

## Student FACTS Guide for State Financial Aid Eligibility

The following steps provide instructions for how to access FACTS so that you can determine your State Financial Aid (TAP, APTS and/or HESC scholarships (including Excelsior) eligibility.

**STEP 1** Login to CUNYFirst at [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu)

**STEP 2** Navigate to > **Student Center**

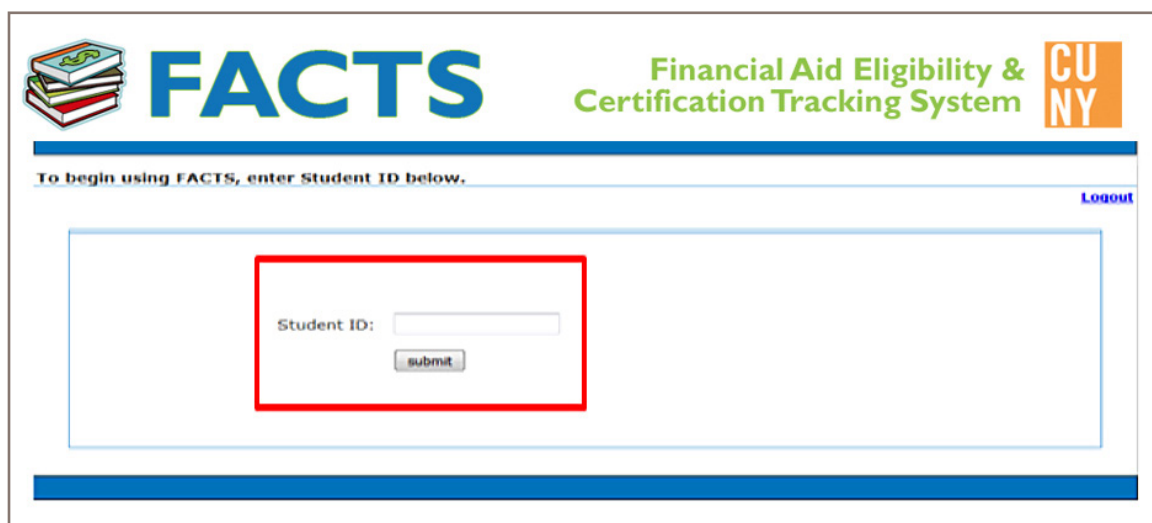
**STEP 3** In the **Advisement/Transcript** section, click the **FACTS - Financial Aid** link. You will navigate to a new screen that will give you the option to open DegreeWorks and FACTS. Click on the FACTS.

The screenshot shows the 'Jon's Student Center' dashboard for user Jon Smith (ID: 12345678). The dashboard is divided into several sections:

- Academics:** Includes links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. A message states 'You are not enrolled in classes.' There is a search bar for 'other academic...'.
- Finances:** Includes a 'My Account' section with links for 'Account Inquiry', 'Financial Aid', 'View Financial Aid', 'Direct Loan Processing Form', and 'Supplement Form'. A message states 'You have no outstanding charges at this time.' There is a 'Charges Due' dropdown menu.
- Personal Information:** Includes an 'Emergency Contact' link and a 'Contact Information' table.
 

Home Address	Mailing Address
111 Fin Aid Road Brooklyn, NY 11210	111 Fin Aid Road Brooklyn, NY 11210
- Right Sidebar:** Contains several informational boxes:
  - SEARCH FOR CLASSES:** A green button.
  - Holds:** Lists 'Missing MMR Immum', 'Missing Meningitis Form', and 'Advisement Required'.
  - To Do List:** Lists '2018 V1 Dep Verification Wrk', 'Meningitis Acknowledgement', 'Immunization - MMR', and 'SPARC Online Training'.
  - Milestones:** States 'No Milestones'.
  - Enrollment Dates:** Includes a link for 'Open Enrollment Dates'.
  - Advisor:** States 'Program Advisor: None Assigned'.
  - Advisement / Transcript:** Contains links for 'Official Transcript Ordering', 'DegreeWorks-Online Advisement', and 'FACTS - Financial Aid'. A red arrow points to this link.

**STEP 4** Enter your 8 digit EMPL ID number and then click submit.



**STEP 5** Review your State Financial Aid (APTS, TAP and HESC Scholarships (including Excelsior) eligibility for the term in question. If you see “Not Eligible”, consult the **Failed State Financial Aid Status Resolution Guideline Table** below for appropriate resolution and/or inquiry.

Home	Current Eligibility	FACTS Transcript	FACTS History	Helpful Links	Logout
This is an estimate of your Financial Aid eligibility to receive TAP, APTS and HESC Scholarships. This is not the official certification but an attempt to reflect what may be your official eligibility.					
Current Eligibility > Details > Fall 2018					
Student Information		Brooklyn College		Refresh Date: Jul-27-2018	
Preferred Name:	Jon Smith				
Legal Name:	Jon Smith		Transfer Credits:	7.0	
Email	Jon.Smith18@bcmail.brooklyn.cuny.edu		Total Credits Attempted:	53.5	
Degree:	BACHELOR OF SCIENCE		Total Credits Earned:	56.0	
Major(s):	PSYCHOLOGY (BS)		Cumulative GPA:	2.708	
Minor(s):			NY State Resident:	Yes	
Concentration:			U.S. Citizen or Permanent Resident:	Yes	
Class Standing	U-SOPH		Matriculated:	Yes	
Special Programs:	NONE		Enrolled Fulltime:	Yes	
Term of First TAP Award Paid:	2016/2017		Award Eligibility:	Eligible for TAP	

In this section, you can see and confirm your information such as name, degree, major(s)/minor(s), First TAP payment year, Transfer Credit information (if applicable), Total Credits Attempted and Earned at Brooklyn College, etc.

## Example of a State Financial Aid Ineligible Screen

Please note that each student's State Financial Aid ineligible situation is different. One or more reasons may be applicable to a student. The record should always be reviewed carefully to determine whether or not there is a single cause or multiple causes for being State Financial Aid ineligible.

Eligibility Status:			
	TAP	Not Eligible	✗
	APTS	Not Eligible	✗
	Scholarships & Awards	Not Eligible	✗
	Veteran Tuition Award	Not eligible	✗
General Financial Aid Guidelines: To be eligible for an award(s) you must apply and be approved by HESC.			
Requirements		Your Status	
Citizenship:	A U.S. citizen, permanent resident, or other federally acceptable immigration status	Not eligible for TAP or Federal Aid	✗
NY State Residency:	New York State resident	Not eligible for TAP	✗
Degree Status:	Enrolled as a degree seeking student	Matriculated	✓

Eligibility Status indicates that you are **Not Eligible**. Click on the **Not Eligible** link for more information.

**Column 1** lists some of the requirements to be State Financial Aid eligible.

**Column 2** provides a description of the requirements listed in column 1.

**Column 3** indicates the eligibility status for each of the requirements listed in column 1. Please note in this column, green text means that the requirements have been met and red text means that the requirements have not been met.

TAP Tuition Assistance Program Guidelines			
Not eligible for a TAP payment in the Spring 2018 semester.			
Requirements		Your Status	
Points:	You are allowed a total of 48 TAP/APTS/PTAP points for your degree at a senior college and a total of 36 points at a community college.  Students in the SEEK program are allowed a total of 60 points and College Discovery students are allowed a total of 42 points.	We estimate that you have used 42 TAP/APTS/PTAP points through the end of the Fall 2017 (prior term).	✓
Enrollment Status:	Enrolled as a full-time student (12 credits/equated credits or more) credits must be used to fulfill degree requirements.	Eligible for TAP; Your current TAP/Degree credits or equated credits: 16 Your current TAP Real Credits: 16	✓
GPA Requirement:	Payments 1 through 4 require you to maintain a specific GPA. Refer to the NYS TAP guidelines chart listed in the FACTS Student guide to identify the required minimum GPA.  2.0 or higher GPA is required to receive your 5th TAP payment and beyond.	Not eligible for TAP; Your GPA: 1.932	✗
Major - Degree Requirements:	If you are enrolled at a senior college, you may receive TAP payments prior to 60 credits. After 60 credits are completed, you must declare a major and enroll in courses that are applicable to that major.  If you are enrolled at a community college, you must declare a major and enroll in courses applicable to that major.	Eligible for TAP; your major: PSYCHOLOGY (BA); Total credits earned: 90	✓
TAP Credits:	Be enrolled for at least 12 credits or equated credits (full-time) that meet your major/degree requirements.  In your first TAP semester, you must have at least 3 TAP/degree credits as part of your full-time course load. After your first semester, you must have at least 6 TAP/degree credits as part of your full-time course load.	Eligible for TAP; Your current TAP/Degree credits or equated credits: 16 Your current TAP Real Credits: 16	✓
Ability to Benefit:	If you graduated from a foreign high school AND you are a first time TAP recipient, you must have passed all three skills tests: math, reading and writing objective by the college add/drop period or within 30 days of the first day of classes, whichever is earlier.	Eligible for TAP, you meet the requirements for this regulation.	✓
Progress and Pursuit:	Must meet both the satisfactory academic progress and pursuit of program requirements		
Progress:	Must have earned a minimum number of credits and retain a required cumulative GPA by the end of your prior financial aid term to be eligible for payment in the current term.	Not eligible for payment number 8. You have earned 90 credits with a cumulative GPA of 1.932	✗
Pursuit:	Must have completed the required number of credits towards your degree in your prior financial aid term to be eligible for payment in the current semester.	Eligible for payment number 8. You completed 12 credits or equated credits towards your degree in your prior financial aid term: Fall 2017	✓
Beneficial Placement:	The progress step is based on what is most beneficial for the student (by step or by transfer credits). Next term, the student would need to meet the requirements for this step plus one.	Not applicable	

See the "Failed Status Financial Aid Status Resolution Guideline Table" on the next page to resolve these issues.

**IMPORTANT:**  
Review semester deadlines on the Academic Calendar (such as major declaration) each semester to ensure that you perform the appropriate action in time  
[www.brooklyn.cuny.edu/bulletin](http://www.brooklyn.cuny.edu/bulletin)

**Failed State Financial Aid Status Resolution Guideline Table**

Guideline	Directions “Your Status”
Citizenship	<p><u>First Semester/Readmits</u>: you must provide original proof of citizenship to the Office of Admissions, 222 WQB</p> <p><u>Continuing Students</u>: you must provide original proof of citizenship to the Office of the Registrar, 306 WQB</p>
NYS Residency	Complete the <a href="#">NYS Residency Application</a> and submit to Office of Registrar, 306 WQB
Degree Status	Only matriculated students are eligible for State Financial Aid. If this needs to be corrected visit the Office of Registrar, 306 WQB
Points	<u>Office of Financial Aid</u> : you can either <a href="#">schedule an appointment</a> with <a href="#">your assigned Financial Aid Advisor</a> (click to look up your advisor) or visit the Enrollment Service Center- Financial Aid section located in the lobby of the West Quad Building.
Enrollment Status	<p>To review the credits/courses which are not eligible for State Financial Aid, please click “Current Eligibility” on the FACTS menu bar and select “Summary”.</p> <p>Ineligible courses are also listed in the “Electives Not Allowed” section of Degree Works. If you do not have 12 other credits which count for requirements, then those courses are not eligible for State Financial Aid.</p> <p>You may make adjustments to course selection up to the seventh day of classes (including weekend and holidays) in order to be eligible for State Financial Aid. Adjustments will not immediately be reflected on the FACTS report. It will take at least 48 hours after any changes are made to your academic record (e.g. course registration, declaration of major, grade postings) to review FACTS and determine your updated TAP status.</p> <p>If you have any questions or concerns after your review, you should visit the Center for Academic Advisement and Student Success (C.A.A.S.S.)</p> <p><a href="http://www.brooklyn.cuny.edu/web/about/offices/caass.php">http://www.brooklyn.cuny.edu/web/about/offices/caass.php</a></p>
GPA Requirement	<u>Office of Financial Aid</u> : you can either <a href="#">schedule an appointment</a> with <a href="#">your assigned Financial Aid Advisor</a> (click to look up your advisor) or visit the Enrollment Service Center- Financial Aid section located in the lobby of the WQB.
Major – Degree Requirements	<p>If you have questions or concerns after your review, you should visit your academic department of major advisor.</p> <p>OR</p> <p>Office of the Registrar, 306 WQB</p>

TAP Credits	<p>To review the credits/courses which are not eligible for State Financial Aid, please click “Current Eligibility” on the FACTS menu bar and select “Summary”.</p> <p>Ineligible courses are also listed in the “Electives Not Allowed” section of Degree Works. If you do not have 12 other credits which count for requirements, then those courses are not eligible for State Financial Aid.</p> <p>You may make adjustments to course selection up to the seventh day of classes (including weekend and holidays) in order to be eligible for State Financial Aid. Adjustments will not immediately be reflected on the FACTS report. It will take at least 48 hours after any changes are made to your academic record (e.g. course registration, declaration of major, grade postings) to review FACTS and determine your updated TAP status.</p> <p>If you have any questions or concerns after your review, you should visit the Center for Academic Advisement and Student Success (C.A.A.S.S.)</p> <p><a href="http://www.brooklyn.cuny.edu/web/about/offices/caass.php">http://www.brooklyn.cuny.edu/web/about/offices/caass.php</a></p>
Ability to Benefit	<p>If you have earned a US High School Diploma or equivalent, you should resubmit proof of secondary school completion or equivalent to the Office of Admission, 222 WQB.</p> <p>If you have earned a HS diploma or the equivalent outside of the United States then you are required to meet the HS equivalency as established by the NY State Department of Education. One way to do this is to take and pass the ATB exam. The exam must be taken and passed by the stipulated testing deadlines for the term to be certified for an award for that term. You can visit the Testing Office, 245 W.E.B. to complete the test. If you have passed the ATB test at another CUNY college, you should bring that to the Testing Office for appropriate action.</p> <p><a href="http://www.brooklyn.cuny.edu/web/about/administration/enrollment/testing/atb.php">http://www.brooklyn.cuny.edu/web/about/administration/enrollment/testing/atb.php</a></p>
Progress and Pursuit	<p>Office of Financial Aid: you can either <a href="#">schedule an appointment</a> with <a href="#">your assigned Financial Aid Advisor</a> (click to look up your advisor) or visit the Enrollment Service Center- Financial Aid section located in the lobby of the WQB.</p>

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