MARQUETTE CENTRAL

Your primary source for student enrollment and financial services.
The mission of Marquette Central is to provide superior customer service to the Marquette community on behalf of the offices of the Registrar, Financial Aid and Bursar. We are committed to providing the tools and guidance needed for those seeking assistance in the management of academic records, financial aid and student account inquiries. With the combination of these three key areas in one physical location, we are able to provide efficient, timely and convenient service. Marquette Central strives to remove obstacles, allowing students to focus on their transformational education experience.
marquette.edu/mucentral

The Marquette Central website is an online resource for registrar, financial aid and bursar information. Key features include links to student forms, schedule of classes, student employment information, and important dates and reminders.

checkmarq.mu.edu

CheckMarq is an online integrated student information system available 24 hours a day, seven days a week. Information Technology Services provides a unique user name and password that allows students to register for classes, plan future terms, request transcripts, and view grades, registration appointment times, financial aid and bursar account information. Quick links to frequently used areas are listed on the CheckMarq home page. If help is needed with a student password, call ITS at 414.288.7799 or email them at helpdesk@marquette.edu*.

* Students can reset their password at reset.marquette.edu.
Family Educational Rights and Privacy Act (FERPA)

This federal law protects the privacy of all student records at Marquette. Once enrolled in a class, no one may access student records without the student’s permission, except:

• The student
• University personnel who require the information for legitimate educational purposes.
• When the university is required by law or contractual obligation to do so

To learn more, visit marquette.edu/mucentral/registrar/policy_ferpa.shtml.

Guest Access

CheckMarq provides Guest Access so others can view grades, bursar and/or financial aid information and make payments. With the guest user name and password, individuals selected by the student, such as parents, guardians and spouses, are able to monitor the student’s grades, financial aid, and/or tuition balances and payments.

• To grant access, the student must visit CheckMarq and click on the Guest Access Quick Link.
• If a guest email address is entered, the guest will receive notifications such as e-bill notices.
• Students can terminate Guest Access or change information guests can view at any time.
• Bursar account access allows guests to view the tuition balance, e-bill and links to pay via credit card or e-payment.
• Financial aid access allows guests to view aid offered and accepted. Guests can’t accept or decline financial aid.
• Grade Access allows guests to view midterm and final grades.
• Guest Access passwords expire after 180 days and must be reset by the student.

Marquette Central Access Number (MCAN)

To comply with FERPA, students and their families must verify their identity when contacting Marquette Central for assistance.

The MCAN is a randomly generated four-digit number used in conjunction with the nine-digit Marquette ID number to help Marquette staff identify people authorized by students to access student information. (The MCAN is NOT associated with the online Guest Access process.)

• Students can find the MCAN by clicking on the MCAN Quick Link on the main CheckMarq page.
• A student may grant authorization for others to receive student record (excluding grades and schedules), financial aid and bursar information by providing them with the MCAN and the MUID.
• The MCAN can be changed by the student in CheckMarq at any time.
• Students should be careful when disclosing their MCAN and/or MUID numbers to help protect personal information about their finances and academic records.

emarq.marquette.edu

eMarq is the secure email system used by Marquette students, faculty and staff. It serves as an official means of communication for the university community. eMarq accounts are automatically created for Marquette applicants.

• A printed letter containing the student’s user name and password was sent to the student’s home address or an email containing the user name and temporary password was sent to the student’s personal email account after application to the university.
• To reset a password, please visit reset.marquette.edu.
• The eMarq email address will always stay the same unless a student’s legal name changes.
• Students are responsible for checking their eMarq account on a regular basis.

Please contact the ITS Help Desk at 414.288.7799 or helpdesk@marquette.edu for assistance.
After a student accepts a loan, he or she must complete the following steps for the loan to disburse into the student’s bursar account:

**Federal Stafford and Federal Unsubsidized Stafford Loans**

1. Complete the electronic Master Promissory Note (eMPN): Beginning in June, students who have accepted the Federal Stafford and/or Unsubsidized Stafford Loans will receive notice via eMarq to complete the eMPN at studentloans.gov. Students are required to electronically sign the eMPN using their Department of Education PIN (pin.ed.gov).

2. Complete entrance counseling: First-time borrowers are also required to complete entrance counseling before loans will pay to the student’s bursar account. Loan entrance counseling gives further instruction and information about borrowing Stafford Loans. Complete entrance counseling at marquette.edu/mucentral/dlentrance.

3. Funds disburse to bursar account: After the Office of Student Financial Aid receives notification that the eMPN and entrance counseling are complete, the loan will be credited to the student’s bursar account no earlier than 10 days before the start of each term.

**Federal Perkins Loan**

Accept and sign promissory note: Beginning in June, students who have accepted the Federal Perkins Loan will receive an email request to complete the Perkins Master Promissory Note at signmyloan.com. The student can use his or her FASFA PIN or generate a site-specific PIN at signmyloan.com.

**Optional Federal Direct Parent Plus Loan/Alternative Loan**

The OPTIONAL Parent-Student Loan cannot be accepted in CheckMarq. To apply for an optional loan (Parent PLUS Loan or student private alternative loan), follow these steps:

**Applying for Parent PLUS Loan**

1. The parent borrower must complete and submit a Parent PLUS Loan Request Form. Download this form at marquette.edu/mucentral > Forms – Financial Aid > Undergraduate Forms > 2013–14 academic year.

2. The OPTIONAL Loan amount listed on the FAN is the maximum loan amount the parent may request for the academic year. A parent borrower may request a lesser loan amount. Please note when applying for this loan that there is a 4.288 percent origination fee. The fee will be automatically deducted before each semester’s disbursement.

3. The completed form is submitted and processed. Once the parent has received notice of a positive credit decision, a letter will follow prompting the parent borrower to complete the electronic Master Promissory Note (eMPN) at studentsloans.gov. The parent borrower must sign the eMPN using his or her own Department of Education PIN (pin.ed.gov).
Applying for an Alternative Loan

1. Visit marquette.edu/mucentral > Undergraduate Loans > Alternative Loan Options for more information. Alternative loans are non-federal educational loans available from a variety of national lending institutions. This option requires the borrower to have a satisfactory credit history and, in most cases, a credit-worthy co-signer. The OPTIONAL Loan amount listed on the FAN is the maximum loan amount the student may request for the academic year. The student may request a lesser loan amount.

Federal Work Study or Marquette Student Employment

Student employment allows students to work up to 20 hours per week to earn a biweekly paycheck. Pay rates vary. In July, access JobConnection at marquette.edu/mucentral > Finding Student Jobs to begin looking for a job. Visit Student Employment Services at marquette.edu/mucentral at any time to research how to apply for a job and learn about required forms and documentation. Please note that the student employment award is not applied to the student’s bursar account.

Verification

When the federal processor selects a student’s 2013–14 financial aid application for verification, the accuracy of the FAFSA information must be confirmed before financial aid can be paid.

There are three ways students are notified when the FAFSA has been selected for verification:
1. Review the comment section of the Student Aid Report (SAR) received from the federal processor once the FAFSA has been processed.
2. An electronic Missing Information Letter will be sent to the student's eMarq account.
3. The request for documents will appear on the student’s CheckMarq To Do List.

Documentation required for verification

The following federally required information must be submitted to the Office of Student Financial Aid. The requested documents are also listed on the emails sent to the student.
1. The 2013–14 Verification Worksheet is available for download at marquette.edu/mucentral > Forms – Financial Aid. Answer all questions on both sides of the worksheet.
2. Verification of student and parent income. If eligible, the easiest and quickest way to verify FAFSA income for student and parents is to use the 2013–14 FAFSA Link to IRS tool once the 2012 Federal Tax Returns are filed and available on the IRS website. Do not make changes to transferred IRS data. Visit marquette.edu/mucentral/verify1314 to learn more about this process.

Applicants not eligible to use the FAFSA IRS Data Retrieval tool must submit signed copies of their 2012 Federal IRS Tax Return Transcript. Visit marquette.edu/mucentral/taxes1314 for information about obtaining a Tax Return Transcript.

Special Circumstances

Please contact Marquette Central for a Consideration of Special Circumstances Form if there are special or unusual circumstances not reflected on the 2013–14 FAFSA. Please wait until after the initial Marquette Financial Aid Notification has been received via eMarq before requesting consideration of special circumstances. Because of federal regulations, verification must also be completed when requesting a review of special circumstances. Please see the documentation required for verification above.

Common special circumstances include, but are not limited to, changes in income, high medical/dental bills not covered by insurance, sibling’s private elementary or high school tuition and divorce, separation or death of a parent. The Office of Student Financial Aid is not able to consider circumstances such as high mortgage, car payments or consumer debt.

Reporting Additional Scholarships

Additional outside or private scholarships not listed on the student’s award must be reported. Please contact Marquette Central to have expected scholarship(s) added to the financial aid package. Scholarships will be split evenly between the fall and spring semesters unless otherwise noted by the donor. Please note: If the student’s financial need has already been met with other financial aid, that aid may be affected when outside scholarships are added.

Please send scholarship checks to:
Marquette University
Office of Student Financial Aid
Attn: Scholarship Assistant
P.O. Box 1881
Milwaukee, WI 53201-1881

Disbursement of Financial Aid

Aid will disburse (pay) directly to the student’s bursar account no earlier than 10 days before the start of each term. If aid has not disbursed, please review the possible reasons listed below or contact Marquette Central. Reasons that could delay disbursement of financial aid:
1. Have all required documents been received and processed (e.g., final high school transcripts or verification documentation, including signed 2012 Federal IRS Tax Return Transcripts)?
2. Did the student accept all financial aid in CheckMarq?

3. Did the parent complete the Parent PLUS Request Form to apply for this loan (found at marquette.edu/mucentral > Forms – Financial Aid > Undergraduate Forms > 2013–14 Academic Year)?

4. Did the student complete Stafford Loan Entrance Counseling at marquette.edu/mucentral/dlentrance?

5. Did the student and/or Parent PLUS Loan borrower complete the electronic Master Promissory Note?
   a. Stafford Loan: studentloans.gov
   b. Perkins Loan: signmyloan.com
   c. PLUS Loan: studentloans.gov

6. Is the student registered at least half-time on CheckMarq (six or more credits for undergrads, HESP, dental/four or more credits for grad)?

7. Are there To Do List items listed on CheckMarq?

Reapplying for Financial Aid
Students must apply for financial aid every year. For full financial aid consideration, the FAFSA must be filed no later than February 15 each year to meet the March 1 priority deadline. The Office of Student Financial Aid must also receive all requested documents within 30 days of the initial request. Students must comply with these requests to avoid reduction and/or elimination of financial aid.

REGISTRAR NEXT STEPS
New students will register for fall classes in July via CheckMarq, at or after their registration appointment time. Appointment times can be found by clicking on the “view my appointment for online registration” quick link in CheckMarq. During Preview, colleges will provide information about classes required freshman year and how to register for classes. Students can also refer to the Student CheckMarq Guide in the CheckMarq Student Center.

BUSRAR NEXT STEPS
Electronic Billing: Initial Student Invoice
Marquette sends all invoices electronically. Initial electronic bills are expected to be generated on July 16, 2013. It is important to have all of the financial aid steps completed (aid accepted/declined, promissory notes signed, entrance counseling completed, etc.) to ensure that the eBill accurately reflects the amount owed to the university.

Students who are not paid in full by their due date will have a registration, transcript and diploma block placed on their account. There is a $100 fee for removal of the block. Students enrolled and current in the Marquette Monthly Payment Plan (MMPP) are exempt from this fee.

The student will receive an email with a link to the CheckMarq account when the eBill is ready to view. The eBill will reflect “anticipated aid” and “expected charges” as of July 15, 2013. The eBill due date is Aug. 20, 2013.
Payment Options

- Check (from parent, student, etc.) Please include the student's name and Marquette Identification Number on the payment.

  Marquette University
  Office of the Bursar
  P.O. Box 519
  Milwaukee, WI 53278-0570
- Cash (in office only).
- Pay online at marquette.edu/mucentral > make a payment.
  - Electronic payment. This is a direct debit from a checking or savings account via a secure Internet link.
  - Credit card payment via phone (866.893.4518) or secure Internet link.
    - A convenience fee applies to credit card payments.
    - Payment may be charged to MasterCard, VISA, American Express or Discover Card.
- Direct credit from financial aid sources (grants, scholarships, loans, etc.).
- Enrollment in the Marquette Monthly Payment Plan.

The ebill will include links to make an epayment or credit card payment or the ebill can be printed and a check mailed with a remittance stub. All payment options can be found at marquette.edu/mucentral/bursar.

Marquette Monthly Payment Plan (MMPP)

Marquette offers the MMPP, which enables the student and family to budget the semester tuition, room and board, and student fees not paid by financial aid funds in five equal monthly installments. The MMPP is intended to cover the costs of fall (August–December) and spring (January–May) semesters. The MMPP is not a loan; there are no interest or finance charges. The enrollment fee is $35 per semester. The fall semester program begins August 5. All payments are due on the fifth of each month.

A third-party servicer, Tuition Management Systems (TMS), administers the MMPP. Enrollment with TMS can be done online (afford.com/marquette), by mail or by telephone. The TMS enrollment packet is mailed to the student's home address in June. Information is also available at marquette.edu/mucentral/bursar.

Please note that because the MMPP is administered by a third party, monthly payments will be made directly to TMS, not to the university. Those on the MMPP plan will continue to receive a monthly ebill from the university. Please review the bill each month to ensure installments will sufficiently cover the amount due.

Direct Deposit of Refunds or Student Payroll

If financial aid or any personal payments exceed the student's charges, a refund via direct deposit will be issued. To ensure a refund or student payroll is not delayed, set up Direct Deposit in CheckMarq. Click on the Bursar Quick Link tab on the CheckMarq home page. Click on the “sign up for direct-deposit refunds or student payroll” link and follow the instructions.

1098–T Tax Forms

The 1098–T form is used to determine eligibility for any educational tax credits, such as the American Opportunity Credit, Lifetime Learning Credit or other education credits on form 1040 or 1040A. If a student's charges in a calendar year are more than a student's grants/scholarships and all IRS defined criteria are met, the student will be eligible to receive a tax form 1098–T each January. The first year, the student will need to grant consent to view the 1098–T online. Information and instructions will be sent to the eMarq account each December and January.
EXPENSE WORKSHEET 2013–14

A. Marquette Direct Costs/Fees
- Tuition: $34,200
- Student fees: $440
- Room and board (estimated on campus $10,730)
- Marquette costs subtotal (add lines A, 1–3): $_______

B. Financial Aid
- Marquette scholarships: $_______
- All grants (Pell, WTG, SEOG, Marquette, etc.): $_______
- Stafford Loan assistance: $5,500 minus 1.072 percent origination fee: $5,440
- Perkins Loan: $_______
- Outside private scholarships: $_______
- Financial aid subtotal (add lines B, 1-5): $_______

C. Net Owed to Marquette (Marquette Costs Less Financial Aid)
- Marquette costs subtotal (Line A, 4): $_______
- Financial aid subtotal (Line B, 6): $_______
- Balance owed to Marquette (subtract C, 2 from C, 1): $_______

* Room and board costs vary depending on the residence hall and number of roommates. For actual charges, refer to the 2013–14 Rate Guide at marquette.edu/mucentral/bursar.

** You must have a plan to cover the remaining balance. Each semester’s student invoice must be paid prior to the start of classes or the balance can be paid using the Parent Plus Loan or student alternative loan and/or the Marquette Monthly Payment Plan.

Notes:
- Federal Work Study and Marquette Student Employment are not included in the financial aid calculation. Employment earnings are not automatically applied to the bursar account. Payment is received biweekly based on the number of hours worked and the rate of pay.
- Billing occurs by semester. The semester I balance (charges minus deposits) is due in August. The semester II balance is due in January. Please review the various payment options in this handout and at marquette.edu/mucentral/bursar.

CHECKLIST

- **Now**
  - Assign bill payer Guest Access at checkmarq.mu.edu. Enter an email address to have e-bill notifications emailed to the guest.
  - Sign up for direct deposit for refunds in CheckMarq via the Bursar Quick Link on the home page.
  - Find the Marquette Central Access Number via the MCAN tab on the main CheckMarq homepage. All callers to Marquette Central must provide the MCAN and Marquette ID number.

- **By July 12**
  - Register for at least 12 credits to be billed as a full-time student.
  - Complete Stafford Entrance Counseling at marquette.edu/mucentral/dlentrance.
  - Complete Stafford electronic Master Promissory Note at studentloans.gov.
  - If awarded a Perkins, Nursing or Marquette Loan, accept and sign promissory note at signmyloan.com. Sign and return the Private Education Loan Applicant Self-Certification Form that is available on CheckMarq under TILA Disclosures.

- **After July 16**
  - Monitor eMarq account for notification of first ebill.
  - View the ebill in CheckMarq via the Bursar Quick Link. Contact the appropriate office with questions.
  - Contact the Office of Residence Life at 414.288.7208 with any housing or meal plan questions.
  - Sign up for the Marquette Monthly Payment Plan (MMPP) through Tuition Management System (TMS) at afford.com/marquette to pay the bursar balance in monthly installments.

- **August 5**
  - The first MMPP installment is due.

- **August 20**
  - Payment is due in full if not enrolling in the MMPP.

- **September 3**
  - Last day to add/drop classes or change to audit for fall term.
  - Contact Marquette Central for any issues related to registration blocks before this date.

- **September 15**
  - Last day to sign up for the MMPP. Please note: Missed installments need to be paid at enrollment.

- **December**
  - Sign up for the spring 2014 MMPP.
  - Grant consent to view your 1098–T in CheckMarq.

- **Jan. 1–Feb. 15, 2014**
  - Complete the 2014–15 FAFSA at fafsa.gov to meet the March 1 priority deadline for consideration of all financial assistance for 2014–15.
Please retain for your records

To comply with the Family Education Rights and Privacy Act (FERPA), Marquette Central requires the Marquette ID number and the Marquette Central Access Number (MCAN) before releasing any student information. Please have the Marquette ID number and the MCAN when contacting Marquette Central.

Students should record the information below for future reference.

1. Write down the nine-digit student Marquette ID found on the front of the student preview folder or on correspondence from Admissions.

2. The student should set up CheckMarq Guest Access. See the instructions on page 4.

3. Obtain an MCAN. Please see the instructions on page 5.

**Marquette ID** ____________________________

**MCAN**
(Marquette Central Access Number)

**Guest Access user name** __________________

**Guest Access password**
(Passwords expire every 180 days and must be reset by the student)

**Date password entered** ___________________