmingham-Southern College

treedy Sign out Help

Hello, Welcome to Colleague Self-Ser...  
Choose a category to get started.

- Student Finance**  
Here you can view your latest statement and make payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Employee**  
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**  
Here you can view and search the course catalog.
- Financial Management**  
Here you can view the financial health of your cost centers and your projects.
- Student Finance Admin**  
Here you can view the Student Finance information as a student would so you can help the student with any questions.
- Financial Aid Counseling**

# SELF-SERVICE FINANCIAL AID CHECKLIST

Checklist	
✓ <b>Completed</b>	Submit a Free Application for Federal Student Aid (FAFSA)
✓ <b>Completed</b>	Complete required documents
✓ <b>Completed</b>	Your application is being reviewed by the Financial Aid Office
⚠ <b>Action Needed</b>	<u><a href="#">Review and accept your Financial Aid Award Package</a></u>
✓ <b>Completed</b>	Complete Direct Loan Entrance Counseling
✓ <b>Completed</b>	Sign a Direct Loan Master Promissory Note Your MPN Expires on 6/23/2029

# VIEW & ACCEPT YOUR AID

## You have the following Awards

Your award package assumes you will be enrolled full-time. If you enroll less than full-time, the financ

[View Disbursement Info](#)



Scholarships and Grants  
Money you don't have to pay back

Award	Status
<b>BSC Wightman Scholarship</b> <a href="#">View award</a>	<b>Accepted</b>
<b>BSC Grant-in-Aid</b> <a href="#">View award</a>	<b>Accepted</b>
<b>Alabama Student Grant</b> <a href="#">View award</a>	<b>Incomplete Docs</b>
<b>Federal Pell Grant</b> <a href="#">View award</a>	<b>Accepted</b>



Loans  
Money you have to pay back

Award	Status
<b>Subsidized Loans</b> <a href="#">Accept or Decline</a>	<b>Pending</b>
<b>Unsubsidized Loans</b> <a href="#">Accept or Decline</a>	<b>Pending</b>



# LOANS



Loans

Money you have to pay back

\$7,500.00

Award	Status	Total Awarded Amount
<b>Subsidized Loans</b> <a href="#">Close</a>	<b>Pending</b>	<b>\$5,500.00</b>
<b>Direct Subsidized Loan</b>	<b>Offered Aid</b>	<b>\$5,500.00</b>

*Check the terms you will be attending.*

- 2022 Fall Term
- 2023 Spring Term

**Total**

**\$2,750.00**

**\$2,750.00**

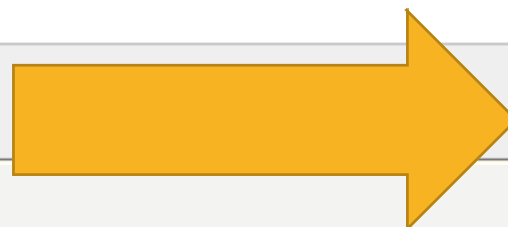
**\$5,500.00**

You may accept the entire loan

Reset

Decline

Accept



# PERSON PROXY

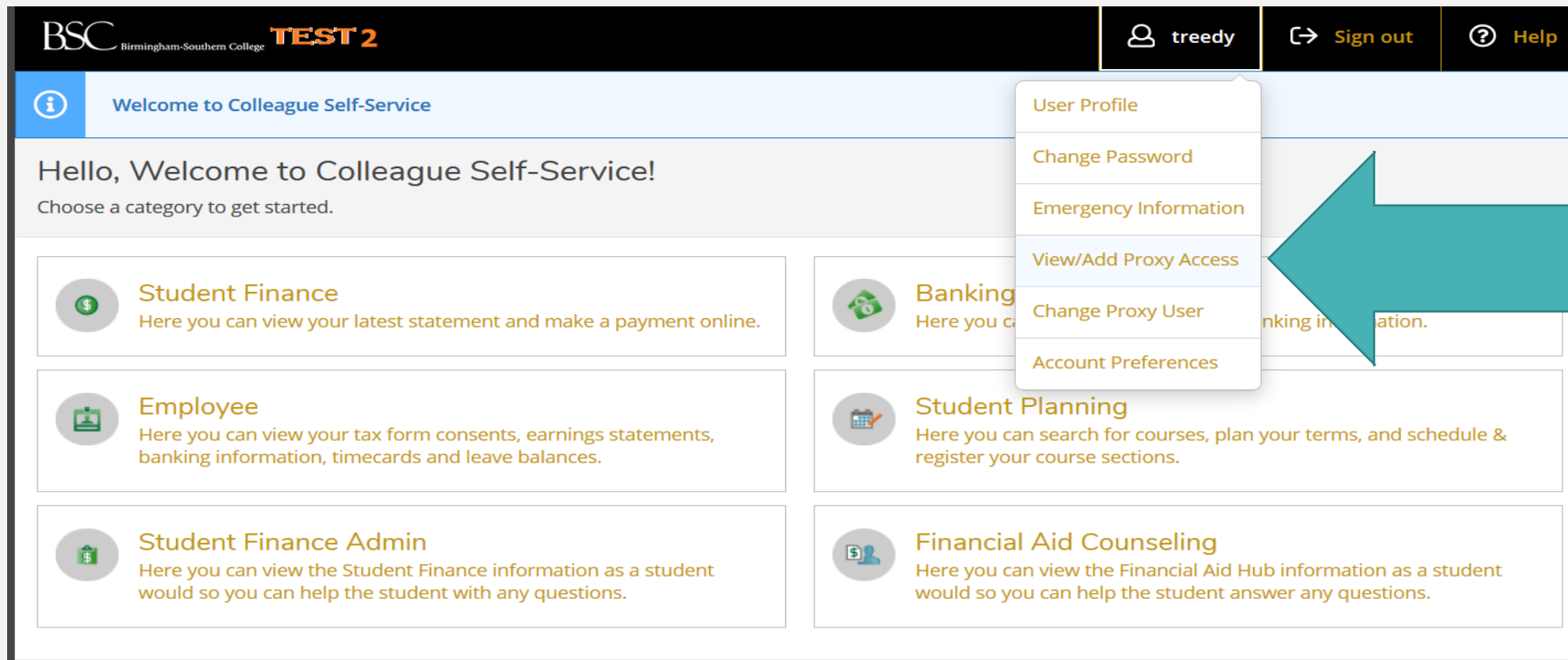
“PROXY “ACCESS PROVIDES AN OPPORTUNITY FOR BIRMINGHAM-SOUTHERN COLLEGE STUDENTS TO GRANT ACCESS TO PARENTS OR OTHER DESIGNATED FAMILY MEMBERS TO VIEW CERTAIN STUDENT INFORMATION ONLINE OR TO SPEAK WITH SPECIFIC DEPARTMENTS REGARDING THE STUDENT.

THE MOST COMMON SCENARIO FOR GRANTING PROXY ACCESS IS SO PARENTS CAN VIEW A STUDENT’S GRADES, TUITION INVOICES, OR MAKE PAYMENTS VIA THE SELF SERVICE PORTAL. THE PERSON BEING GRANTED ACCESS TO THE STUDENT’S INFORMATION IS REFERRED TO AS THE “**PROXY**”.

INSTRUCTION ON HOW TO CREATE PERSON PROXY ACCOUNTS CAN BE FOUND AT [WWW.BSC.EDU/FP/](http://WWW.BSC.EDU/FP/)

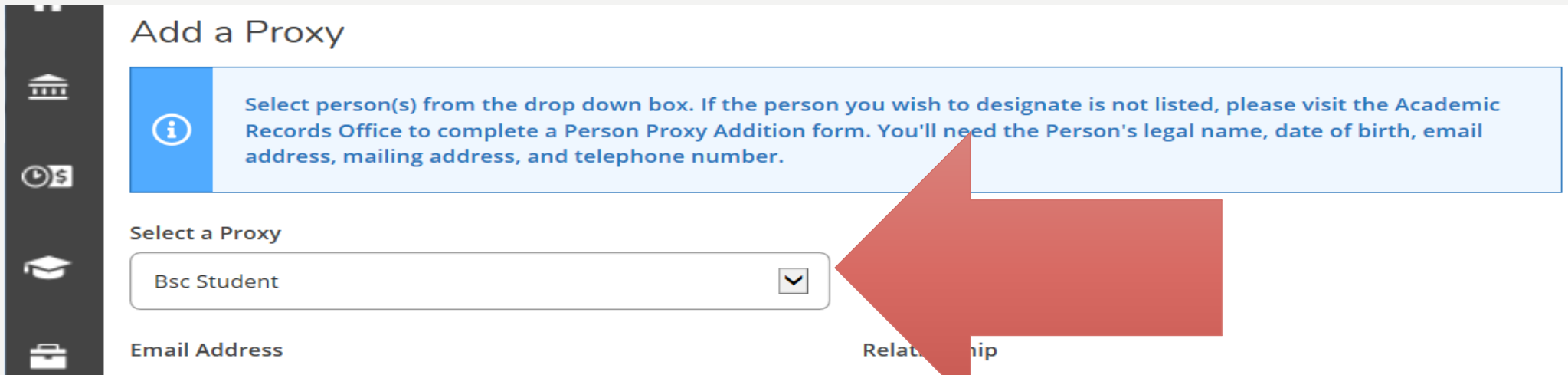
# For Students – How to set up a proxy.

- Log in to your Self Service account and click the person icon at the top of the page.
- Select the View/Add Proxy Access option.



The screenshot displays the BSC Birmingham-Southern College TEST2 Self-Service portal. At the top right, the user is logged in as 'treedy' and can click 'Sign out' or 'Help'. A dropdown menu is open, showing options: 'User Profile', 'Change Password', 'Emergency Information', 'View/Add Proxy Access' (highlighted with a teal arrow), 'Change Proxy User', and 'Account Preferences'. The main content area features a welcome message and several service categories: Student Finance, Banking, Employee, Student Planning, Student Finance Admin, and Financial Aid Counseling.

# View and Add a Proxy



The screenshot shows a web interface for adding a proxy. On the left is a dark sidebar with icons for a building, a clock, a graduation cap, and a briefcase. The main content area is titled 'Add a Proxy'. Below the title is a light blue information box with an 'i' icon and text: 'Select person(s) from the drop down box. If the person you wish to designate is not listed, please visit the Academic Records Office to complete a Person Proxy Addition form. You'll need the Person's legal name, date of birth, email address, mailing address, and telephone number.' Below this is a 'Select a Proxy' dropdown menu with 'Bsc Student' selected. A large red arrow points from the right towards the dropdown menu. Below the dropdown are labels for 'Email Address' and 'Relationship'.

## Selecting a Proxy

The Select a Proxy drop-down box lists family members already in Birmingham-Southern's database system.

# Students can select complete or partial access.

- ☰
- 🏠
- 🏫
- 🕒
- 🎓
- 📁
- 💰
- 👤

Select a Proxy

Bsc Student

Email Address  
treedy@bsc.edu

Relationship  
Parent

Access

Allow Complete Access

Allow Select Access

<input type="checkbox"/> Student Finance ⓘ	<input type="checkbox"/> Financial Aid ⓘ
<input type="checkbox"/> Account Activity	<input type="checkbox"/> Award Letter
<input type="checkbox"/> Account Summary	<input type="checkbox"/> Financial Aid Home
<input type="checkbox"/> Make a Payment	<input type="checkbox"/> Correspondence Option
	<input type="checkbox"/> My Awards
	<input type="checkbox"/> FA Outside Awards
	<input type="checkbox"/> FA Required Documents
	<input type="checkbox"/> Satisfactory Academic Progress
	<input type="checkbox"/> Federal Shopping Sheet

**Disclosure Agreement**

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students are requested to complete and submit this form to the Office of Academic Records at Birmingham-Southern College (BSC), which enables the release of their education records to specified third parties when they authorize such a release. Please note that while this form authorizes BSC to release education records to third parties, it does not obligate BSC to do so. BSC reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information, visit the U.S. Department of Education's website at: [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

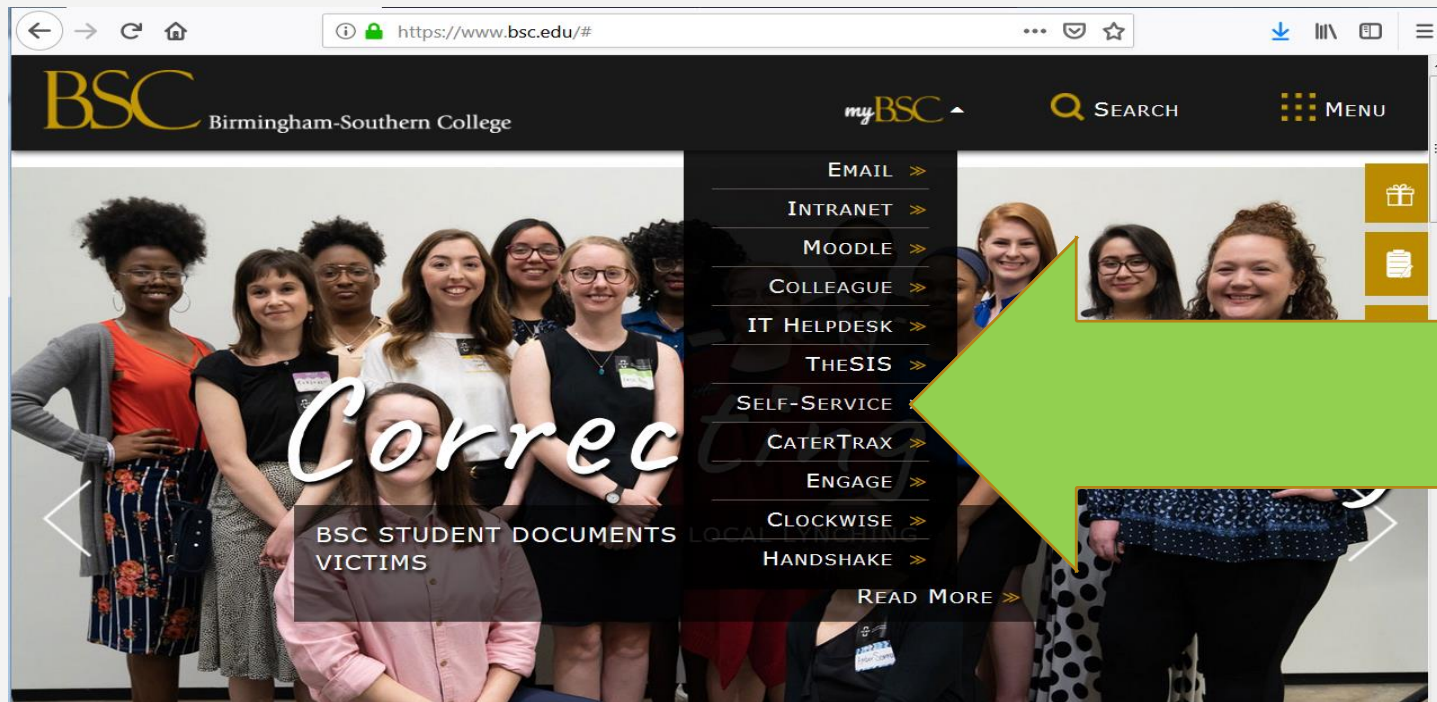
Education Records include, but are not limited to, academic, disciplinary, financial aid, health, student account, and other information directly related to a student's enrollment at Birmingham-Southern College.

By clicking the box, you authorize BSC officials to release your education record information to the individuals selected, including disclosing information or providing copies of documents contained in my education record as defined above. You understand that this release remains in effect until you revoke such consent.

I authorize the institution to disclose my information to this party

# For Proxies – How to set your account up.

After your student grants access to their records, you will receive an email containing your user name and a separate email with your temporary password. To login, go to Birmingham-Southern's website - [www.bsc.edu](http://www.bsc.edu). From the **my BSC** tab, select the Self-Service option.



# Proxy Sign In



The image shows a screenshot of a web form titled "Sign In". The form has a white background and a thin black border. It contains three main elements: a "User name" label above a text input field containing "XXX1234", a "Password" label above a password input field filled with ten dots, and a "Sign In" button at the bottom.

Enter your username and temporary password. You will be prompted to create a new password.

You will have view-only access and the ability to make payments.

If you should forget your login information, email the BSC Helpdesk at [helpdesk@bsc.edu](mailto:helpdesk@bsc.edu).



**FINANCIAL AID**



# FINANCIAL AID

---

Financial Aid comes from a variety of sources:

---

Federal Government

---

State Aid

---

BSC

---

Private Sources

# FEDERAL AID

---

**FAFSA must be completed annually**




---

**[STUDENTAID.GOV.](https://studentaid.gov)**

---

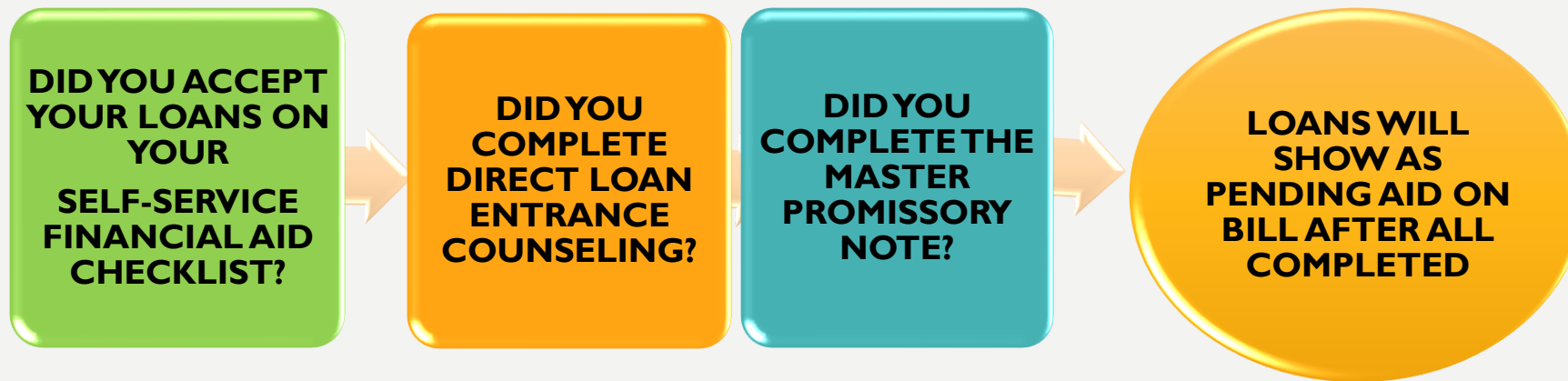
**Save your Username & Password**

# READING YOUR AWARD LETTER

 Scholarships and Grants Money you don't have to pay back <span style="float: right;">\$18,095.00</span>		
Award	Status	Total Awarded
 <b>Alabama Student Grant</b> <a href="#">View award</a>	Incomplete Docs	
<b>BSC Presidential Scholarship</b> <a href="#">View award</a>	Accepted	
<b>Federal Pell Grant</b> <a href="#">View award</a>	Accepted	
<b>Federal Supplemental Grant (FSEOG)</b> <a href="#">View award</a>	Accepted	
 Loans Money you have to pay back <span style="float: right;">\$3,500.00</span>		
Award	Status	Total Awarded
<b>Subsidized Loans</b> <a href="#">View loan</a>	Accepted	
<b>Unsubsidized Loans</b> <a href="#">View loan</a>	Rejected	
Award Total		
Award	Status	Total Awarded
<b>Total Awards</b>		\$
<a href="#">Accept or Decline All</a>		

# Financial Aid & Your Bill

If you receive your bill and your federal loans are not listed, please see below.



AFTER YOU HAVE COMPLETED ALL REQUIREMENTS, 24 HOURS LATER YOU CAN REVIEW YOUR UPDATED STATEMENT ON SELF-SERVICE.

# PARENT PLUS LOAN

## Considering School

*I'm thinking about going to college or a career school.*

## In School

*I'm in the process of earning a degree or certificate.*

## Parent

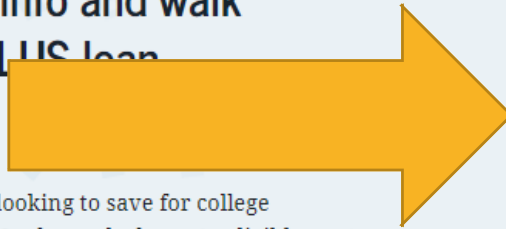
*I want to help my child pay for college.*

## In Repayment

*I have loans I need to repay.*

We'll share useful info and walk you through the PLUS loan process.

We have resources for parents looking to save for college and learn about financial aid. We also make loans to eligible parents to help pay for their child's undergraduate education expenses.



### POPULAR TOPICS

[Apply for a Parent PLUS Loan](#)

[Complete a \*Master Promissory Note\* \(MPN\) for a Parent PLUS Loan](#)

[Complete the Annual Student Loan Acknowledgment](#)

[Complete PLUS Credit Counseling](#)

[Appeal a Credit Decision](#)

[Use \*Loan Simulator\*](#)

[Find Resources for Parents](#)

# PARENT PLUS LOANS

Complete the Parent Plus Application using your username and password.

If Approved, complete Master Promissory Note

IF YOU ARE DENIED FOR ANY REASON, YOU ARE GIVEN FOUR OPTIONS:

- YOU CAN APPEAL THE DECISION
- YOU CAN GET A CO-SIGNER
- YOU DECIDED NOT TO PURSUE THE PLUS – THIS WILL ALLOW US TO INCREASE YOUR STUDENT'S UNSUB LOAN BY AN ADDITIONAL \$4000/Year

# STATE AID

## ALABAMA STUDENT GRANT (ASG)

- COMPLETE ASG APPLICATION
- PROOF OF RESIDENCY

\*ASG will not be counted as estimated aid. The State of Alabama does not determine the actual grant amount until October and does not release funds until the semester is complete.

## ALABAMA STUDENT ASSISTANCE PROGRAM (ASAP)

- REQUIRES THE FAFSA
- MUST BE LOW INCOME (0 EFC)



# OUTSIDE SCHOLARSHIPS

ADDITIONAL SCHOLARSHIP OPPORTUNITIES CAN BE FOUND THROUGH LOCAL CIVIC ORGANIZATIONS, YOUR CHURCH, AND VIA FREE SCHOLARSHIP SEARCH ENGINES.

- [WWW.FASTWEB.COM](http://WWW.FASTWEB.COM)
- [OPPORTUNITY.COLLEGEBOARD.ORG](http://OPPORTUNITY.COLLEGEBOARD.ORG)
- [WWW.FINAID.ORG](http://WWW.FINAID.ORG)

IF YOU RECEIVE AN OUTSIDE SCHOLARSHIP, PLEASE EMAIL [FINAID@BSC.EDU](mailto:FINAID@BSC.EDU). WE WILL POST AS PENDING AID TO REDUCE OUT OF POCKET EXPENSES. MAIL CHECKS TO THE FINANCIAL AID OFFICE.





# PRIVATE LOANS

A private alternative loan is not a federal funded loan. They are loans offered by private lenders.

[WWW.ELMSELECT.COM](http://WWW.ELMSELECT.COM)

Private Loans are loans to the student. These loans usually require a credit worthy cosigner. The cosigner does not have to be a parent.

SoFi does offer a parent loan option.

These loans can take up to two weeks to receive approval, please apply early.



# **EMPLOYERS**

Check with your employer's human resources department and/or union. Many companies offer scholarships and/or reimbursement opportunities for employees with children in College.

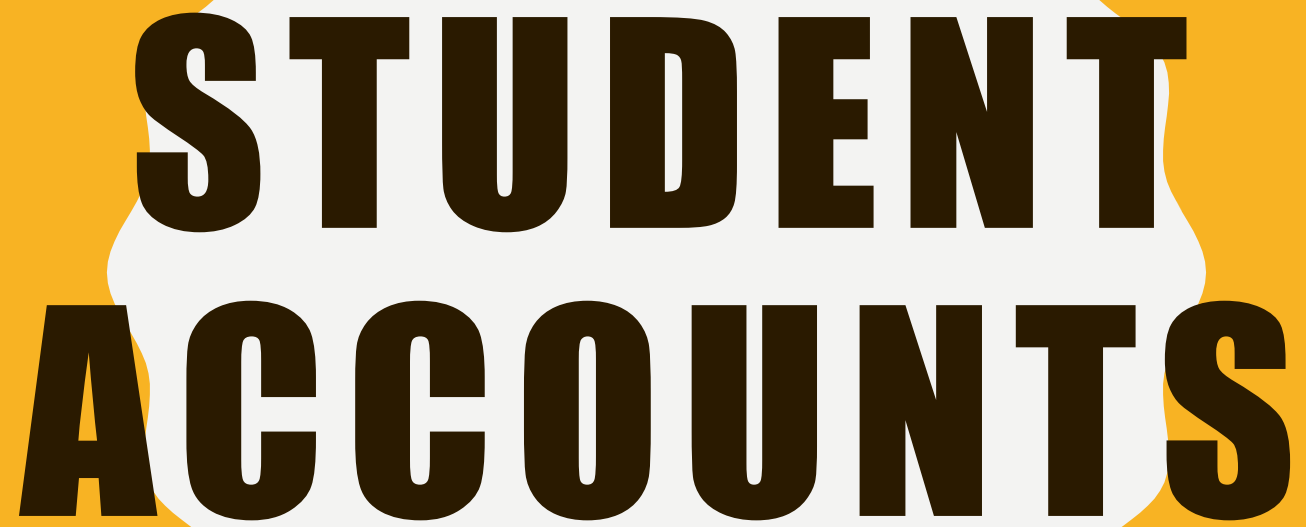
# WORK-STUDY

---

Work-Study is the opportunity for students to work on campus.

---

Work-Study will not be counted against the bill. Students will be paid monthly each month that they work.



**STUDENT  
ACCOUNTS**

# Semester Billing & eBill



BSC ONLY MAILS TWO PAPER STATEMENTS A YEAR!



Students can reprint statements or provide proxy access via their Self-Service account.



Semester bills includes tuition, mandatory fees, room, and board. Deductions for completed financial aid will be listed.

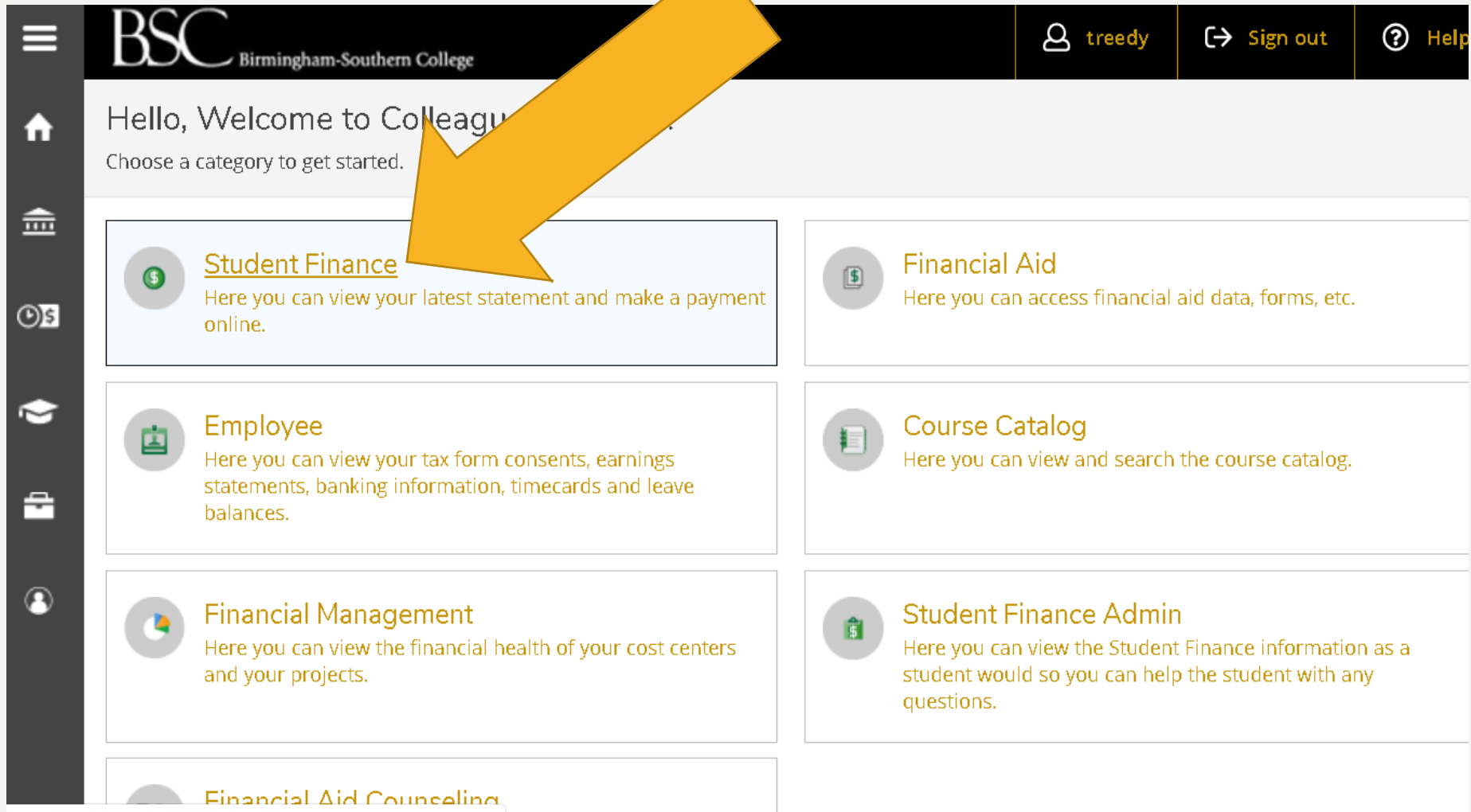


Monthly eBill notifications are emailed to the student's BSC email. Parents DO NOT receive statements or eBills.



Student's bills are available 24/7 via Self-Service.

# SELF-SERVICE STUDENT FINANCE



The screenshot shows the BSC self-service portal interface. At the top, the BSC logo and name are displayed. The user is logged in as 'treedy' and can click 'Sign out' or 'Help'. The main content area is titled 'Hello, Welcome to Colleague' and prompts the user to 'Choose a category to get started.' A large yellow arrow points to the 'Student Finance' tile, which is highlighted in light blue. Other tiles include 'Financial Aid', 'Employee', 'Course Catalog', 'Financial Management', and 'Student Finance Admin'. A partial 'Financial Aid Counseling' tile is visible at the bottom.

**BSC** Birmingham-Southern College

treedy Sign out Help

Hello, Welcome to Colleague  
Choose a category to get started.

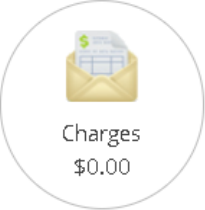
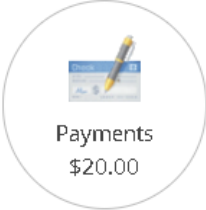
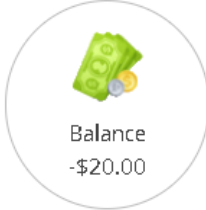
- Student Finance**  
Here you can view your latest statement and make a payment online.
- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Employee**  
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**  
Here you can view and search the course catalog.
- Financial Management**  
Here you can view the financial health of your cost centers and your projects.
- Student Finance Admin**  
Here you can view the Student Finance information as a student would so you can help the student with any questions.
- Financial Aid Counseling**

# ACCOUNT ACTIVITY BY TERM

ACCOUNT ACTIVITY  
View your Financial Activity

**Alert:** Book... de. File your 2020-21 FAFSA now.

Term: Winter Term 20 - Balance: -\$20.00 [View Statement](#)

 Charges \$0.00 —  Payments \$20.00 =  Balance -\$20.00

[Expand All](#)

Charges	\$0.00	▼
Payments	\$20.00	▼

# MAKE A PAYMENT

The screenshot shows the Birmingham-Southern College (BSC) Student Finance portal. The user is logged in as 'treedy'. The navigation path is: Financial Information > Student Finance > Account Summary. A dropdown menu is open over the 'Account Summary' link, with 'Make A Payment' highlighted by a large yellow arrow. The account summary table shows a total amount due of -\$21.00. A 'Helpful Links' section contains a link to the Title IV & Guaranty Agreement.

**BSC** Birmingham-Southern College

treedy Sign out Help

Financial Information · Student Finance · Account Summary

Account Summary  
View a summary of your account

Account Activity

Amount	Registration Activity	-\$21.00	
+ Amount	Panther Bucks Balance	\$0.00	
	Rowdy Cash Balance		
= Total Amount Due		-\$21.00	<a href="#">Make a Payment</a>
Total Account Balance		-\$21.00	<a href="#">Account Activity</a>

Helpful Links

[Title IV & Guaranty Agreement](#)



# 2022-23 PAYMENT DUE DATES

BSC allows you to pay your semester balance in full or use the Nelnet Payment Plan. To avoid a \$100 late payment fee, please pay by the due date.

<b>OPTIONS</b>	<b>DUE DATE</b>
<b>Fall Nelnet Payment Plan</b>	<b>July 13th</b>
<b>Fall Semester Balance</b>	<b>July 31st</b>
<b>Spring Nelnet Payment Plan</b>	<b>December 11th</b>
<b>Spring Semester Balance</b>	<b>December 31st</b>

# NELNET CAMPUS COMMERCE



**INTEREST-FREE MONTHLY PAYMENT PLANS**

**\$50 PARTICIPATION FEE EACH SEMESTER**

# Netnet Payment Plans

## FALL

- **July 13<sup>th</sup>** 5-month plan
- **Aug 5<sup>th</sup>** 4-month plan

## SPRING

- **Dec 10<sup>th</sup>** 5-month plan
- **Jan 5<sup>th</sup>** 4-month plan

# MEAL PLANS

STUDENTS ARE REQUIRED TO PURCHASE A MEAL PLAN.

MEAL PLANS ARE AUTOMATICALLY ASSIGNED

RESIDENCE HALLS	➔	UNLIMITED PLAN
STUDENT APARTMENTS	➔	APARTMENT PLAN
COMMUTER STUDENTS	➔	COMMUTER PLAN



# Meal Plans

<b>Unlimited 7-Day Meal Plan</b> Residential Hall Residents Only	<b>Apartment Meal Plan</b> Apartment Residents Only	<b>Commuter Meal Plan</b> Commuter Students Only	<b>Summer Meal Plan</b> Summer Residents Only	<b>E Term Meal Plan</b> On Campus Projects Only
<b>Unlimited Dining in the Dining Hall + \$300 Panther Bucks</b>	<b>150 Meals in the Dining Hall + \$750 Panther Bucks</b>	<b>\$300 Panther Bucks</b>  <b>Commuter + \$500</b>	<b>\$600 Panther Bucks</b>	<b>TBD</b>

# MEAL PLAN SPECIFICS



- No sign-up required. Meal Plans are automatically assigned.
- Unlimited meals ONLY apply to purchases made in the Norton Dining Hall, better known as the 'Caf'. Students can visit the 'Caf' as many times as they want.
- Panther Bucks can be used at any Bon Appetit food venue on campus. Students can add Panther Bucks should they run out.
- Meal plans do not rollover or transfer to the next term. If you don't use all of your Panther Bucks during the term, you will forfeit them.
- View your meal plan balance and add Panther Bucks anytime on Panther Connect.

# **DO YOU HAVE A STATE PREPAID TUITION PLAN (PACT)?**

**BSC allows PACT participants to deduct an estimated PACT benefit amount from their semester bill. The amount is based on how much the program pays per semester hour.**

**Let your PACT program know that your student will be attending BSC.**

**Next, contact Katie Craig at [kcraig@bsc.edu](mailto:kcraig@bsc.edu) so we know to include PACT estimates on your bill.**

# 529 Plans

If you've prepaid into a 529 Plan, you will need to reach out to your plan administrators to request payment several weeks in advance. This will ensure BSC will receive payment by the due date.

Mail checks to:      Bursar's Office  
                                 Box 549040  
                                 Birmingham, AL 35254



# FINANCIAL AID & STUDENT ACCOUNTS



**Traci Veyl, Director of Financial Aid**

[tlveyl@bsc.edu](mailto:tlveyl@bsc.edu)

T: 205-226-4676

F: 205-226-3082

**Tina Reedy, Bursar**

[treedy@bsc.edu](mailto:treedy@bsc.edu)

T: 205-226-4635

F: 205-226-3082