

UNIVERSITY OF DETROIT MERCY SCHOOL OF LAW



Financial Aid Office
Student Service Center
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Detroit, Michigan 48226

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Law School Financial Aid E-Guide

What would you like to do?

Accept your TitanConnect Award

- ❖ Log on to <http://tc.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click “Login”
- ❖ Click on “TitanConnect Self Service”
- ❖ Click on “Financial Aid”
- ❖ Click on “Award”
- ❖ Click on “Award for Aid Year”
- ❖ Select your aid year/click “Submit”
- ❖ Click on “Terms & Conditions” tab
- ❖ Read Terms & Conditions/click “Agree”
- ❖ Click on “Accept Award Offer” tab
- ❖ Determine the aid you would like to accept/click “Submit Decision”
- ❖ Scroll down to “Requirement Messages”
- ❖ Please submit all required documentation as requested

Important: If you have accepted loans, you must complete the listed requirements or the loan funds will not pay out to your account.

Obtain your Federal Student Aid ID (FSA ID)

- ❖ Go to <https://fsaid.ed.gov/npas/index.htm> on the internet.
- ❖ Enter your e-mail address and a password you will be able to recall. Do not use any other person’s e-mail address as each person’s FSA ID must be tied to a unique e-mail address. Click on “CONTINUE”.
- ❖ Enter you SSN and full name. “CONTINUE”.
- ❖ If you previously had a Federal PIN, enter it to connect it to your new FSA ID. Click on “VERIFY” or “CONTINUE WITHOUT PIN”.
- ❖ Look over your profile information, “CONTINUE”, answer the challenge questions, “CONTINUE”.
- ❖ Note your FSA ID for future use, especially for filing the FAFSA (<https://fafsa.ed.gov/>).
- ❖ Do not share your FSA ID or let anyone use your e-mail address to apply for a FSA ID.

Complete the Entrance Counseling

- ❖ Once you have accepted your Stafford/Grad PLUS loan(s), log on to <https://studentloans.gov>

Note: You will need your Federal FSA ID to complete this step. If you need to apply for an FSA ID, see the “Obtain a Federal Student Aid ID” note on side 2 of this form.

- ❖ Click green “Log In” button
- ❖ Enter your FSA ID username and password.
- ❖ Click “Complete Entrance Counseling”
- ❖ Read instructions and click “Complete Entrance Counseling” for each type of loan you accepted.
- ❖ Select “Graduate”
- ❖ Read instructions and click “Continue”
- ❖ Complete all 4 steps
- ❖ Print your Confirmation Page

Complete Stafford/Grad PLUS Loan MPNs

- ❖ Log on to <https://studentloans.gov>

Note: You will need your Federal FSA ID to complete this step. If you need to apply for an FSA ID, see the “Obtain a Federal Student Aid ID” note on side 2 of this form.

- ❖ Click green “Log In” button
- ❖ Enter your FSAID username and password.
- ❖ Click “Complete Master Promissory Note”
- ❖ Select your loan type(s):
Subsidized/Unsubsidized Stafford
Graduate PLUS
- ❖ Complete steps 1-4 of the MPN
- ❖ Print Master Promissory Note PDF version

Remember to complete a Master Promissory Note (MPN) for each type of loan (Stafford or Graduate PLUS) you have accepted. Master Promissory Notes are good for up to 10 years, so returning students may not need to do a new MPN each year. Students using an endorser for the Graduate PLUS loan need a new MPN and endorser application for each loan.

Have your Financial Aid Refund Direct Deposited

- ❖ Log on to <http://tc.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click "Login"
- ❖ Click on "TitanConnect Self Service"
- ❖ Click on "Student"
- ❖ Click on "Student Account"
- ❖ Click on "Direct Deposit Student Refunds"
- ❖ Type in the routing number for your bank and your account number (twice)
- ❖ Check either "Savings" or "Checking"
- ❖ Click "Submit"

Note: If you choose not to participate in direct deposit, your refund check will be mailed to your address as listed on TitanConnect.

Make a Payment Online

- ❖ Log on to <http://tc.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click "Login"
- ❖ Click on "TitanConnect Self Service"
- ❖ Click on "Student"
- ❖ Click on "Student Account"
- ❖ Click on "Make a Payment"

*You will be redirected to **CashNet***

- ❖ Under Your Account, select "Click Here to Make a payment"
- ❖ Select "Prepay on Your Account" (near the bottom)
- ❖ Enter the amount you want to pay in U.S. Dollars
- ❖ Click "Add to Shopping Cart"
- ❖ Confirm amount & click "Checkout"
- ❖ Select "Method of Payment"
- ❖ Enter Payment Information
- ❖ Click "Continue" to Checkout
- ❖ When done, **PRINT YOUR RECEIPT**

Law Financial Aid Office Contacts

Denise Daniel, Coordinator – 313-596-9417
International Students
Joint/Dual Degree Students
Returning Students H-Z

Philip Krauss, Financial Aid Officer – 313-596-9416
New/Incoming Students
Returning Students A-G

Get Proof of Enrollment

- ❖ Log on to <http://tc.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click "Login"
- ❖ Click on "TitanConnect Self Service"
- ❖ Click on "Student"
- ❖ Click on "Student Records"
- ❖ Click on "National Clearing House" (NCH)
*You will be re-directed to the **NCH website***
- ❖ Click on "Students and Alumni "(top of page)
- ❖ Click on "Verify Current Enrollment"
- ❖ Enter your personal Information
- ❖ Print your Proof of Enrollment

View Your Account Balance Online

- ❖ Log on to <http://tc.udmercy.edu>
- ❖ Enter User Name & Password
- ❖ Click "Login"
- ❖ Click on "TitanConnect Self Service"
- ❖ Click on "Student"
- ❖ Click on "Student Account"
- ❖ Click on "Account Summary by Term"
- ❖ View your Charges & Payments for each term

Borrow a Private Loan

- ❖ Log on to <http://www.udmercy.edu>
- ❖ Click "Apply"
- ❖ Click "Financial Aid"
- ❖ Click on "Sources of Financial Aid"
- ❖ Click on "Student Loan Programs"
- ❖ Click on "Private Alternative Loan"
- ❖ Under "Lender Selection" at the bottom of the page, "ELM SELECT" will be highlighted in red
- ❖ On the right hand side of the screen, "Additional Resources" will be in blue
- ❖ Hold your mouse over the words "Search for other lenders" and then click on the "Lender Directory"
- ❖ Select a lender and apply for a private loan

Note: Some students may need a co-signer for private loans

Have questions?

Call us...

(313) 596-0213

