

Parent and Student Support Checklist

Ask your Student about Becoming an Authorized User

- Once a student enters CMU, their academic information, student accounts information, financial aid information, and records are protected under a federal law called FERPA. **ANY information regarding the student or their account can ONLY be released directly to the student unless they have provided written consent, regardless if they are an independent or dependent student (including minors).**
- There are three ways students can provide this consent:
 - **Listing a parent on the FAFSA** –Allows parent’s access to Financial Aid information such as loan and financial aid amounts.
 - **Setting up an Authorized User on ePay** – Allows parents and individuals listed by the student access to information about the student’s account such as charges and payments made on the account. Authorized Users will also have their own [portal to ePay](#) where they can make payments and view billing statements.
 - **Authorized Release of Information on MavZone** – This is a general release that allows access to financial aid, student accounts, and some academic information. Keep in mind that schedule information, grades, academic standing, and some other information are never released to anyone other than the student even with a Release of Information.

Getting Ready with Financial Aid

Helping your student complete the FAFSA

- Students apply for financial aid online by [submitting a FAFSA](#). **This is done EVERY academic year**, preferably in October the prior year (ex. apply Oct. 2018 for 2019-2020 academic year).
- Make sure your student logs in and completes the FAFSA using their [FSA ID](#) (parents and spouses will have their own FSA ID).
- The FAFSA uses the prior-prior year’s tax information. For example, it’ll use 2017 taxes for the 2019-2020 academic year.
- If your student is considered a [dependent student](#) for the FAFSA:
 - They’ll need to include tax information for their parent(s).
 - A parent will also need to sign the FAFSA using their FSA ID (not the student’s).

Independent Student	Dependent Student
Will be 24 years old or older by Dec. 31 st of aid year	Under 24 years old
Is married or separated	
Has child(ren) or legal dependents	
Is serving on active duty or is a veteran of Armed Forces	
At any time since age 13, both parents were deceased, was in foster care, or a ward of the court	
Is homeless or determined to be at risk of homelessness	
Emancipated minor or in legal guardianship	

Please note that being considered a dependent on the FAFSA is not the same as being claimed on a parent's taxes. The student is considered dependent whether or not a student receives financial help from a parent or family member, if under 24.

Complete Any Financial Aid Tasks

- Your student can check their financial aid tasks using the My Tasks tab in MAVzone. Common tasks include:
 - **Dependent Verification Worksheet** - Must have a parent's signature. Can be scanned and emailed to iris@coloradomesa.edu or delivered to the IRIS desk.
 - Verification worksheets and other forms can be found on [Financial Aid's website](#).
 - **Student or Parent Taxes** - Link taxes on the FAFSA using the IRS Retrieval Tool or submit a Tax Return *Transcript* to IRIS.
 - **Entrance Counseling and Master Promissory Note (MPN)** - Students accepting federal student loans for the first time must complete both steps at www.studentloans.gov. The task does not update automatically in MAVzone and may take some time to be satisfied on the My Tasks tab, so just make sure your student receives confirmation at the end of completing the Entrance Counseling and MPN.

Applying and Receiving the College Opportunity Fund (COF)

- Tuition stipend available to Colorado residents but students must apply by visiting the [COF website](#).
- Authorize COF through the MavZone Students tab under COF Stipend Authorization.
- This is automatically applied to the students account and does not appear in their Awards.

Terms & Conditions

- **Your student will need to accept CMU's Financial Aid Terms and Conditions before they can accept any financial aid.** The Terms and Conditions are located on a separate tab when you click the link to "View Financial Aid Offers".
 - This must be completed to receive ANY financial aid, this does not mean you're accepting loans.

Accepting Financial Aid

- Your student can view and accept their financial aid awards using the "View Financial Aid Offers" link located in the Student Menu on the My Account tab.
- Students will need to Accept or Deny all scholarships, grants, work study and/or loans.

Parent PLUS Loans

- If you are planning to use a Parent PLUS loan to help your student pay for college, you will need to complete some additional steps on the Parent Borrowers tab of www.studentloans.gov:
 - Complete the [Parent PLUS Loan application online](#).
 - Complete the [Parent PLUS Loan Master Promissory Note \(MPN\)](#).

Make a Plan to Pay for College

Help Your Student Create a Budget

- [Budget Worksheets](#) are available on the IRIS Website in the Cost of Attendance and Creating a Budget Section. Fill out the Budget Worksheet with your student to get an idea of the cost of attendance. Then fill out the bottom portion with your student's financial aid offer to make a plan for paying for the semester.

Contact Your 529 Provider (if applicable)

- If you plan to use 529 funding at CMU, you must reach out to the 529 provider and request the funding. Billing statements and account activity can be viewed on and printed from ePay. Student Accounts does not bill 529 providers automatically.

Check out Payment Options in ePay

- CMU students and Authorized Users can view billing statements, the account balance, and account activity on ePay.
- Making payments online is easy! Credit/debit card or ACH payments can be made by the student or Authorized Users through ePay. Cash and check payments can be made at IRIS (located in Lowell Heiny Hall).
- Help your student research payment plan options. Students can sign up for a monthly or bimonthly payment plan in ePay.
- Help your student set up direct deposit. If they are eligible for a refund, they'll receive it faster!

Getting Your Student #Ready2Reg

Log into MAVzone

- Make sure your student has access to MavZone as they'll need it to check financial aid awards, register for classes, check CMU email, access ePay and more. CMU email is a primary mode of communication, so it's important that student check it regularly!
- If your student needs help getting logged in or resetting their password, they can contact the IT Help Desk at 970-248-2111.

Send English and Math Test Scores to Admissions

- ACT, SAT, ACCUPLACERS, GED, and other test scores are used to place students into English and math classes, and assess eligibility for some scholarships. Make sure your student has sent their latest scores to Admissions before their Orientation date or advising appointment.

Complete Testing if Applicable

- Students whose test scores are below the testing cutoffs or older than three years should take the English and/or math ACCUPLACERS to receive more accurate course placements before their Orientation or advising appointment.
- Is your student considering a major in engineering or sciences? They may benefit from taking the Chemistry Placement Test (to test into General Chemistry I - CHEM 131 and lab) or the Advanced Math Test (to test into Calculus I - MATH 151 or Engineering Calculus I - MATH 135)

- See if your student should test on the [Testing Center's website](#). Contact the Testing Center for offsite testing options or more information.

Send Scores/Transcripts for College Credits to the Registrar's Office

- Students earning college credits through qualifying scores on Advanced Placement (AP) or International Baccalaureate exams must send an official score report from the testing agency to the Registrar's Office to receive credit for those courses.
- Students who have prior college credits through another institution (including concurrent or dual enrollment credits) should have an official *college* transcript sent to the Registrar's Office. *Please note that high school transcripts cannot be used to award college credit for concurrent or dual enrollment courses.*
- If your student is waiting for scores or final grades:
 - Please have them email an unofficial copy (either a screenshot or downloaded PDF of their scores/transcripts) to trasncrpteval@coloradomesa.edu or a bring a copy with them to their Orientation or advising appointment.
 - The unofficial scores/transcripts will be used to advise your student on which classes to take during their first semester at CMU.
 - Once all of their final scores or grades have been posted, your student will need to send in an official copy of their scores/transcripts to receive official credit.

Submit Immunization Records

- Students are required to submit proof of two MMR (measles, mumps, and rubella) vaccinations. Immunization records should be sent to the CMU Registrar's Office. For more information, please [click here](#).

Encourage Your Student to Sign up for Early Start

- The transition from high school to college is a major step. CMU's Early Start Programs are designed to give students valuable knowledge about their college journey. Build connections with other first-time students, earn college credit and engage in what it means to be a Maverick. [Click here](#) to learn more.