

FINANCIAL AID OFFICE HOURS [SPRING 2017 SEMESTER]

COUNTER SERVICE AREA (D-B112):

| DATES | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|------------------|------------------|------------------|------------------|------------------|
| FEB 6 – MAY 18 | 11:00am-4:45pm | 10:00am-4:45pm | 10:00am-6:45pm* | 10:00am-6:45pm* | 10:00am-3:00pm |
| MAY 19 – JUNE 1 | 10:00am – 4:45pm | 10:00am – 4:45pm | 10:00am – 4:45pm | 10:00am – 4:45pm | 10:00am – 4:45pm |

MICROLAB (D-B102):

| DATES | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------------|----------------|----------------|-----------------|-----------------|----------------|
| FEB 6 – MAY 18 | 11:00am-4:00pm | 10:00am-4:00pm | 10:00am-5:45pm* | 10:00am-5:45pm* | 10:00am-3:00pm |
| MAY 19 – JUNE 1 | 10:00am-4:00pm | 10:00am-4:00pm | 10:00am-4:00pm | 10:00am-4:00pm | 10:00am-4:00pm |

*When classes are not in session, Wednesday & Thursday hours are as follows:

COUNTER SERVICE AREA: 10:00am – 4:45pm, **MICROLAB:** 10:00am – 4:00pm

EXCEPTION DATES

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|------------------------------------------------------------------|-------------------------------------------------------------|
| Saturdays & Sundays: CLOSED | Friday, May 12: CLOSED (SDEM divisional meeting) |
| Monday, February 13: CLOSED (Lincoln's B-Day) | Friday, May 19 – Friday, May 26: Classes are not in session |
| Monday, February 20: CLOSED (Presidents' Day) | Monday, May 29: CLOSED (Memorial Day) |
| Monday, April 10 – Tuesday, April 18: Classes are not in session | Tuesday, July 4: CLOSED (Independence Day) |

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 hand 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.
- Students visiting the Microlab for assistance with applying for Financial Aid should have all the necessary documentations and information needed to apply. A checklist of what is needed is available at the Microlab and on the Financial Aid website in the "Apply for aid" section.
- You may begin filling out your FAFSA and save it if you wish to have a staff member review it before you submit it. Remember your passwords, save key and FSA ID so that you can continue where you left off.
- During days of high 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.