GETTING STARTED

@ *State Fair Community College*

Military Service Member, Veteran, & Family Member

Accreditation and Credentialing

SFCC Accreditation

SFCC is accredited through The Higher Learning Commission (HLC). HLC is a regional accreditation agency that accredits degree-granting colleges and universities that are based in a 19-state region. For more detailed information go to https://www.hlcommission.org/component/directory/?Action=ShowBasic&Itemid=&instid=1803

SFCC Program Accreditation

A list of our specialized accreditations can be seen at https://www.sfccmo.edu/offices-services/sfcc-institutional-effectiveness/institutional-accreditation-effectiveness/

State Fair Community College is in good standing with the State of Missouri Department of Higher Education and pertinent specialized program accreditation agencies, including:

- Missouri State Board of Nursing (LPN and RN Nursing)
- NATEF (Automotive)
- ACCE (Construction Management)
- CAAHEP (Diagnostic Medical Sonography)
- CODA (Dental Hygiene)
- CAHIIM (Health Information Technology)
- NIMS (Manufacturing Technology with emphasis in Precision Machining)
- NAACLS (Medical Lab Technician)
- ACOTE (Occupational Therapy Assistant)
- JRCERT (Radiology Technology)

Academic Counseling

Please refer to the current course catalog for specific information on available degrees and degree requirements at State Fair Community College. The course catalog may be found at **https://www.sfccmo.edu/offices-services/academic-records-registrar/course-catalogs/**

Below are a few key points taken from the SFCC course catalog.

The catalog is designed to help with planning your educational program. It contains information about admission, enrollment and programs. Descriptions of all active courses that are part of the regular curriculum are included, as well as the courses required for general education credits.

Degree Program Statute of Limitations - The college catalog is effective in the fall semester. A student may use for degree requirements the catalog in effect at the time of initial enrollment or any subsequent catalog provided:

1. The catalog is dated no more than six years to the date the degree is to be conferred;
2. The student enrolled in classes and earned academic credit during the time the chosen catalog was in effect;
3. Only one catalog is used to determine curriculum. (To use a subsequent catalog a student must submit a change of program/catalog request.)

Students who do not earn academic credit for four consecutive regular semesters (excluding summer) may only use the catalog in effect from the time of their re-entry. A student may not continue in the original program of study if the program was discontinue in the original program of study if the program was discontinued prior to re-entry. (Taken from Regulation 2511)

Credit for armed service experience Advanced placement credit may be granted for educational training earned while in the armed services, according to the American Council of Education (ACE) recommendations. The credit must be appropriate to the degree sought. Students must submit a military transcript to be evaluated for college credit. In some cases (e.g. the course (s) were taken many years ago), a military transcript may not be available. Students will need to contact the Academic Records and Registrar office to determine what other documents are acceptable to be evaluated for college credit. Students will receive two physical activity credits upon submission of a DD-214. These credits do not count toward the wellness requirement.

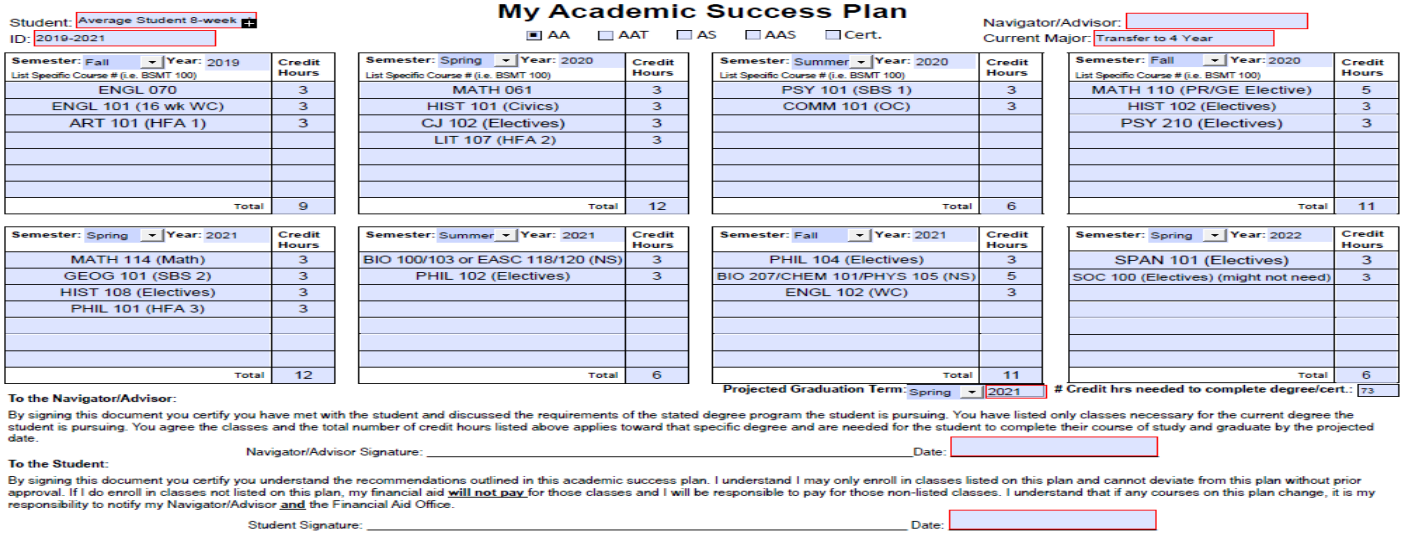
Articulated Credit Transfer Agreements

State Fair Community College values partnerships with other colleges, as these agreements ensure a higher rate of student success at the institution of their choice. Currently, State Fair Community College proudly offers several partnerships and agreements. For a complete list please go to

https://www.sfccmo.edu/academics-programs/home/academic-articulation-agreements/

Sample Education Plans

The sample Associate of Arts degree educational plan below is an example of what you and your Navigator would develop to help guide you in reaching your educational goals at SFCC. This particular example success plan doesn't show any transfer or military credit that you may have to apply toward your degree.



My Academic Success Plan

Student: Average Student 8-week
ID: 2019-2021

☑ AA ☐ AAT ☐ AS ☐ AAS ☐ Cert.

Navigator/Advisor:
Current Major: Transfer to 4 Year

Semester: Fall Year: 2019 — List Specific Course # (i.e. BSMT 100)	Credit Hours
ENGL 070	3
ENGL 101 (16 wk WC)	3
ART 101 (HFA 1)	3
Total	9

Semester: Spring Year: 2020 — List Specific Course # (i.e. BSMT 100)	Credit Hours
MATH 061	3
HIST 101 (Civics)	3
CJ 102 (Electives)	3
LIT 107 (HFA 2)	3
Total	12

Semester: Summer Year: 2020 — List Specific Course # (i.e. BSMT 100)	Credit Hours
PSY 101 (SBS 1)	3
COMM 101 (OC)	3
Total	6

Semester: Fall Year: 2020 — List Specific Course # (i.e. BSMT 100)	Credit Hours
MATH 110 (PR/GE Elective)	5
HIST 102 (Electives)	3
PSY 210 (Electives)	3
Total	11

Semester: Spring Year: 2021	Credit Hours
MATH 114 (Math)	3
GEOG 101 (SBS 2)	3
HIST 108 (Electives)	3
PHIL 101 (HFA 3)	3
Total	12

Semester: Summer Year: 2021	Credit Hours
BIO 100/103 or EASC 118/120 (NS)	3
PHIL 102 (Electives)	3
Total	6

Semester: Fall Year: 2021	Credit Hours
PHIL 104 (Electives)	3
BIO 207/CHEM 101/PHYS 105 (NS)	5
ENGL 102 (WC)	3
Total	11

Semester: Spring Year: 2022	Credit Hours
SPAN 101 (Electives)	3
SOC 100 (Electives) (might not need)	3
Total	6

Projected Graduation Term: Spring 2021 # Credit hrs needed to complete degree/cert.: 73

To the Navigator/Advisor:

By signing this document you certify you have met with the student and discussed the requirements of the stated degree program the student is pursuing. You have listed only classes necessary for the current degree the student is pursuing. You agree the classes and the total number of credit hours listed above applies toward that specific degree and are needed for the student to complete their course of study and graduate by the projected date.

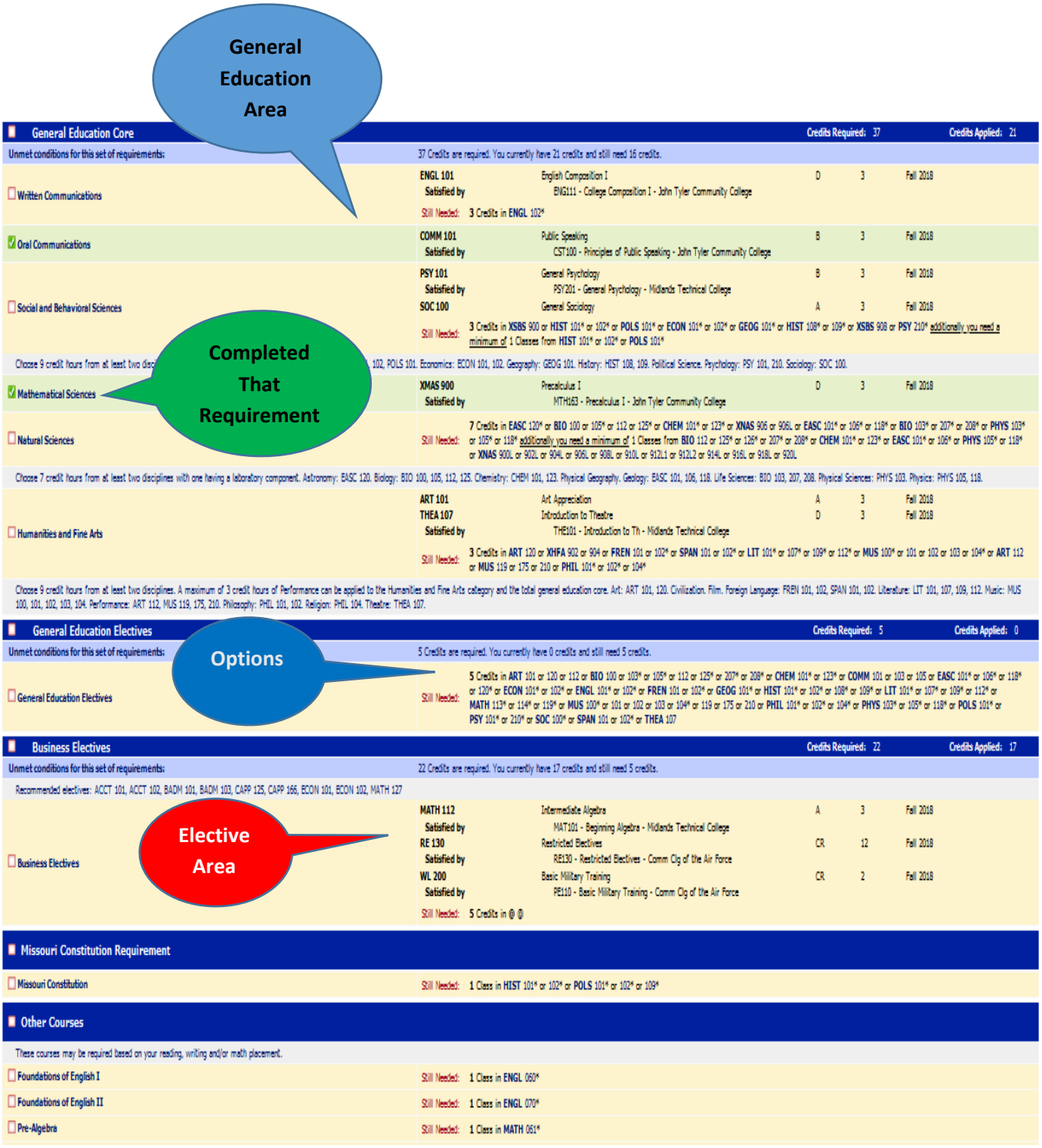
Navigator/Advisor Signature: _____ Date:

To the Student:

By signing this document you certify you understand the recommendations outlined in this academic success plan. I understand I may only enroll in classes listed on this plan and cannot deviate from this plan without prior approval. If I do enroll in classes not listed on this plan, my financial aid **will not pay** for those classes and I will be responsible to pay for those non-listed classes. I understand that if any courses on this plan change, it is my responsibility to notify my Navigator/Advisor **and** the Financial Aid Office.

Student Signature: _____ Date:

Sample myDegree Education Plans In Degree Works - The below sample degree plan shows the military service member receiving 14 credit hours in elective credit for their military training and 18 credit hours in other college transferred credit toward their Associate of Art degree with a major in Business. This type of degree plan is available in the student portal called mySFCC. It is automatically updated as you enroll in classes. It is a great planning tool and a good monitoring tool on how you're progressing toward earning your SFCC degree. You'll have access to Degree Works anytime day or night through mySFCC and clicking on the Degree Works icon on the right side of the Home page. Your Navigator will go over this during your first academic counseling session and refer to it when you visit to enroll in classes.



FINANCIAL AID AVAILABLE AT SFCC

For a detailed explanation of available financial assistance to help pay for your educational pursuits please refer to the following web sites. It is recommended you talk to a SFCC financial aid advisor to get a more complete picture of available financial aid and to get the answers to your questions. The SFCC Financial Aid and Veteran Services Office phone number is: 660-596-5834 and their email is finaid@sfccmo.edu.

SFCC Financial Aid Web Page

https://www.sfccmo.edu/admissions-financial-aid/financial-aid-and-veteran-services/

SFCC Financial Aid Guide

http://www.sfccmo.edu/files/financial-aid/2019-2020-Policy-and-Procedure-Final.pdf

Student Portal – mySFCC https://mysfcc.sfccmo.edu/

Department of Education Student Aid https://studentaid.gov/

Types of Federal Financial Aid https://studentaid.gov/understand-aid/types

Aid For Military Families https://studentaid.gov/understand-aid/types/military

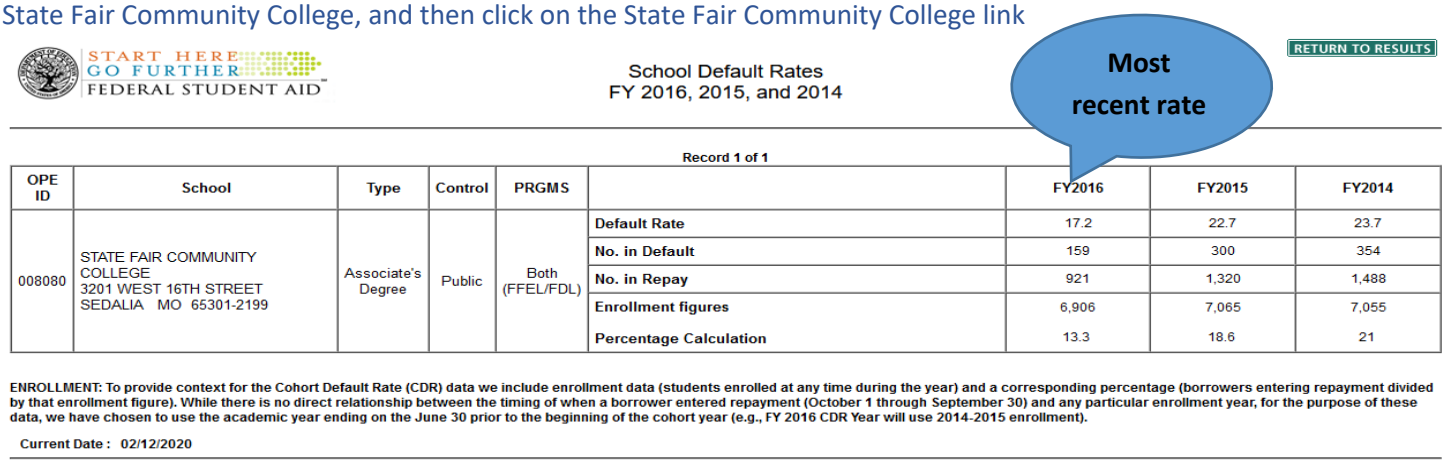
SFCC Student Loan Program Information

Percentage of SFCC students who borrow (unofficial)

Academic Year 2015-2016 – 18% - 1,231 students accepted loans out of 6,832 total students
Academic Year 2016-2017 – 16.8% - 1,091 students accepted loans out of 6,505 total students
Academic Year 2017-2018 – 16.7% - 1,015 students accepted loans out of 6,094 total students
Academic Year 2018-2019 – 15.8% - 939 students accepted loans out of about 5,943 total students

Cohort Default Rate

https://www2.ed.gov/offices/OSFAP/defaultmanagement/cdr.html and click on the GO button, then enter State Fair Community College, and then click on the State Fair Community College link



START HERE GO FURTHER FEDERAL STUDENT AID

School Default Rates
FY 2016, 2015, and 2014

Most recent rate

RETURN TO RESULTS

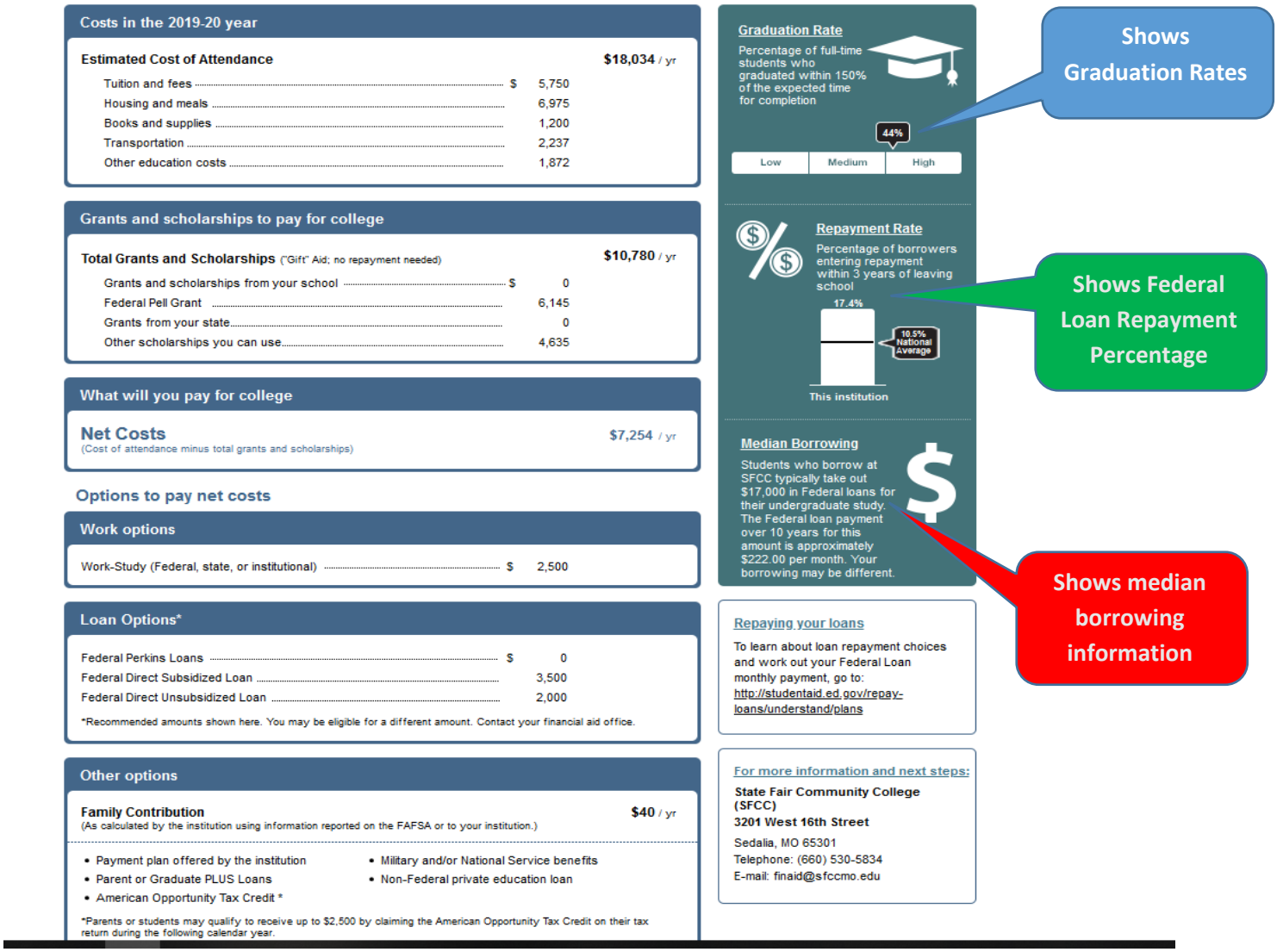
Record 1 of 1

OPE ID	School	Type	Control	PRGMS		FY2016	FY2015	FY2014
008080	STATE FAIR COMMUNITY COLLEGE 3201 WEST 16TH STREET SEDALIA MO 65301-2199	Associate's Degree	Public	Both (FFEL/FDL)	Default Rate	17.2	22.7	23.7
					No. in Default	159	300	354
					No. in Repay	921	1,320	1,488
					Enrollment figures	6,906	7,065	7,055
					Percentage Calculation	13.3	18.6	21

ENROLLMENT: To provide context for the Cohort Default Rate (CDR) data we include enrollment data (students enrolled at any time during the year) and a corresponding percentage (borrowers entering repayment divided by that enrollment figure). While there is no direct relationship between the timing of when a borrower entered repayment (October 1 through September 30) and any particular enrollment year, for the purpose of these data, we have chosen to use the academic year ending on the June 30 prior to the beginning of the cohort year (e.g., FY 2016 CDR Year will use 2014-2015 enrollment).

Current Date : 02/12/2020

Sample College Financing Plan – yours will be available in mySFCC on the Financial Aid page



Military Service Member

MILITARY TUITION ASSISTANCE PROGRAM

The Military Tuition Assistance (**Mil TA**) program provides funding for tuition costs for college courses taken by military service members. This program does not pay for books, course materials, or any other non-tuition charge. Military service members should talk to their education office, Educational Services Officer or counselor within your Military Service prior to enrolling in classes at SFCC.

In general, military service members are eligible for Mil TA who are pursuing an educational goal. An education plan to reach that goal must be on file with your education office. If your educational goal is to get a SFCC degree, your education plan is available in the mySFCC Student Portal (https://mysfcc.sfccmo.edu) and clicking on the Degree Works link on the right side of the Home page. You can print that out and take it to your education office. Your request for Mil TA must be submitted and approved prior to the start date of the course. For active duty Air Force personnel, your submission/approval window is no earlier than 45 days before the class starts and no later than 7 days before the class starts. Mil TA is approved on a course-by-course basis and only for the specific course(s), class dates, and funding amounts that a military service member requests.

If pursuing a SFCC degree, it is recommended you talk to your Education Services Office and your SFCC academic advisor prior to enrolling in classes and submitting your Mil TA request to ensure your classes will apply toward your degree and educational goal. At a minimum, you should check your SFCC degree plan on Degree Works in the mySFCC Student Portal.

After completing a tuition assistance request and registering for class, you may still drop/change courses without penalty as long as the course has not started and you notify your education office and SFCC. If you drop a course after the drop/add period, you must still notify your education office and SFCC but are liable for the cost of tuition in most situations. For additional information on Mil TA, please contact your education office. For Mil TA billing/payment questions you may contact the SFCC Business Office at (660) 530-5826 or busoffice@sfccmo.edu.

Return of Military Tuition Assistance Funds When You Drop Your Class

If you decide to drop a class please keep in mind that SFCC may have to return some or all of your military tuition assistance payment back to your Service. The result of dropping a class can result in you owing money to your military service, SFCC, or both. Please talk to your Navigator before dropping a class.

SFCC Return of Military Tuition Assistance Policy is:

State Fair Community College will adhere to DoD Return of Military Tuition Assistance funds guidance when a military service member drops a class.

The College will return any military tuition assistance program funds directly to the applicable military service and not to the military service member.

1. The College will return all (100 percent) of military assistance funds to the applicable military service when the military service member drops a class they are enrolled in up to the end of the College's 100 percent refund period for the applicable part-of-term. This includes when a student does not inform the College they do not plan to attend the class, to include if they do start attendance in other courses.
2. The College will return any military tuition assistance funds paid for a course that is cancelled by the College.
3. The College will return any unearned military tuition assistance funds on a proportional basis through the 60 percent portion of the period for which the funds were provided as determined by the class' part-of-term start and end dates. Military tuition assistance funds are considered earned proportionally during an enrollment period, with unearned funds returned based upon when a student drops the course.
4. When a military service member stops attending due to a military service obligation, the College will work with the affected Service member through the Military Withdrawal process to determine solutions that will not result in a student debt for the returned portion.

The College will return unearned military tuition assistance funds proportionally based on the below schedule. For any classes not 16-weeks in length, the same percentages (100%, 50%, & 60% points in the course) will be used for that part-of-term.

For example - 16-week classes –

- ***Refund Point 1*** – Student drops a class during the *First 5 days* (First week) of the class: 100% refund of tuition and fee charges given for dropped class. 100% of associated military tuition assistance funds returned to applicable Service.

- ***Refund Point 2*** - Student drops a class during *Weeks 2 – 8:* No refund of tuition and fee charges given for dropped class. 50% of associated military tuition assistance funds returned to applicable Service.
- ***Refund Point 3*** - Student drops a class during *Weeks 9 & 10* (60% point) of the semester: No refund of tuition and fee charges given for dropped class. 40% of associated military tuition assistance funds returned to applicable Service.
- Student drops a class *After week 10* - No refund of tuition and fee charges given for dropped class. No military tuition assistance funds returned to applicable Service.

Note: *Military service members are reminded that if the drop was due to their military responsibilities they are encouraged to submit a Military Withdrawal Form and may qualify for a 100% refund of tuition and fees. If request is approved then all associated tuition and fee charges would be refunded and the military tuition assistance funds for that class would be returned to the applicable Service.*

How SFCC Classes Apply To Community College of the Air Force Degrees

(always check with ESO)

CCAF Degree General Education Breakdown	Number of Credit Hours Needed For CCAF Degree	SFCC Classes That Meet Requirement
Communications	6	ENGL 101 ENGL 102 COMM 101
Social Sciences	3	ECON 101 ECON 102 GEOG 101 HIST 101 HIST 102 HIST 108 HIST 109 PSY 101 POLS 101 POLS 103 SOC 100
Humanities	3	ART 101 LIT 101 LIT 104 LIT 105 LIT 107 LIT 109 LIT 114 PHIL 101 PHIL 104 SPAN 101
Math	3	MATH 110 MATH 112 MATH 113 MATH 114 MATH 117 MATH 119 or higher level
Electives	15	Select any of the above classes and several others not listed that are offered online

Military Service Member

GETTING STARTED

1. All military service members should speak with their Educational Services Officer (ESO), counselor or point of contact within their Military Service prior to actually enrolling in any classes at State Fair Community College.
    a. You'll want to have your educational goals established i.e. get my associates degree, get my Community College of the Air Force degree, get my bachelor's degree, etc.
    b. You'll want to make sure your degree plan at State Fair Community College will meet your established military educational goals.
    c. Ultimately, you'll want to make sure the classes you want to enroll in will help you reach your stated educational goals and your military tuition assistance will pay for those classes.
2. Once you have talked to your military service education person and you have your tuition assistance approved, you are ready to submit your admissions application and enroll in your classes.
3. **Complete Online *Admissions Application*** at **http://www.sfccmo.edu/admissions**
    a. Scroll down the page until you reach the "Apply Now" section and click on the "Apply" link

b. Create your own temporary login and password. *(Even if you are replying for admission.)*

4. **Request/send *high school transcript*** (only needed if applying for Pell Grant or A+)
5. If you have attended other colleges, contact them to request an official ***college transcript***
   a. Have all college transcripts mailed to:

State Fair Community College
Attn: Academic Records/Registrar
3201 West 16th Street
Sedalia, Missouri 65301

   b. ***Active Duty USAF, request CCAF transcripts*** be sent to SFCC through AF portal
      i. Order an official CCAF transcript by logging on to AFVEC from a .mil computer.
      ii. Under "Self Service", select "*CCAF View Progress Report". Proceed to CCAF Online Student Services and select "Order a Transcript" from the Transcripts dropdown. Under Option 1: Free online order from CCAF, select the "Order transcript from CCAF" link. The student fills out the online form and selects the "Submit Order" button.
6. **Schedule/take the *Placement Test*** *– if needed (never taken a college English or Math class)*
   a. If you have never taken any college courses and/or have SAT or Act scores that are more than 2 years old then you will need to take the Placement Test for reading, sentence skills and mathematics.
   b. Contact the SFCC-WAFB office to schedule an appointment to take the exam. This computer based test takes about 2 hours.
7. Once admitted, ***meet with your Navigator*** to develop a SFCC academic plan and ***Enroll in WAFB Classes***
   a. Before meeting with your Navigator, view your SFCC degree plan in Degree Works to see what classes you still need to take to complete your degree.
   b. View the semester class schedule in mySFCC to see what classes are available to enroll in that meet your educational goals, interests, and personal schedule
      i. SFCC offers on-ground (traditional) classes at Sedalia, Whiteman AFB, Clinton, Boonville, Lake of the Ozarks, online (web) classes, and web conferencing (Zoom) classes.
      ii. SFCC offers classes in 8-week, 12-week, and 16-week format.
      iii. SFCC offers classes in the morning, afternoon, evening, and a few classes on Saturday to better meet your needs.
8. Secure payment for tuition and fee charges.
   a. **Military (DoD) Tuition Assistance -** For active duty members and some guard and reserve personnel. This pays for tuition costs only. It does not pay for books, course materials, or any other non-tuition charge (course or lab fees).
      i. ***Active Duty USAF Tuition Assistance*** – Get your initial TA briefing as soon as possible. Submit TA request and get supervisor approval. Air Force TA may be requested 45 days before class starts and no later than 7 days before class starts. Other services have their own deadlines.
   b. ***Federal Financial Aid*** (FAFSA) - complete application at **www.fafsa.gov** – for Pell Grant
      i. For a more detailed explanation of the financial aid available to you at SFCC please go to
         1. SFCC Financial Aid Web Page
         https://www.sfccmo.edu/admissions-financial-aid/financial-aid-and-veteran-services/
         2. SFCC Financial Aid Guide
         http://www.sfccmo.edu/files/financial-aid/2019-2020-Policy-and-Procedure-Final.pdf
         3. Student Portal – mySFCC
         https://mysfcc.sfccmo.edu/
   c. ***SFCC Payment Plan*** – mySFCC Pay My Bill section and click on the Payment Center link.

Veteran

GETTING STARTED

1. **Complete Online** ***Admissions Application*** at **http://www.sfccmo.edu/admissions**
    a. Scroll down the page until you reach the "Apply Now" section and click on the "Apply" link
    b. Create your own temporary login and password. *(Even if you are replying for admission.)*
2. **Request/send** ***high school transcript*** (only needed if applying for Pell Grant or A+)
3. If you have attended other colleges, request/send official ***prior college transcripts to***
    a. Have all college transcripts mailed to:

State Fair Community College
Attn: Academic Records/Registrar
3201 West 16th Street
Sedalia, Missouri 65301

4. **Schedule/take the** ***Placement Test*** *– if needed (never taken a college English or Math class)*
    a. If you have never taken any college courses and/or have SAT or Act scores that are more than 2 years old then you will need to take the Placement Test for reading, sentence skills and mathematics.
    b. Contact the SFCC-WAFB office to schedule an appointment to take the exam. This computer based test takes about 2 hours.
5. Once admitted, ***meet with your Navigator*** to develop an academic plan and ***Enroll in WAFB Classes***
6. Secure payment for tuition and fee charges.
    a. If you plan to use your ***GI Bill*** – VA Education Benefits
        i. Apply for your GI Bill benefits at the earliest possible time.
        ii. Provide the SFCC-WAFB office a copy of your Certificate of Eligibility letter or a printed copy of your VA Education Benefits application and DD Form 214.
        iii. We will certify your enrollment with the VA. This will initiate the VA payment process.
        iv. If you are receiving chapter 30, 35, or 1606 GI Bill benefits your GI Bill funds will be sent to you. It will be your responsibility to ensure your SFCC bill is paid in a timely manner.
        v. It is recommended you complete a FAFSA to see if you're eligible for grant money from the U.S. Department of Education. The results of this application will be sent to the SFCC Financial Aid Office and usually takes about 2-weeks.
    b. ***Federal Financial Aid*** (FAFSA) - complete application at **www.fafsa.gov** – for Pell Grant
        i. For a more detailed explanation of the financial aid available to you at SFCC please go to
            1. SFCC Financial Aid Web Page
            https://www.sfccmo.edu/admissions-financial-aid/financial-aid-and-veteran-services/
            2. SFCC Financial Aid Guide
            http://www.sfccmo.edu/files/financial-aid/2019-2020-Policy-and-Procedure-Final.pdf
            3. Student Portal – mySFCC
            https://mysfcc.sfccmo.edu/
    c. ***SFCC Payment Plan*** – mySFCC Pay My Bill section and click on the Payment Center link.

GI Bill And When You Drop Your Class

When you drop a class we must inform the VA. This may cause a GI Bill overpayment situation. It is highly recommended you talk to your Navigator before you drop a class. Please inform the SFCC-WAFB office or the

Financial Aid and Veterans Services Office on the Sedalia campus whenever you drop a class. This will enable us to submit the change of enrollment to the VA at the earliest possible opportunity.

Military Family Member

GETTING STARTED

1. **Complete Online *Admissions Application*** at **http://www.sfccmo.edu/admissions**
    a. Scroll down the page until you reach the "Apply Now" section and click on the "Apply" link
    b. Create your own temporary login and password. *(Even if you are replying for admission.)*
2. **Request/send *high school transcript*** (only needed if applying for Pell Grant or A+)
3. If you have attended other colleges, request/send official ***prior college transcripts to***
    a. Have all college transcripts mailed to:

State Fair Community College
Attn: Academic Records/Registrar
3201 West 16th Street
Sedalia, Missouri 65301

4. **Schedule/take the *Placement Test*** – *if needed (never taken a college English or Math class)*
    a. If you have never taken any college courses and/or have SAT or Act scores that are more than 2 years old then you will need to take the Placement Test for reading, sentence skills and mathematics. Contact the SFCC-WAFB office to schedule an appointment to take the exam. This computer based test takes about 2 hours.
5. Once admitted, ***meet with your Navigator*** to develop an academic plan and ***Enroll in WAFB Classes***
6. Secure payment for tuition and fee charges.
7. If you plan to use your ***GI Bill*** – VA Education Benefits or benefits transferred from an active duty member
    i. Apply for your GI Bill benefits at the earliest possible time.
    ii. Provide the SFCC-WAFB office a copy of your Certificate of Eligibility letter or a printed copy of your VA Education Benefits application and DD Form 214.
    iii. We will certify your enrollment with the VA. This will initiate the VA payment process.
    iv. If you are receiving chapter 30, 35, or 1606 GI Bill benefits your GI Bill funds will be sent to you. It will be your responsibility to ensure your SFCC bill is paid in a timely manner.
    v. It is recommended you complete a FAFSA to see if you're eligible for grant money from the U.S. Department of Education. The results of this application will be sent to the SFCC Financial Aid Office and usually takes about 2-weeks.
8. If you plan to use ***MyCAA*** – for active duty enlisted spouses
    i. Go to the MyCAA Spouse Portal online at **https://aiportal.acc.af.mil/mycaa** and provide the required Spouse Profile information.
    ii. A real-time Defense Enrollment Eligibility Reporting System eligibility check will confirm if you meet MyCAA eligibility requirements. Those who do not pass this check will be provided additional guidance.
    iii. Once confirmed, you can move forward and establish a MyCAA Account, create goal and education/training plan (we can help with this one), and request financial assistance for your course of study.
    iv. Prior to requesting MyCAA Financial Assistance, spouses must develop an Education and Training Plan detailing the courses they are a planning to take to obtain their Associate's degree, license, certificate or credential. Your Navigator can help with creating this plan.

9. ***Federal Financial Aid*** (FAFSA) - complete application at **www.fafsa.gov** – for Pell Grant
    i. For a more detailed explanation of the financial aid available to you at SFCC please go to
        1. SFCC Financial Aid Web Page

    https://www.sfccmo.edu/admissions-financial-aid/financial-aid-and-veteran-services/
        2. SFCC Financial Aid Guide

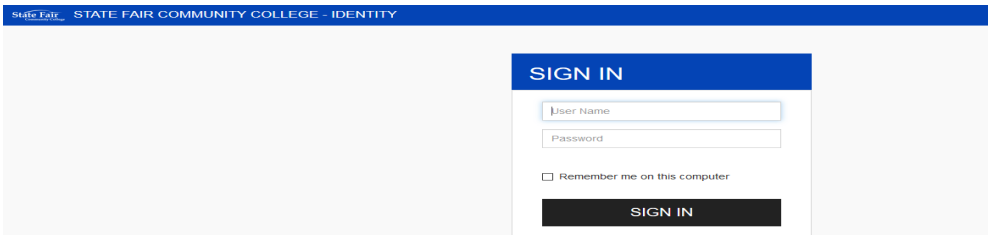
    http://www.sfccmo.edu/files/financial-aid/2019-2020-Policy-and-Procedure-Final.pdf
        3. Student Portal – mySFCC

    https://mysfcc.sfccmo.edu/
10. ***SFCC Payment Plan*** – mySFCC Pay My Bill section and click on the Payment Center link.

Military Member, Veteran, & Their Family Members

NEXT STEP

1. **Explore mySFCC** student portal (refer to a more detailed explanation on page 10 of this guide)
    a. Used to access your SFCC student email account, degree plans, class, financial aid, payment, student activities information, and lots of other information.
    b. Access mySFCC at **https://mysfcc.sfccmo.edu/** . Click on the mySFCC link on the Quick Link pull down menu (this will open a new window)
    c. Enter your first initial + last name + any qualifier you have on your email address.
    d. Enter your Password. Initially it is your birth date, a dash, and your first and last name initials capitalized. (MMDDYY-II)

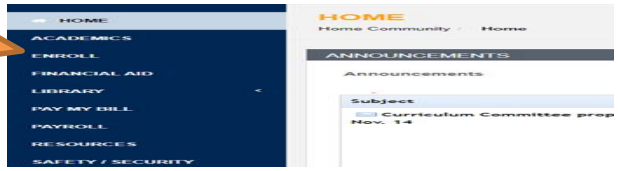


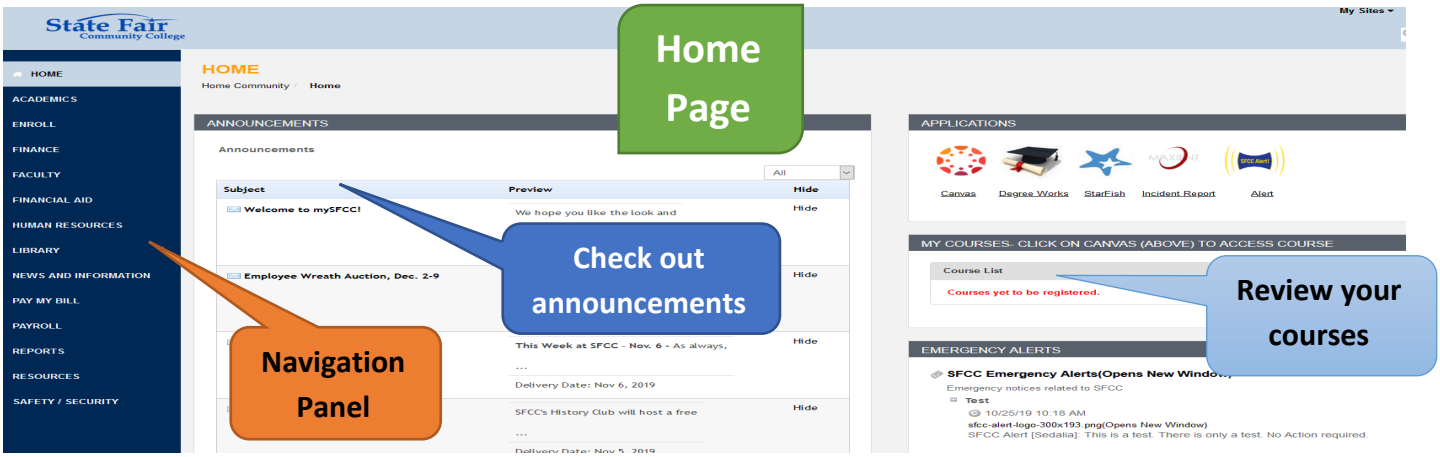
    e. If you run into problems logging-in please call **866-295-3070**
2. **Verify emergency contact information**, address, phone number, educational goal and major.
3. **Check your mySFCC** Financial Aid page for any Red Flags and scholarship opportunities.
4. **Review** your class schedule in mySFCC, ENROLL page, **ENROLLMENT TOOLS**, Student Schedule. Know what time classes start, where classes meet, and what day they meet.
5. Check out **Canvas**.
    a. This is where you'll find your course information.
    b. Find, review, and understand the class syllabus before class starts i.e. attendance, assignments, and grading policies
6. Review your **SFCC email**. Your SFCC email is the primary way we communicate with you.

NAVIGATING IN mySFCC

- ***Once you're logged in, you'll be on the mySFCC HOME page.***
  - You'll see a navigation panel on the left side of the page.
- ***The side panel is displayed to the left on each mySFCC page.***
  - The specific pages you'll have listed is based on your role i.e. student or student worker

Use the Side Panel to jump to specific areas, applications, & information



- ***What's on each page in the student portal?***

ACADEMICS ▪ *SFCC ONLINE* ▪ *I NEED TO* ▪ *ACADEMIC PROFILE*	***ENROLL*** ▪ *ENROLLMENT TOOLS* ▪ *I NEED TO*	***FINANCIAL AID*** ▪ *FINANCIAL AID REQUIREMENTS* ▪ *FINANCIAL AID OVERVIEW* ▪ *RESOURCES* ▪ *REQUESTING STUDENT LOAN* ▪ *DISBURSEMENT SCHEDULE* ▪ *FINANCIAL AID APPEALS*
HOME ▪ *ANNOUNCEMENTS* ▪ *APPLICATIONS* ▪ *MY COURSES* ▪ *EMERGENCY ALERTS* ▪ *PERSONAL INFORMATION*	***LIBRARY*** ▪ *TOOLS* ▪ *DATABASES*	***PAYROLL*** ▪ *TIME REPORTING* ▪ *EMPLOYMENT DETAILS* ▪ *STUDENT WORK STUDY*
PAY MY BILL ▪ *PAYMENT CENTER* ▪ *PERSONAL MONEY MATTERS* ▪ *SCHOLARSHIP APPLICATIONS* ▪ *MY STATEMENT* ▪ *REQUESTING A STUDENT LOAN*	***RESOURCES*** ▪ *STARFISH* ▪ *DEGREE OR CERTIFICATE AUDIT* ▪ *CATASTROPHIC EVENT ASSISTANCE* ▪ *WORK RESOURCES* ▪ *TUTORING & ACADEMIC SUPPORT* ▪ *TESTING SERVICES* ▪ *CAMPUS STORE* ▪ *STUDENT LIFE, ACTIVITIES, RESIDENCE HALLS*	***SAFETY / SECURITY*** ▪ *SECURITY RESOURCES* ▪ *SAFETY LINKS* ▪ *INCIDENT REPORT* ▪ *SFCC ALERT*