

FAQ: I have submitted my FAFSA application. Have you received it? Is there anything else that I need to do to receive financial aid?

Step 1: Select Financial Aid when in your self-service account.

This is a test of the Global Message--Welcome to Highland!

Hello, Welcome to Colleague Self-Service!
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.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**
Here you can view and search the course catalog.
- Grades**
Here you can view your grades by term.
- Transcript Requests**
Here you can view and request a transcript.
- Advising**
Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty**
Here you can view your active classes and submit grades and waivers for students.

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Step 2: Make sure the Award Year is correct. For Summer 2026, Fall 2026, and Spring 2027 it should say 2026/2027 Academic year.

Daily Work · Financial Aid Counseling · Financial Aid Home (Admin)

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

Notifications 1

Select an Award Year: 2026/2027 Academic Year [Contact Financial Aid Office](#)

Select your intended housing option
Please indicate your intended housing option from the checklist below

Student Finance Account Summary

Amount Due	\$0.00
Amount Overdue	\$0.00
Total Amount Due	\$0.00

[Go to Account Summary](#)

Step 3: Scroll down the page until you see the checklist. Anything that has Action Needed beside it will need to be completed. You can click into the sections to see what is needed by selecting the linked checklist item.

Checklist	
⚠ Action Needed	Select your intended housing option
✓ Completed	Submit a Free Application for Federal Student Aid (FAFSA)
⚠ Action Needed	Complete required documents
ℹ Not Available	Your application is being reviewed by the Financial Aid Office
ℹ Not Available	Review and accept your Financial Aid Award Package
ℹ Not Available	Review and sign your Financial Aid Offer Letter

Step 4: If there is action needed in required document section be sure that you view what those items are. Below is an example of what it could look like. If you need to submit a document, you can do so through your self-service by selecting Manage under attachments. Please note that all forms still require a physical signature. The forms will need to be printed off and signed before they can be uploaded. You can also find a link to the forms that are needed under the explanation.

Document	Explanation	Due Date	Status	Attachments
Max Time Frame	According to our records, you have been working on your program for nearly or more than 150% of its length. Federal guidelines ... more FA 2026-2027 Forms Graduation Check Link		Requested	Manage 0
High School Completion	We are currently missing your official high school transcript, GED, or home school transcript. Official High School transcripts ... more		Received 02/27/2026	
Official College Transcripts	Please provide the admissions office with a copy of all official prior college transcripts containing the final grades. This ... more		Received 02/27/2026	

Step 5: Once you have turned in all completed items and your checklist looks like the checklist below then you are ready to review your Financial Aid Award Package.

Checklist	
⚠ Action Needed	Select your intended housing option
✓ 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
⚠ Action Needed	Review and accept your Financial Aid Award Package
✓ Completed	Complete Direct Loan Entrance Counseling
⚠ Action Needed	Sign a Direct Loan Master Promissory Note
⚠ Action Needed	Review and sign your Financial Aid Offer Letter



Loan History

Step 6: Accept or decline your financial aid package. Grant funds are automatically accepted for students as that is money that doesn't have to be paid back. The loan area will be the only place that action need to be taken. You can do this by clicking the Accept/Decline down arrow.

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.

[View Disbursement Info](#)

 Scholarships and Grants Money you do not have to pay back					
Award	Status	Total Awarded Amount	Fall	Spring	
Federal Pell Grant View award	Accepted	\$7,395.00	\$3,698.00	\$3,697.00	
 Loans Money you have to pay back					
Award	Status	Total Awarded Amount	Fall	Spring	
Subsidized Loans Accept or Decline	Estimated	\$3,500.00	\$1,750.00	\$1,750.00	
Unsubsidized Loans Accept or Decline	Estimated	\$2,000.00	\$1,000.00	\$1,000.00	
Award Total					
Award		Total Awarded Amount	Fall	Spring	
Total Awards Accept or Decline All		\$12,895.00	\$6,448.00	\$6,447.00	

Step 7: Below is what your screen will look like once the loan areas have been expanded. Here you can select to decline or accept the awarded financial aid. Subsidized loans do have to be completed first and then you can move onto the Unsubsidized loan area. The full loan doesn't have to be taken, and you are able to change the loan amount that you want to accept for each semester, if it doesn't exceed the offer amount listed. Once your aid has been accepted or declined you will no longer be able to change it through your self-service. Please contact the Financial Aid office for the steps on how to update an already accepted/declined financial aid package.

Federal Direct Subsidized Loan	Offered	\$3,500.00	\$1,750.00	\$1,750.00
Check the terms you will be attending.				
<input checked="" type="checkbox"/> Fall		\$1,750.00		
<input checked="" type="checkbox"/> Spring		\$1,750.00		
Total		\$3,500.00		
<div style="border: 1px solid blue; padding: 5px;"> <p>i You may accept the entire loan amount, change the loan amount, or decline the entire loan amount. Your total cannot exceed the maximum amount.</p> </div>				
About Federal Direct Subsidized Loan				
Reset Decline Accept				
Unsubsidized Loans	Estimated	\$2,000.00	\$1,000.00	\$1,000.00
<div style="border: 1px solid red; padding: 5px;"> <p>i You must take action on your subsidized loans before your unsubsidized loans can be changed or updated.</p> </div>				
Maximum Loan Amount \$2,000.00				
Federal Direct Unsubsidized Loan	Offered	\$2,000.00	\$1,000.00	\$1,000.00
Check the terms you will be attending.				
<input checked="" type="checkbox"/> Fall		\$1,000.00		
<input checked="" type="checkbox"/> Spring		\$1,000.00		
Total		\$2,000.00		
About Federal Direct Unsubsidized Loan				
Reset Decline Accept				

Step 8: Once you have accepted/declined your financial aid award package you will need to review and sign your offer letter. If the offer letter isn't signed the financial aid can't be added to your student account.

Checklist	
⚠ Action Needed	Select your intended housing option
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✓ Completed	Complete required documents
✓ Completed	Your application is being reviewed by the Financial Aid Office
⚠ Action Needed	Review and accept your Financial Aid Award Package
✓ Completed	Complete Direct Loan Entrance Counseling
⚠ Action Needed	Sign a Direct Loan Master Promissory Note
⚠ Action Needed	Review and sign your Financial Aid Offer Letter
Loan History	

Things to remember:

- ❖ Be sure to pay attention to your checklist items for the things that you need to complete for financial aid as outstanding items can prevent your Financial Aid from being applied to your student account.
- ❖ Once you have enrolled and can assess your balance under the Student Finance tab, any accepted financial aid should be shown as anticipated aid.
- ❖ Financial aid packages can change.