



Fall 2023 Orientation

MONEY MATTERS

Financial Aid & Student Accounts

California College of the Arts

AGENDA



- Financial Aid Essentials
- Student Accounts Essentials
- Locating Us
- Questions

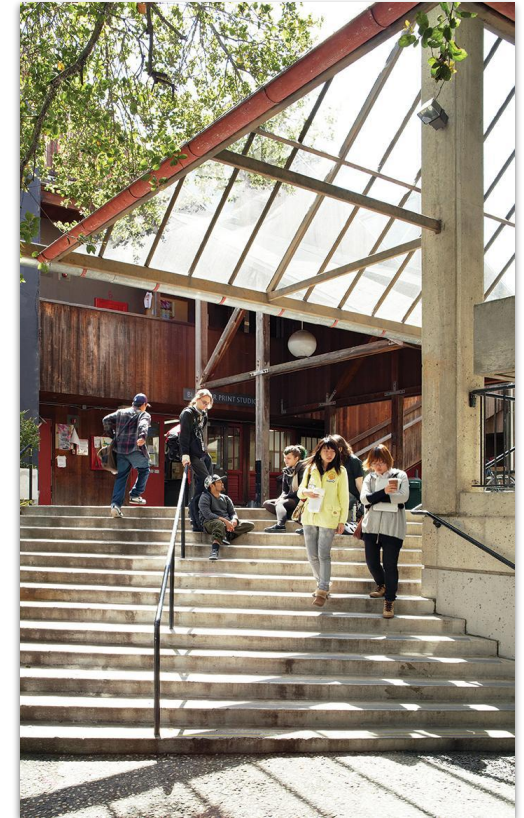
Financial Aid Essentials

Financial Aid

CHECKLIST



- ✓ Complete FAFSA (studentaid.gov)
- ✓ Receive/View Financial Aid Awards
- ✓ Accept/Decline Your Awards (workday.cca.edu)
- ✓ **If Taking Out Federal Student Loans:*
Complete **Entrance Counseling** and
Master Promissory Note (MPN) (studentaid.gov)
- ✓ **Enroll Full-time (12 units)** Each Semester
during Priority Registration or Add/Drop Periods
 - *Exception: Reduced Course Load Request*



Financial Aid

FAFSA (Free Application for Federal Student Aid)



FAFSA must be completed **EVERY YEAR** in order to be eligible for need-based financial aid.

- **2024-2025 FAFSA will be available by January 1st, 2024**
- Use prior-prior year for tax information
(Example: 2022 tax information for 2024-2025 FAFSA)
- Following Academic Year Financial Aid Delivered in May
- Academic Year Starts in Summer (for Financial Aid Purposes)

Financial Aid

View Financial Aid in Workday



CCA Portal

(<https://portal.cca.edu/>)



Reference on CCA Portal [View Financial Aid \(Accept/Decline Awards\) Step by Step Guide](#)



The screenshot shows the CCA Portal interface. At the top, there is a navigation bar with the CCA logo and the text 'Portal RESOURCES FOR THE CCA COMMUNITY'. Below this is a search bar and a menu with options like DASHBOARD, THRIVING, LEARNING, TEACHING, WORKING, ESSENTIALS, CAMPUS PLANNING, and LOG IN. The main content area features a decorative banner with pink piggy banks and green dollar bills. The title of the page is 'View Financial Aid (Accept/Decline Awards) Step by Step Guide', with a 'Last updated on Apr 05, 2021' and a 'Feedback' button. The page is divided into 'What's in This Guide' and 'Related Pages'. The 'What's in This Guide' section includes a brief introduction and a list of steps: 'Steps 1-9: Viewing and Understanding Your Financial Aid and Estimated Costs', 'Step 10: Accept or Decline Financial Aid Awards', 'Step 11: Print Your Financial Aid Award Letter', and 'Step 12: Complete Steps on studentloans.gov'. The 'Related Pages' section includes a link to 'View Transfer Credits Step by Step Guide'. At the bottom, there is a 'MOST USED APPS' section.

CCA Portal RESOURCES FOR THE CCA COMMUNITY

Search

DASHBOARD THRIVING LEARNING TEACHING WORKING ESSENTIALS CAMPUS PLANNING LOG IN NEED HELP?

Essentials / Workday Student Help / Funding + Paying for My Education / View Financial Aid (Accept/Decline Awards) Step by Step Guide

View Financial Aid (Accept/Decline Awards) Step by Step Guide

Last updated on Apr 05, 2021 [Feedback](#)

What's in This Guide

This step by step guide is for admitted students who and have completed the [FAFSA](#) or [Dream Act](#) application.

Steps 1-9: Viewing and Understanding Your Financial Aid and Estimated Costs

View your financial aid awards overview and detailed, itemized lists for all academic periods. Look over your estimated costs overview and detailed, itemized lists.

Step 10: Accept or Decline Financial Aid Awards

After looking over your financial aid, you can accept or decline your awards. Get a glimpse of how to initiate changes to your financial aid award decisions as well.

Step 11: Print Your Financial Aid Award Letter

You can generate a print-ready PDF of your *Financial Aid Award Letter* directly in Workday.

Step 12: Complete Steps on studentloans.gov

Additional steps for students or parents to complete on studentloans.gov are outlined here.

Related Pages

[View Transfer Credits Step by Step Guide](#)

1. Log in to Workday

a. Go to workday.cca.edu, and log in using your CCA Account credentials.

- If needed, [set up your CCA account](#) (for new admits to access Workday).

2. View Your Financial Aid

a. Click *My Student Finances*.

MOST USED APPS

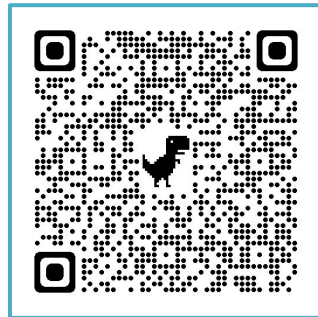
Financial Aid

Complete Outstanding Items



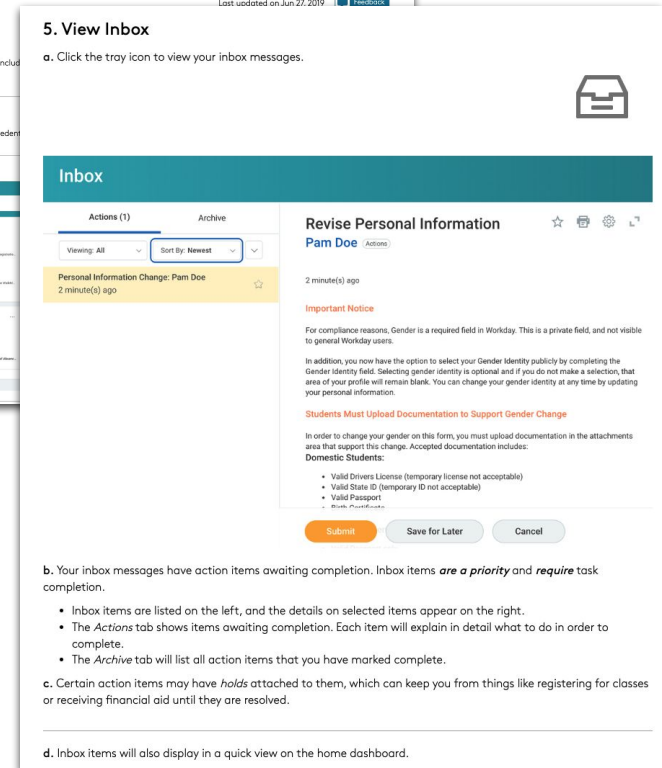
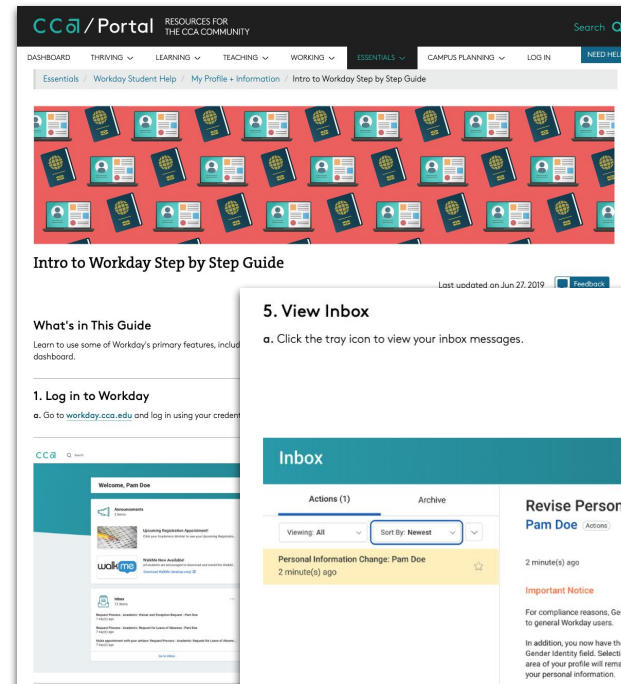
Reference on CCA Portal

Intro to Workday Step by Step Guide



Make sure to complete all applicable items in [Workday Inbox](#) (in Step 5).

Disbursements may be delayed if they are not complete.



Key Financial Aid Policies



❑ Satisfactory Academic Progress (SAP)

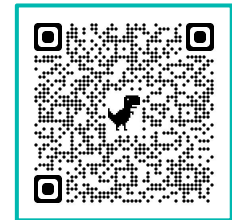
❑ Requirements for Undergraduate Students:

1. Cumulative GPA of **2.0 or better**
2. Complete **80 percent** of attempted credits
3. Attempt no more than 150 percent of the credits required to complete an academic program

❑ SAP Appeal

❑ *Reference on Portal*

- *Satisfactory Academic Progress under Policies*

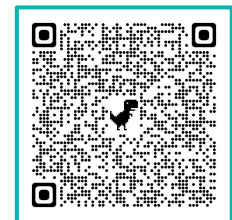


❑ Return of Title IV Funds (R2T4)

- ❑ Withdrawal from a semester (or a combination of failed/withdrawn courses) may result in returning a portion of your Title IV funds (Pell Grant and/or Federal Student Loans)

❑ *Reference on Portal*

- *Factors to Consider Before Dropping/Withdrawing*



Work-Study Program



■ What is Work-Study?

- ❑ On-campus Part-time Job
- ❑ Any student with valid SSN can apply!
- ❑ Maximum of **20 hours per week** during enrollment
- ❑ Must be enrolled
- ❑ Job is not guaranteed



Financial Aid

How Do I Find Work-Study Jobs?



MENU CCO

find student jobs

Find Student Jobs

search

Saved Searches

Current Search

Save Clear All

Hiring Manager

- Anissa Nichter (34)
- Nicholas Whittington (11)
- Christie McGee (9)
- Bryndis Hafthorsdottir (5)
- Christine Lasher (3)
- More

Job Family

- Workstudy (100)
- Non-Workstudy (27)

Job Profile

- Graduate Teaching Assistant (12)
- WS5136 - Architecture Divisi... (7)

127 Results

- Fashion Studio- Soft Lab Monitor**
R508236 | Posting Date: 07/19/2023 | San Francisco | Workstudy
- Textiles Studio Assistant**
R508233 | Posting Date: 07/18/2023 | San Francisco | Workstudy
- DFAS Monitor**
R508222 | Posting Date: 07/18/2023 | San Francisco | Workstudy
- Fabrication Shops Monitor - Tool Center**
R508230 | Posting Date: 07/18/2023 | San Francisco | Workstudy
- Architecture Division Graphic Designer**
R508232 | Posting Date: 07/18/2023 | San Francisco | Workstudy
- Fabrication Shops Monitor - Model Making Shop**
R508228 | Posting Date: 07/17/2023 | San Francisco | Workstudy
- Photography Lab Monitor**
R508224 | Posting Date: 07/17/2023 | San Francisco | Workstudy
- MFA Studio Monitor - Dogpatch**
R508215 | Posting Date: 07/12/2023 | San Francisco | Workstudy

Step 1: Log into Workday (workday.cca.edu)

Step 2: Search "Find Student Jobs"

Financial Aid

Job Description / Apply



View Job Posting Details Help Desk I

Help Desk I

[Apply](#)

The CCA Help Desk is looking for responsible students with strong problem solving skills to staff our Help Desk. See below for a more detailed description of job duties and opportunities.

The CCA Help Desk is looking for responsible, hard-working, self-motivated student employees to assist our professional staff in providing customer and technical service for the CCA Help Desk. There are a wide variety of opportunities to learn and use new skills while working with us. We are hoping to find someone who will be able to work with us over the summer and for the next several semesters. While some background in technology and customer service is beneficial, it is not necessary to apply. Applicants must be able to communicate in a clear, friendly manner via phone and email. Problem solving skills and a positive attitude will help student employees succeed in this role.

Responsibilities include, but are not limited to:

- * Accurate data entry
- * Provide phone support at the Help Desk when needed
- * Work with computer hardware, including software installation, cleaning, recycling, and maintaining accurate inventories
- * Organizing our computer hardware and accessory storage
- * Ability to lift/move up to 25lbs
- * Respond to voicemail, email, and Help Desk tickets

Job Details

Job Requisition ID
R508208

Location
San Francisco

Posting Date
07/10/2023 - 9 days ago

Job Family
Workstudy

Time Type
Part time

Job Type
Workstudy Student

Supervisory Organization
Helpdesk - STU (Josephine Lindsey)

Job Description

Job Details - Location - Posting Date - Supervisor/Office Information

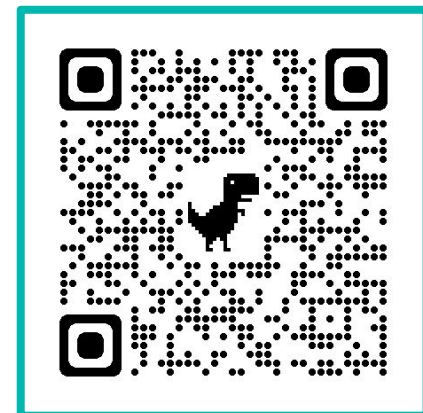
Financial Aid

Work-Study & Other Student Employment Resources



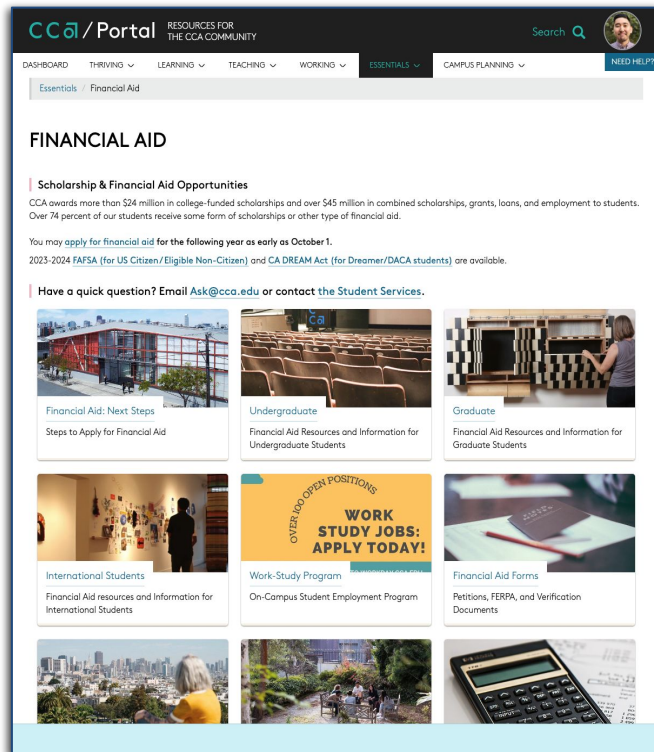
A screenshot of the CCA Portal website. The page title is "Federal Work-Study and Other Student Employment". It features a navigation bar with categories like "DASHBOARD", "THRIVING", "LEARNING", "TEACHING", "WORKING", "ESSENTIALS", "CAMPUS PLANNING", "LOG IN", and "NEED HELP?". The main content area includes a "Join the over 300 students..." announcement, three resource sections: "Federal Work-Study" (with a capitol icon), "Institutional Work-Study" (with a dollar sign icon), and "Other On-Campus Jobs" (with a laptop icon). A "Related Pages" sidebar lists links like "Additional Aid Resources" and "Work-Study Student Supervisor Resources". A "Work-Study FAQ" section with a speech bubble icon is also visible. At the bottom, there is a yellow banner for "WORK STUDY JOBS: APPLY TODAY!" with a QR code and the text "OVER 100 OPEN POSITIONS" and "Find Student Jobs in Workday".

- Federal Work-Study
- Institutional Work-Study
- Work-Study FAQ
- Other On-Campus Jobs



Financial Aid

HELPFUL TIPS



- ★ Complete a FERPA Release for each department.
- ★ Use Financial Aid CCA Portal Page for resources.
 - Forms/Policies/Work-Study Program
 - **Budgeting & Saving Tools**
 - **Student Loan Repayment Calculator**
- ★ Know which office handles what.
- ★ Review & check your CCA emails.
- ★ Ask questions & don't wait until the last minute!



Financial Aid

A Quick Guide to Financial Aid at CCA



CCA California College of the Arts

A QUICK GUIDE to Financial Aid at CCA

Financial aid is an essential aspect of your journey at CCA, and we are dedicated to helping you navigate the financial aspects of your education. Our Financial Aid Office is here to provide guidance, answer your questions, and work with you to explore various options to make your education accessible and affordable. The chart below outlines the flow of financial aid for a typical semester.

```
graph TD; A[Enroll in degree-required full-time units or obtain approval for a Reduced Course Load] --> B[Submit FAFSA & upload any requested documentation to your Workday inbox]; B --> C[Review your financial aid package & accept or decline any offered award]; C --> D[View/pay your bill or set up a payment plan]; D --> E[If all requirements are met, financial aid awards should be disbursed by the first day of class (but no earlier than 10 days prior)]; E --> F[If eligible, refunds are processed twice a week. Refunds are issued through a check, or you can enroll in Direct Deposit on Workday.];
```

KEY POLICIES

- SAP (Satisfactory Academic Progress): Failing SAP can lead to loss of financial aid eligibility.
- R2T4: Students who fail and/or withdraw from all courses in a semester may have to repay a portion of returned financial aid.

HELPFUL TIPS

- Check your CCA email regularly
- Consider completing EERPA
- Don't wait till last minute!
- Book an appointment with our office or drop by the Student Services Office (80 Carolina)

Financial Aid Office - Contact Information

- Email: finaid@cca.edu
- Phone: (415) 703-9528
- Text: (415) 322-2335

Student Accounts Essentials



Student Accounts Mission

We are committed to assisting students and families with matters pertaining to billing, payments and refunds.

Student Accounts

Accepted Methods of Payment

Pay online

- Login to Workday to pay by credit card or e-check through TouchNet.
 - Enroll in a Payment plan or create a one time payment.

Wire Payment

Please email:
studentaccounts@cca.edu
to receive wire payment instructions.

Money Order or Check

- Make your payment out to **California College of the Arts**
- Include your Full Name, semester, and student ID.
- Mail check or money order to:

California College of the Arts
Attn: Student Accounts
1111 Eighth Street
San Francisco, CA, 94107

Student Accounts

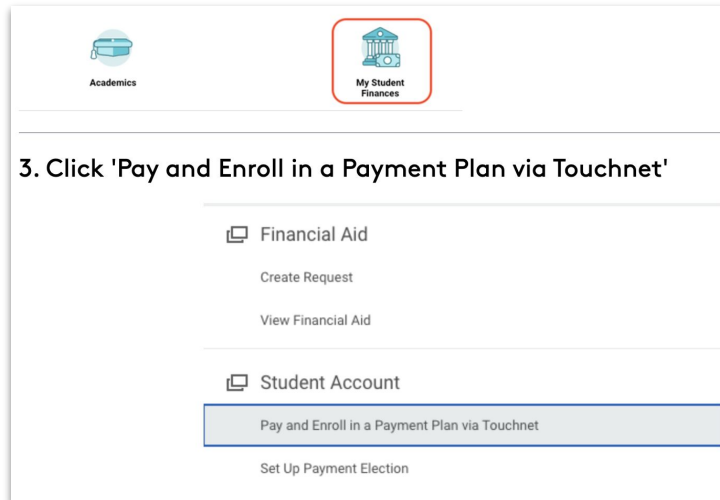
Understanding and Managing Your Billing

Step 1: Login to Workday to review and complete aid requirements.

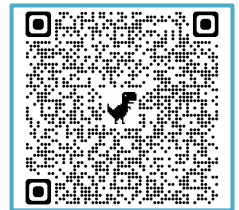
- Check for holds

Step 2: Determine if you need to enroll in a Payment Plan:

Enroll in a Payment Plan If:	Do not enroll in a Payment Plan:
Your financial aid does not fully cover your balance	Your financial aid covers or exceeds your balance
You plan on paying your balance off in multiple installments	You will be paying the full balance in one payment



Step 3: [Enroll in a TouchNet](#) payment plan.



Find Student Accounts comprehensive billing information at [Billing - CCA Portal](#)





Student Accounts

Creating a Payment

Fall 2023 4 Months Semester Plan

Plan name	Fall 2023 4 Months Semester Plan	Setup fee	\$25.00
Enrolled by		Payoff amount	\$26,225.00
Enrollment date	7/26/23		
Term	Fall 2023		

[View Agreement](#) [Pay off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2023 4 Months Semester -- Installment 1 of 4	8/15/23	Scheduled		8/15/23		\$6,556.25	
Fall 2023 4 Months Semester -- Installment 2 of 4	9/15/23	Scheduled		9/15/23		\$6,556.25	
Fall 2023 4 Months Semester -- Installment 3 of 4	10/15/23	Scheduled		10/15/23		\$6,556.25	
Fall 2023 4 Months Semester -- Installment 4 of 4	11/15/23	Scheduled		11/15/23		\$6,556.25	

[Update all methods](#) [Pay Next Installment](#)

Step 4: If enrolled in a payment plan submit your installments by the due date.

OR

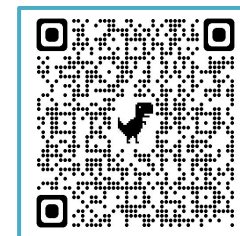
[My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#)

c. The initial screen shows pertinent announcements and account balance information. Review this information as needed.

d. Click the *Make Payment* button to initiate a payment.

Student Account	ID: xxx1000	
Balance	\$9,397.00	
View Activity	Enroll in Payment Plan	Make Payment

If you are paying in full, payments may also be made [without enrolling](#) in a payment plan by selecting the “Make Payment” button.



Student Accounts F.E.R.P.A



Student: Set Up Third Party and Grant Permissions

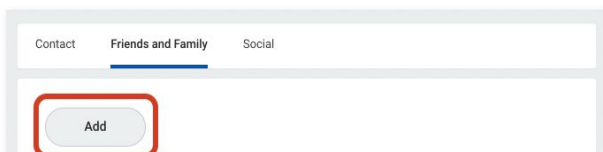
1 Navigate to your Friends and Family page

Go to your **Friends and Family** page (you can find it under the **Contacts** tab in your student profile; this is where you [add/manage emergency contacts as a student](#)).



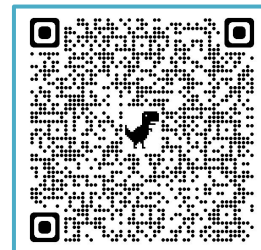
2 Edit or Add Contact

Edit an existing contact (from the **Actions** menu on the rightmost table column) or **Add** a new one.



- In accordance with the Federal Educational Right to Privacy Act, third parties can gain access to your academic and financial records only if you choose to give those parties permission.
- Please visit [FERPA - Portal](#) to understand your rights and how to give permission and access to third parties.

- Steps to set up [Third Party Access](#)

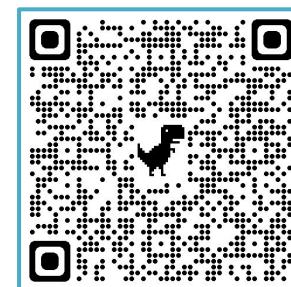
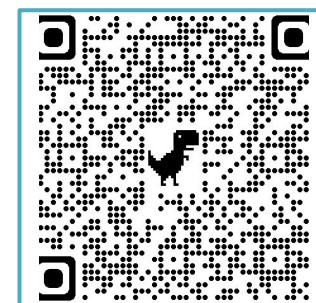


Student Accounts

REFUNDS & DIRECT DEPOSIT



- To receive your refund electronically, please sign up for Direct Deposit at [Sign Up for Direct Deposit of Refund Checks & Paychecks: Step by Step Guide - CCA Portal](#). *Enroll now as it takes 5 to 7 business days for your bank account to be verified.*
- If you prefer to receive a paper check, please make sure your [Contact Information](#) is up to date in Workday at all times. Any incorrect address information could delay a refund.



Locating Us

Financial Aid & Student Accounts



San Francisco Campus

Both Offices - 80 Carolina

Student Services Office - 1st Floor

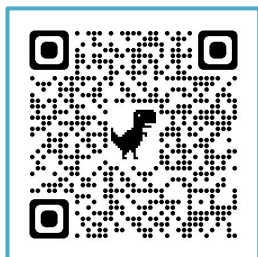
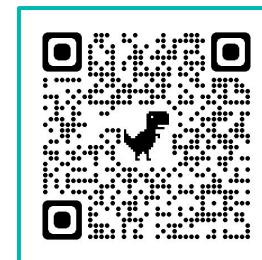
Office Hours: 10 AM to 4 PM, Monday through Friday

Financial Aid

<https://ccafinancialaidappointments.youcanbook.me/>

415.703.9528

Email: finaid@cca.edu



Student Accounts

<https://ccabilling.youcanbook.me/>

(415) 551-9389

Email: studentaccounts@cca.edu

Email: Ask@cca.edu

Who Do I Contact?



Student Services / ASK: "One-Stop Shop" for all the offices below

Email: ask@cca.edu | Text/Call: 415.915.2503

In-Person Services: 80 Carolina, First Floor (Student Services)

Office Hours: 10:00am-4:00pm, Mondays-Fridays

Financial Aid

- FAFSA
- Scholarships
- Student Loans
- Work-Study

Student Accounts

- Billing
- Refunds
- Payment Plans
- Payment Methods

Housing, Dining & Residential Education

- Housing Application
- Room Assignment
- Meal Plans
- Move-in/out Coordination

Academic Advising

- Academic Planning
- Registration
- Guidance
- Leave of Absence

Student Records

- Registration
- Course Schedules
- Transcript
- Graduation Request

Helpdesk

- Technology Support

Career Development

- Career Coaching/Resources
- Resume/CVs

Access / Disability Services

- Academic Accommodations
- Housing & Meal Plan Accommodations
- Student Health Insurance

Questions?

CCC
01

**THANK
YOU !!**