

Frequently Asked Questions: Financial Aid Course Audit

How will I be notified if I have registered for ineligible classes?

You will be notified in via the message center in your student portal. To view messages in the message center, follow the steps below.

[View messages in Message Center](#)

1. Log in to MYPVCC on the PVCC home page [here](#)
2. Click on VCCS SIS: Student Information System.
3. Click on Self Service.
4. Click on Student Center.



5. Click on the Message Center link



6. Click on the message to view.



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How do I know if my courses are eligible for financial aid?

The Financial Aid Course Audit (FACA) uses the advisement report to identify courses required for your program. Shortly after you register (typically by the following day), you can determine whether any of your course selections are ineligible for aid by following these steps:

1. Log on to MYPVCC on the PVCC home page (www.pvcc.edu).
2. Click on **VCCS SIS: Student Information System**
3. Click on **Self Service**
4. Click on **Student Center**
5. Under the finances section, click **View Financial Aid**
6. Click on the current aid year and scroll to the correct term
7. Choose **View Course Eligibility**. You will see each course identified as eligible or ineligible for financial aid.

Financial Aid

FA Course Eligibility


Federal Aid Year 2016-2017

Credit

2017 Spring

<u>Class</u>	<u>FA Eligible</u>	<u>Enrolled Units</u>	<u>FA Eligible Units</u>
ACC 212 (33234)	✗	3.00	0.00
ACC 214 (33265)	✗	1.00	0.00
BUS 100 (33399)	✗	3.00	0.00
BUS 200 (33405)	✗	3.00	0.00
ECO 201 (33493)	✓	3.00	3.00
Total		13.00	3.00

Tips

- Eligible courses will be marked with a green check 
- Ineligible courses will be marked with a red X
- Courses that have not yet been evaluated will have a question mark.
- You will receive messages in your Student Center that identify the course that do not apply to your program of study and therefore are not eligible for financial aid.

Frequently Asked Questions: Financial Aid Course Audit

How do I view my advisement report?

Follow these steps to view your advisement report:

1. Log on to **MYPVCC**
2. Click on VCCS **SIS: Student Information System**
3. From Self-Service menu, click on **Student Center**
4. Under Academics, click on **My Academics**
5. Click on **View My Advisement Report**

What can I do if my course is not eligible for financial aid?

You can drop the ineligible course or you can continue taking it.

- If you take a course that does not count toward completion of your program, **you will be responsible for paying the tuition, fees, books and expenses** for any ineligible course.
- You **must pay tuition by the payment deadline** to avoid having the course dropped.
- Funds must be specifically allocated to ineligible courses paid for out-of-pocket by a student. To pay for an ineligible course, visit the Cashier's Office on the Main Campus.

Can I use my financial aid to cover books for ineligible courses?

No. Financial aid is intended to cover tuition/fees, books, and supplies only for courses that apply to your program of study.

Are developmental courses eligible for financial aid?

Developmental courses up to the maximum of 30 credit hours will be counted as eligible for financial aid in the FACA process.

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I'm repeating a class. Will it be eligible for financial aid?

If you have already earned a passing grade for the course, financial aid will only pay for **one** more attempt. For example: if you earned a D on your first attempt and an F on your second attempt, you are responsible for paying all tuition, fees, and expenses on your third attempt.

Why isn't my course eligible for financial aid?

Check the program of study listed on your degree audit report to see if you are enrolled in the correct program of study. If the wrong program of study is listed on your report, contact your advisor and submit the Program of Study Change Form. If you feel the course is marked as ineligible by mistake, contact your advisor for a detailed look at your record and further assistance.

What do I do if I need to change my program?

You can submit the Program of Study Change Form to change your program of study. We also suggest you contact your advisor to discuss your new program, your academic goals, and how to achieve them.

If you are a military-related student using benefits, please visit your Military and Veterans Advisor for assistance before making any changes.

Are substituted courses eligible for financial aid?

You may be allowed to substitute courses to meet your program requirements, and be covered by financial aid.

You must have the substitution approved and processed before the substitute course will be eligible for financial aid.

Meet with your advisor for assistance with obtaining a course substitution.