VIEWING AND RESOLVING ELIGIBILITY REQUIREMENTS IN BANNER

**THIS GUIDE WILL SHOW STUDENTS HOW TO:**

- View and monitor eligibility requirements
  - Eligibility Requirements: actions the student needs to take in order for financial aid to be offered and/or disbursed.
- Review Financial Aid Status
- To accept loans, please see the tutorial, “How To Accept Aid in Banner”

1. **Access Banner** at: [http://bscbanner.buffalostate.edu/](http://bscbanner.buffalostate.edu/)
2. **Click on LOGIN TO BANNER** on the left-hand side.
3. **Select Log in** to Banner
4. **Enter User ID and PIN**
   - User ID is the student’s Banner ID with an UPPERCASE ‘B’ followed by eight digits.
   - PIN is your date of birth the first time you log in in the MMDDYY format. You will be prompted to change your PIN after your first log in.
5. **Select Financial Aid** (either on gray tab along top or under Main Menu)

---

**Financial Aid**

- **Personal Information**
  - Change your PIN; View social security number change information; View Address(es).
- **Student**
  - Register, Plan your Schedule with Schedule Planner, View your Academic Records and Student Accounts information, and Apply to Graduate (Bachelors Degree)
- **Financial Aid**
  - Enter Grades and Registration Overrides, View Class Lists and Student Information
- **View/Pay Bill**
  - Pay/View Student Bill
- **Cancel Your Decision to Attend Buffalo State**
  - Notify Buffalo State that you want to cancel your college application because you will not be attending Buffalo State.

**Buffalo State Home Page**

**RELEASE: 8.9.S**

© 2019 Ellucian Company L.P. and its affiliates.
6. **Select Eligibility** to view any requirements or other items that need to be addressed before aid can be offered and/or disbursed.

Financial Aid

- **Financial Aid Status**
  - View account summary; View awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

- **Eligibility**
  - Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history.

- **Award**
  - View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applications; Review withdrawal information.

E-Mail Buffalo State Financial Aid Office

Please include your Banner ID and complete name. Do not include your social security number

7. Select the appropriate **Award Year** from the drop down menu.

8. View and respond to **Student Requirements**.

---

**Eligibility Requirements for Award Year 2019-2020**

- **Financial aid requirements must be completed by the specified deadline dates.**
  - Please carefully review any deadlines associated with your requirement(s) and submit paperwork as soon as possible.
  - Be advised that additional requirements may be posted after your submission(s).
  - Students should monitor Banner regularly for account updates and to ensure all requirements are satisfied.

<table>
<thead>
<tr>
<th>Unsatisfied Requirements</th>
<th>Requirement</th>
<th>Status</th>
<th>As of Date</th>
<th>Fund Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add'l Verification Documents Needed. View active messages.</td>
<td>Required Dec 11, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Active messages can be viewed by clicking on the Main Financial Aid Tab at the top, followed by &quot;Financial Aid Status&quot; and then &quot;You have active messages.&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed 1920 Verification Worksheet</td>
<td>Required Dec 06, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parent/Stepparent's 2017 IRS Federal Tax Return Transcript</td>
<td>Required Dec 06, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit a signed copy of your parent's 2017 federal tax return or their 2017 IRS Tax Return Transcript.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student's 2017 IRS Federal Tax Return Transcript, if filed</td>
<td>Required Dec 06, 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Submit a signed copy of your 2017 federal tax return or your 2017 IRS Tax Return Transcript.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8. View and respond to **Student Requirements** (continued)

**UNSATISFIED REQUIREMENTS** – Each item listed under Unsatisfied Requirements needs to be addressed by the student. As requirements are satisfied, they will move to the Satisfied Requirement section below.

**DOWNLOADABLE FORMS** – Forms displayed as a hyperlink can be downloaded directly from the student’s Banner account.

**STATUS** – Students can monitor the status of each requirement. As documents are received by the Financial Aid Office, the “Required” status will change to satisfied or another status.

9. View **Financial Aid Status** to access **Active Messages** that will further assist in satisfying student requirements. Access **Financial Aid Status** at the Financial Aid Main Menu.

10. **Financial Aid Status** menu provides a summary of the student’s financial aid status.

   **Student Requirements** – This link will only display if the student has unsatisfied student requirements. See steps 1-9 for more information.

   **Awarded** – Displays the total dollar amount of the financial aid award offer. If the total is $0, this may mean the student has requirements that need to be addressed.

   **Academic Progress** – Displays whether the student is eligible for federal and state financial aid based on their academic performance.

   **Messages** – Messages contain important personalized information about the student’s eligibility and/or required documents. Students should check for active messages regularly.

   **Financial Aid History** – Displays all financial aid received at Buffalo State College.

   **Select Another Aid Year** – To view information from a different academic year, choose this option.

---

**Current Aid Status for Award Year 2019-2020**

This is a summary of your financial aid information for the specified aid year. To obtain greater detail about any of the following summary statements, select the corresponding link.

- You have unsatisfied **student requirements** for this aid year.
- You have been **awarded** financial aid which totals $0.00.
- Based on your **academic transcript**, the status of your **academic progress** is Fed OK - NY OK as of Fall 2014.

**You have active messages.**

View your **financial aid history**.
11. View active Messages by clicking on messages above. Message provides additional information related to outstanding Student Requirements or general eligibility information.