

# Self-Service How To's

- How to:
  - Get started ([slide 2-3](#))
  - Navigate the basics ([slides 4-5](#))
  - View and accept your awards ([slides 6-10](#))
  - Find your cost of attendance/budget ([slide 11](#))
  - Apply for a Grad Plus, Parent Plus, or Alternative loan ([slide 12](#))

# Self-Service: Getting Started

Log into Self-Service directly at: [www.ouhsc.edu/selfservice/](http://www.ouhsc.edu/selfservice/)

OR

Start at [www.ouhsc.edu](http://www.ouhsc.edu), click **InsideHSC** in the top right corner. Next, click on **Self Service** in the menu on the left.

Self Service

Future Students

Use your OUHSC user name and password to log in.

**ORACLE**  
PEOPLESOFT ENTERPRISE

User ID:   
Password:   
**Sign In**

**Select a Language:**

<a href="#">English</a>	<a href="#">Español</a>
<a href="#">Dansk</a>	<a href="#">Deutsch</a>
<a href="#">Français</a>	<a href="#">Français du Canada</a>
<a href="#">Italiano</a>	<a href="#">Magyar</a>
<a href="#">Nederlands</a>	<a href="#">Norsk</a>
<a href="#">Polski</a>	<a href="#">Português</a>
<a href="#">Suomi</a>	<a href="#">Svenska</a>
<a href="#">Čeština</a>	<a href="#">日本語</a>
<a href="#">한국어</a>	<a href="#">Русский</a>
<a href="#">ไทย</a>	<a href="#">简体中文</a>
<a href="#">繁體中文</a>	<a href="#">العربية</a>

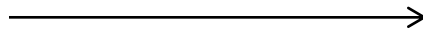
This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by systems personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activity or policy violation, system personnel may provide the evidence of such monitoring to law enforcement or other officials.

# Self-Service: Getting Started

To get started:

Either click on the green arrow:

▶ Finances



Or click on the tab:

financial aid



student center general info admissions transfer credit academics finances financial aid

### Kasey's Student Center

- ▶ Academics
- ▶ Finances
- ▶ Personal Information

SEARCH FOR CLASSES

▼ Holds  
No Holds.

▼ To Do List

- App Fee - Pharmacy \$40.00
- Health Professions Loan Note
- Medicine Application Fee
- OUHSC Application Fee \$40.00
- Perkins Loan Note Complete
- Perkins Note Received
- Perkins PreLoan Form Complete
- Pharmacy Application Fee
- Pre-Loan App
- Pre-Loan App
- Prom Note Sent to OU Norman
- Rights and Responsibilities
- Truth in Lending

details ▶

▼ Admissions and Records Link

- [Academic Calendar-Spring 2011](#)
- [Academic Calendar-Summer 2011](#)
- [OUHSC D2L Login Website](#)

▼ Financial Aid Link

- [FAFSA](#)
- [NSLDS Student Access](#)
- [Federal Student Aid](#)

# Self-Service: Navigate the basics

[Holds](#)  
 No Holds.

[To Do List](#)

- App Fee - Pharmacy \$40.00
- Health Professions Loan Pnote
- Low Wentz Co-Sign Info Comp
- Low Wentz Co-Sign Info Recd
- Low Wentz Co-Sign Verified
- Low Wentz Pnote Complete
- Low Wentz Pnote Received
- Low Wentz PreLoan Form Comp
- Medicine Application Fee
- OUHSC Application Fee \$40.00
- Perkins Loan Pnote Complete
- Perkins Pnote Received
- Perkins PreLoan Form Complete
- Pharmacy Application Fee
- Pre-Loan App
- Pre-Loan App
- Pre-Loan App
- Prom Note Sent to OU Norman
- Prom Note Sent to OU Norman
- Rights and Responsibilities
- Truth in Lending

[details ▶](#)

The To Do List will assist you in seeing what is required of you.

Click on the [details ▶](#) to get the specific status of each item.

[details ▶](#) :

Item List			
To Do Item	Due Date	Status	Institu
<a href="#">App Fee - Pharmacy \$40.00</a>	09/01/2010	Received	OU He
<a href="#">Health Professions Loan Pnote</a>	06/30/2010	Initiated	OU He

# Self-Service: Navigate the basics

Financial Aid: to review, accept, reduce, or decline aid offers, or notify our office about scholarships you may be receiving.

**Finances**

**Financial Aid**

- [View Financial Aid](#)
- [Accept/Decline Awards](#)
- [Report Other Financial Aid](#)

**Bursar Account-Link disabled from 4:45 to 5:15pm**

**ACCESS BURSAR ACCOUNT**

CLICK BUTTON ABOVE TO:

- View Your Bursar Account
- Access Your Bursar E-bill
- Make a Payment

Bursar's account: to review your charges or pay your bill.

Demographic information: to view or update contact information.

**Personal Information**

[Demographic Data](#)

[Emergency Contact Names](#)

other personal... ▾ ⌵

**Contact Information (Including ECS)**

<a href="#">Current Address</a>	<a href="#">Billing Address</a>
300 W. 11th St Noble, OK 73068 Cleveland	None
<a href="#">Phone Numbers</a>	<a href="#">Campus E-mail</a>
	rogers@ouhsc.edu

# Self-Service: View & accept your awards

▼ Finances

## Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Report Other Financial Aid](#)

From the Student Center page, click [View Financial Aid](#) .

Click on the year you wish to view.

You are not allowed to make changes to prior years' aid. Previous years are "view only."

## Financial Aid

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### Select Aid Year to View

In order to view your Financial Aid, simply click on the aid year you would like to view. No changes are allowed in previous years. Depending on your status with the Financial Aid Office, you may or may not be allowed to make changes to the current year's aid.

Aid Year	Institution	Aid Year Description
<a href="#">2011</a>	OU Health Sciences Center	Financial Aid Year 2010-2011
<a href="#">2010</a>	OU Health Sciences Center	Financial Aid Year 2009-2010

# Self-Service: View & accept your awards

## Financial Aid

### Award Summary

#### Financial Aid Year 2010-2011

If your Financial Aid package does not accurately reflect the terms you will be enrolled in at a status of at least half-time, do not accept any awards. Please contact the helpdesk immediately at (405)271-2203 so we can correctly package your aid.

Award Description	Category	Offered	Accepted
FA MOT Tuition Waiver	Waiver	1,000.00	1,000.00
Federal Perkins Loan 1	Loan	4,000.00	0.00
Lew Wentz Loan - Norman	Loan	5,000.00	0.00
DL AHP Sub 1 post July 1	Loan	8,500.00	0.00
DL AHP Unsub 1 post July 1	Loan	12,000.00	0.00
DL Grad Plus Loan 1	Loan	14,239.00	0.00
<b>Aid Year Totals</b>		<b>44,739.00</b>	<b>1,000.00</b>

Currency used is US Dollar.

[Financial Aid Summary](#)

[ACCEPT/DECLINE AWARDS](#)

[Report Other Financial Aid](#)

The top of the page shows all of your awards, for the year, in total.

The bottom portion of the page shows all of your awards, for the year, separated by term(s).

### Terms

#### Spring 2011

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
FA MOT Tuition Waiver	Waiver	500.00	500.00
Federal Perkins Loan 1	Loan	2,000.00	0.00
Lew Wentz Loan - Norman	Loan	2,500.00	0.00
DL AHP Sub 1 post July 1	Loan	2,834.00	0.00
DL AHP Unsub 1 post July 1	Loan	4,000.00	0.00
DL Grad Plus Loan 1	Loan	4,747.00	0.00
<b>Term Totals</b>		<b>16,581.00</b>	<b>500.00</b>

#### Fall 2010

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
FA MOT Tuition Waiver	Waiver	500.00	500.00
Federal Perkins Loan 1	Loan	2,000.00	0.00
Lew Wentz Loan - Norman	Loan	2,500.00	0.00
DL AHP Sub 1 post July 1	Loan	2,833.00	0.00
DL AHP Unsub 1 post July 1	Loan	4,000.00	0.00
DL Grad Plus Loan 1	Loan	4,746.00	0.00
<b>Term Totals</b>		<b>16,579.00</b>	<b>500.00</b>

#### Summer I 2010

[View Scheduled Disbursement Dates](#)

Award Description	Category	Offered	Accepted
DL AHP Sub 1 post July 1	Loan	2,833.00	0.00
DL AHP Unsub 1 post July 1	Loan	4,000.00	0.00
DL Grad Plus Loan 1	Loan	4,746.00	0.00
<b>Term Totals</b>		<b>11,579.00</b>	<b>0.00</b>

Currency used is US Dollar.

[Financial Aid Summary](#)

[ACCEPT/DECLINE AWARDS](#)

# Self-Service: View & accept your awards

When you are ready to accept your awards, click [ACCEPT/DECLINE AWARDS](#) and arrive here.

## Financial Aid Year 2010-2011

If your Financial Aid package does not accurately reflect the terms you will be enrolled in at a status of at least half-time, do not accept any awards. Please contact the Financial Aid Office immediately at (405) 271-2118 so we can correctly package your aid.

If you wish to accept less than the amounts offered below, simply check the "Accept" field for each item you would like to reduce and a field will become available. In that field, indicate the amount you would like to accept instead.

If you reduce an initial award and need to request additional funds at a later date, you will need to contact our office at (405) 271-2118 or at financial-aid@ouhsc.edu.

If this is the first year you have applied for aid at OUHSC, you must complete Entrance Counseling prior to receiving funds. Please use the link below.

To have your budget increased due to child care expenses, please visit [www.ouhsc.edu/sfs/](http://www.ouhsc.edu/sfs/) and complete the Dependent Care Verification Form.

Last Updated: 07/02/2010 9:32:57AM Status: Revised Package

Award	Category	Career	Offered	Accepted	Accept	Decline	Apply Here
<a href="#">FA MOT Tuition Waiver</a>	Waiver	Allied Health Professional	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<a href="#">DL Grad Plus Loan 1</a>	Loan	Allied Health Professional	14,239.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Apply Here</a>
<a href="#">DL AHP Sub 1 post July 1</a>	Loan	Allied Health Professional	8,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">DL AHP Unsub 1 post July 1</a>	Loan	Allied Health Professional	12,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Federal Perkins Loan 1</a>	Loan	Allied Health Professional	4,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Lew Wentz Loan - Norman</a>	Loan	Allied Health Professional	5,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Total</b>			<b>44,739.00</b>	<b>1,000.00</b>			

Currency used is US Dollar.

[accept all](#) [decline all](#) [clear all](#) [update totals](#)

- Waivers, grants, and scholarships do not need to be accepted, as they will be accepted on your behalf.

- Subsidized Stafford, Unsubsidized Stafford, Perkins, Lew Wentz, Nursing Student, and Health Professions loans will need to be accepted here if you wish to accept them.

- Grad Plus, Parent Plus, and Alternative loans require a borrower-initiated process and cannot be accepted here. If you wish to initiate the application process, please follow the appropriate [Apply Here](#) link listed to the right of the loan type.



# Self-Service: View & accept your awards

Award	Category	Career	Offered	Accepted	Accept	Decline	Apply Here
<a href="#">FA MOT Tuition Waiver</a>	Waiver	Allied Health Professional	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<a href="#">DL Grad Plus Loan 1</a>	Loan	Allied Health Professional	14,239.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Apply Here</a>
<a href="#">DL AHP Sub 1 post July 1</a>	Loan	Allied Health Professional	8,500.00	<input type="text" value="8,500.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<a href="#">DL AHP Unsub 1 post July 1</a>	Loan	Allied Health Professional	12,000.00	<input type="text" value="12,000.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Federal Perkins Loan 1</a>	Loan	Allied Health Professional	4,000.00	<input type="text" value="4,000.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Lew Wentz Loan - Norman</a>	Loan	Allied Health Professional	5,000.00	<input type="text" value="2,500.00"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Total</b>			<b>44,739.00</b>	<b>1,000.00</b>			

To get specific details about an award, such as the interest rate, repayment terms, or other information, click on the award's name.

Accept the aid that you need. If you need to accept less than the offered amount, click  and make the appropriate change to the loan amount.

**Award:** DL AHP Sub 1 post July 1      **Category:** Loan

Disbursement Date	Description	Award Amount	Fees	Net Amount
07/01/2010	Summer I 2010	2,833.00	14.00	2,819.00
08/13/2010	Fall 2010	2,833.00	14.00	2,819.00
01/07/2011	Spring 2011	2,834.00	14.00	2,820.00

Currency used is US Dollar.

**Message**

You have been offered a Federal Direct Subsidized loan. You must be enrolled at least half-time to receive a semester's disbursement. Interest accrual and principal repayment begin 6 months following graduation or when your enrollment falls below half-time. The interest rate on Direct Subsidized loans is fixed at 6.8%.

Direct Loan borrowers are charged an origination fee of 1.0% for loans with a first disbursement on or after July 1, 2010. However, a rebate fee will be added back into the loan proceeds, resulting in a net of 0.5% in fees deducted from the loan funds sent to the school. Borrowers will retain the rebate once they enter repayment and make their first 12 payments on time.

You must go to [www.studentloans.gov](http://www.studentloans.gov) and complete a new Master Promissory Note and entrance counseling if you are a new Direct Loan borrower.

[Return to Award Package](#)

# Self-Service: View & accept your awards

Once you have accepted your awards, carefully read the Statement of Education Purpose. Then click

**SUBMIT** .

Statement of Educational Purpose; Certification Statement on Refunds and Default; Authorization and Disbursement Procedures

1. I certify that I do not owe a refund on any grant, am not in default on any loan, and have not borrowed in excess of the loan limits, under the Title IV programs at any institution. I will use all money received under Title IV, HEA loan or grant only for expenses related to my study at the University of Oklahoma Health Sciences Center.
2. I authorize the University of Oklahoma Health Sciences Center to credit any institutional and federal financial aid funds I have accepted towards past and current charges on my student account. This may include tuition, library fees, activity fees, health fees, facility fees, lab fees, use fees, instrument kits, malpractice or disability insurance, late registration fees, service fees, parking fees, parking fines, athletic tickets, housing, etc.
3. I authorize the University of Oklahoma Health Sciences Center to deliver to me any remainder of my financial aid after subtracting the amount I owe to the University of Oklahoma Health Sciences Center.
4. I will inform the Office of Financial Aid if my expected enrollment, residency, grade level or school/college change before or during the academic year.
5. I understand that I must report any additional aid not shown on this Award Notice. I understand that my aid may be adjusted if additional aid exceeds my demonstrated financial need.

**SUBMIT**

Once you have clicked **SUBMIT** you will be given an opportunity to make changes or corrections.

Accept/Decline



Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.

YES

NO

And once you have clicked **YES** your changes will be submitted.

Accept/Decline

**Submit Confirmation**



The Submit was successful.

OK

# Self-Service: Find your cost of attendance

To find your total cost of attendance (or budget) for the award year:

- 1) From the Student Center page, click [View Financial Aid](#)
- 2) Click on the year you wish to view
- 3) Click on [Financial Aid Summary](#)
- 4) Arrive here:

Financial Aid	
<b>Financial Aid Summary</b>	
<b>Financial Aid Year 2010-2011</b>	
Estimated Financial Aid Budget	<a href="#">45,307.00</a>
Expected Family Contribution	<a href="#">3,548.00</a> -
Estimated Need	41,759.00
Total Aid	44,739.00 -
Remaining Need	0.00
Currency used is US Dollar.	
<a href="#">Return</a>	
go to ... <input type="button" value="»"/>	

To view the details of your cost of attendance, click on the total.

Estimated Financial Aid Budget	
<b>Financial Aid Year 2010-2011</b>	
<b>Cost of Attendance per Semester</b>	
Estimated Financial Aid Budget Breakdown	
<b>Spring 2011</b>	
Category Description	Amount
Books and Supplies	1,560.00
Cost of Living	10,058.00
Tuition and Fees	5,883.00
<b>Term Total</b>	<b>17,501.00</b>
<b>Fall 2010</b>	
Category Description	Amount
Books and Supplies	1,560.00
Cost of Living	10,058.00
Tuition and Fees	5,883.00
<b>Term Total</b>	<b>17,501.00</b>
<b>Summer I 2010</b>	
Category Description	Amount
Books and Supplies	780.00
Cost of Living	6,705.00
Tuition and Fees	2,820.00
<b>Term Total</b>	<b>10,305.00</b>
<b>Total Cost of Attendance</b>	<b>45,307.00</b>
Currency used is US Dollar.	
<a href="#">Return</a>	

This page will show you, by term, the details of your cost of attendance.

When you are finished, click on [Return](#) .

# Self-Service: Apply for loans

To initiate the application process for an Alternative, Parent Plus, or Grad Plus loan, return to this page via [Accept/Decline Awards](#) on the Student Center page.

Award	Category	Career	Offered	Accepted	Accept	Decline	Apply Here
<a href="#">Federal Perkins Loan 1</a>	Loan	Allied Health Professional	4,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Lew Wentz Loan - Norman</a>	Loan	Allied Health Professional	5,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">DL AHP Sub 1 post July 1</a>	Loan	Allied Health Professional	8,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">DL AHP Unsub 1 post July 1</a>	Loan	Allied Health Professional	12,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">DL Grad Plus Loan 1</a>	Loan	Allied Health Professional	14,239.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Apply Here</a>
<a href="#">FA MOT Tuition Waiver</a>	Waiver	Allied Health Professional	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Total</b>			<b>44,739.00</b>	<b>1,000.00</b>			

Click on [Apply Here](#) to get more information about the loan program you wish to apply for and guidance to apply for the loan.

**\*\*You MUST have your pop-up blocker turned off, as this will open a new browser.\*\***

Or, to get directly to the information and application pages for all loans, visit [www.ouhsc.edu/sfs/loansonline.asp](http://www.ouhsc.edu/sfs/loansonline.asp).

Approval for Alternative, Parent Plus, and Grad Plus loans are contingent upon credit approval. The lender will notify our office when a credit approval has been determined.