

STEP 1:**Fill Out the FAFSA**

- Students must complete the **Dallas College** admissions application. The application is needed to link with the *social security number* and *current year FAFSA* through **Colleague**.
 - Create an **FSA ID** at studentaid.gov/fsa-id. The **FSA ID** confirms an individual's identity and should only be created by the owner of the **FSA ID**. Since the **FSA ID** is used as a legal signature and enables access to numerous **U.S. Department of Education** websites, it should never be shared with others.
 - If your parent(s) are required to provide information on the **Free Application for Federal Student Aid (FAFSA®)**, a separate **FSA ID** is required for the parent. The **FSA ID** may be obtained at the website listed above.
 - Complete the **Free Application for Federal Student Aid** at studentaid.gov/afsa.
 - If you need help, call **FSA Help** at **800-433-3243**, or go online to get help by email or chat.
 - The school code for **Dallas College** is **004453** (NOTE: It may show as **Dallas College-EI Centro**).
 - Check your email frequently, as well as the **Financial Aid Checklist** in **Dallas College Self-Service**.
 - It takes 3-5 business days for us to receive and upload your FAFSA into our system.
- FAFSA Year 2022-2023: 2020 taxes** | **FAFSA Year 2023-2024: 2021 taxes**
FAFSA Year 2022-2023 covers these semesters: Summer 2022, Fall 2022 and Spring 2023 semesters.
FAFSA Year 2023-2024 covers these semesters: Summer 2023, Fall 2023 and Spring 2024.

**FINANCIAL AID
PRIORITY DEADLINES**

Summer: March 1

Fall: May 1

Spring: October 1

STEP 2:**Steps to Complete in eConnect and Self-Service**

- Set up your **eConnect/Self-Service** account. You can find tutorials at DallasCollege.edu/Resources/Online-Services/Tutorial-Videos/Pages/eConnect-Account.aspx.
 - econnect.dcccd.edu (Current Credit Student)
 - [Self-Service selfsrv.dcccd.edu](https://self-service.selfsrv.dcccd.edu) (Student)
- SELECT A PROGRAM OF STUDY IN ECONNECT
 - Very important: Financial Aid will only pay for classes that are part of *your program of study*.
 - Please check with a **success coach** (advisor) before selecting a program.
 - Click **My Program of Study** (Step 2) (Financial Aid section).
 - Select/change your program of study from the menu and submit.
- SET UP TOUCHNET PAYMENT CENTER PREFERENCES IN SELF-SERVICE
 - Log in as **Current Student** and click **View My Account** and **Pay for Classes**.
 - Click **TouchNet Payment Center** and provide your banking information for direct deposit under the link for **Electronic Refunds**. This is how your funds will be sent to you. If no selection is made, the default is a paper check mailed to you. If a paper check is your preference, please make sure there is *only one current address* on file with **Admissions**.
 - Payment plan options are also available in the **TouchNet Payment Center**.
 - For payment center help, please contact PaymentCenter@dcccd.edu, call **972-669-6400** or email Cashiers@dcccd.edu.
 - For issues with financial aid disbursements, please contact **Heartland/ECSI Help** at heartland.ecsi.net for FAQs and live chat.

STEP 3:**Other Requirements (Missing Documents)**

- In **Self-Service**, click on **Financial Aid** (or access it from eConnect and click on Financial Aid checklist to see what document(s) is/are missing).
- You may be asked to submit additional documents or complete other processes. Please make sure you always check in with financial aid to know your status and read through all notifications sent to you.
 - If you need to submit documents electronically, please do not email them. Please request a secure link to upload documents. You will be sent an email with a safe link so that you can upload your documents securely. The email will come from "**FA-Secure**" and the subject line will say "**FA-Secure File is requesting files from you.**" Please give us a couple of business days to get this email sent to you. It will be sent to your email listed in our system.
 - Please check if your documents need to be notarized before submission.
- If you are interested in a **work-study** position, register in **Handshake** at DallasCollege.edu/Handshake and review job postings.
- Submit all transcripts as needed.
 - **ALL** official college transfer transcripts must be received and evaluated by the **Admissions Office** before financial aid will be awarded and/or disbursed. Please let **Financial Aid** know when these are in so we can request evaluation.
 - You must submit *official, final high school transcripts, GED transcripts or equivalent transcripts* to **Admissions** (if applicable).
 - Request transcripts from your previous schools and have them sent to **Dallas College, Attention: Admissions Processing, 3737 Motley Drive, Mesquite, TX 75150**.

STEP 4: Accepting Your Award

- In **Self-Service**, click on **Financial Aid** (or access it from eConnect and click on Financial Aid checklist).
- Review all awards – accept, adjust or decline all awards.
- **If you do not want loans, decline them!**
- If you want **Federal Direct Loans**, you must also complete these steps at studentaid.gov.
 - The school code for **Dallas College** is **004453** (NOTE: It may show as **Dallas College-El Centro**).
 - Complete the **Online Loan Entrance Counseling** at studentaid.gov/entrance-counseling.
 - Sign the **Master Promissory Note (MPN)**.
- Remember to accept your financial aid award letter when all your choices are made.
- If you are offered **Federal Work-Study (FWS)** or are interested in the program, contact a **FWS Coordinator** from your campus to find what **FWS** positions are available for on-campus and off-campus jobs. Learn more about **College Work-Study** programs at DallasCollege.edu/WorkStudy.
- Remember to accept your financial aid award letter when all of your choices are made.

STEP 5: Transmittal

STEP 6: Refunds

QUESTIONS? CONTACT US!

- Call **972-669-6400**.
- Visit the **Financial Aid Virtual Office** or **any campus** location.
- Email FinancialAid@DallasCollege.edu.

Get federal financial aid information online 24/7:

studentaid.gov | youtube.com/user/federalstudentaid

HELPFUL LINKS

DALLAS COLLEGE FOUNDATION SCHOLARSHIPS
Foundation.DallasCollege.edu

HEARTLAND ECSI HELP LINE (DISBURSEMENTS)
heartland.ecsi.net for FAQs and live chat

INCOME TAX RETURN TRANSCRIPTS
irs.gov/transcript • 1-800-829-1040 • IRS contacts

SOCIAL SECURITY
ssa.gov • 1-800-772-1213

DEFAULT RESOLUTION and TITLE IV ELIGIBILITY
myeddebt.ed.gov or contact your Loan Servicer
1-800-621-3115

PELL LIFETIME ELIGIBILITY USED and DIRECT LOANS STATUS
studentaid.gov

1098-T (Financial Aid Tax Document)
Check eligibility with **1098-T Preview** in heartland.ecsi.net.

If eligible, get your 1098-T online at heartland.ecsi.net (Tax Documents)

