

# FINANCIAL AID OFFICE **FALL 2016** OFFICE HOURS

## COUNTER SERVICE AREA (D-B112):

DATES	Monday	Tuesday	Wednesday	Thursday	Friday
AUG 25 – DEC 12	<u>11:00am</u> -4:45pm	10:00am-4:45pm	10:00am-6:45pm	10:00am-6:45pm	10:00am-3:00pm
DEC 13 – DEC 31	11:00am-4:45pm	10:00am-4:45pm	10:00am-4:45pm	10:00am-4:45pm	10:00am-3:00pm

## MICROLAB (D-B102):

DATES	Monday	Tuesday	Wednesday	Thursday	Friday
AUG 25 – DEC 12	<u>11:00am</u> -4:00pm	10:00am-4:00pm	10:00am-5:30pm	10:00am-5:30pm	10:00am-3:00pm
DEC 13 – DEC 31	11:00am-4:00pm	10:00am-4:00pm	10:00am-4:00pm	10:00am-4:00pm	10:00am-3:00pm

### EXCEPTIONS:

**Monday, September 5: CLOSED** (Labor Day)

**Monday, October 10: CLOSED** (Columbus Day)

**Wednesday, November 23: 10-4:45pm** – *(No late night before a holiday)*

**Friday, December 23: CLOSED** (Holiday Break)

**Monday, December 26: CLOSED** (Holiday Break)

**Friday, December 30: CLOSED** (Holiday Break)

**PLEASE NOTE:**

- The "Counter Area" (room DB-112) is used to speak to a Financial Aid counselor, check the status of Financial Aid applications and handing in requested documentation for Financial Aid purposes.
- The "Microlab" (room DB-102) is used only for assistance with filling out or making corrections to your online Financial Aid applications.
- During times of high amount of traffic, traffic may be stopped from entering the office before the posted closing hours to allow all students already waiting on line to be seen by closing time.
- Student's visiting the Microlab for assistance with applying for Financial Aid should have all the necessary documentation and information needed to apply. A checklist of what is needed is available at the Microlab.
- Feel free to begin filling out your FASFA application as much as you can, then save your application. Remember your password, save key and FSA ID so that you can continue where you left off.