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 educational experience.
ONLINE RESOURCES

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, 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 username and password that allows students to check financial aid and bursar information, register for classes, check registration appointment times, and plan future terms. Quick links to frequently used areas are listed on the CheckMarq home page. If help is needed with a student password, call the ITS Help Desk 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.
- The university when 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 username and password, individuals selected by the student, such as parents, guardians or 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 tab.
- 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 that 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 offered and accepted aid. Guests cannot accept or decline financial aid.
- Grade Access allows guests to view midterm and final grades.
- Guest Access passwords expire every 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 available via online Guest Access.)

- Students can find the MCAN by clicking on the MCAN Quick Link tab on the main CheckMarq page.
- A student may grant authorization for others to receive his or her 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 admitted students.

- An email containing the username and temporary password is sent to the student’s personal email account after admission to the university.
- To reset a password, please visit reset.marquette.edu.
- 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.
FINANCIAL AID NEXT STEPS

Missing Information Letters

Missing Information Letters are emailed to a student’s eMarq account when the Office of Student Financial Aid requests additional information or documentation. Required documentation can also be viewed under the CheckMarq Student Center > To Do List. Required documents should be submitted within 30 days of the date of the initial request.

Financial Aid Notification (FAN)

View initial and updated FANs in CheckMarq by clicking the View my financial aid link on the Financial Aid Quick Link tab. A notification is emailed to the student’s eMarq account when the most recent FAN is available in CheckMarq. A copy of the FAN may be printed from CheckMarq at any time.

Prior to viewing a FAN or accepting aid each year, the student must grant consent to electronic communications by clicking on the “I Agree” button.

Accepting Financial Aid

Scholarships and grants are automatically accepted for students. Students may accept or decline offered loans and their work in CheckMarq by clicking on the accept/decline my financial aid link under the Financial Aid Quick Link tab. Students who wish to reduce the amount of aid offered may make this request by selecting the Request Counselor Actions feature in CheckMarq.

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 FSA ID.

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.

Optional Federal Direct Parent PLUS Loan/Alternative Loan

An 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 > 2016–17 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 4.272 percent origination fee. The fee will be automatically deducted before each semester’s disbursement. (Fee subject to change after Sept. 30, 2016.)
2. Verification of student and parent income. If eligible, the easiest and quickest way to verify FAFSA income for students and parents is to use the 2016–17 FAFSA Link to IRS tool once the 2015 Federal Tax Returns are filed and available on the IRS website. Do not make changes to transferred IRS data. Visit marquette.edu/mucentral/verify1617 to learn more about this process. Applicants not eligible to use the FAFSA IRS Data Retrieval Tool must submit signed copies of their 2015 Federal IRS Tax Return Transcript. Visit marquette.edu/mucentral/taxes1617 for information about obtaining a Tax Return Transcript.

Special Circumstances

Please contact Marquette Central for a Request for Consideration of Special Circumstances form if there are special or unusual circumstances not reflected on the 2016–17 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 mortgages, car payments or consumer debt. It is not the practice of Marquette University to match financial aid awards from other universities.

Reporting Additional Scholarships

Additional outside or private scholarships not listed on the student’s award must be reported to Marquette. 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: The student’s need-based aid may be modified as a result of receiving an outside scholarship.

Please send scholarship checks to:

Office of Student Financial Aid
Attn: Scholarship Assistant
Marquette University
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 the use of the FAFSA IRS Data Retrieval Tool or signed 2015 Federal IRS Tax Return Transcripts)?
2. Did the student accept all financial aid in CheckMarq?
3. Did the parent complete the Parent PLUS Loan Request form to apply for this loan (found at marquette.edu/mucentral > Forms – Financial Aid > Undergraduate forms > 2016–17 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 at studentloans.gov?
6. Is the student registered at least half time* on CheckMarq (six or more credits for undergrads, HESP and dental, and four or more credits for grad)?
* Full-time enrollment required for Marquette grants and scholarships.
7. Are there To Do List items listed on CheckMarq?
8. Is the student expecting Federal Work Study or Marquette Student Employment to be reflected as payment on the bill? Employment awards will not appear as a resource toward paying the bill. A biweekly paycheck is received or direct deposit is made into the student’s bank account based on hours worked and rate of pay. Enrolling in Direct Deposit is strongly recommended. Please follow the Direct Deposit procedures on page 13.

Reapplying for Financial Aid

Students must apply for financial aid every year. The 2017–18 FAFSA will be available to complete as of Oct. 1, 2016. For full financial aid consideration, the FAFSA must be filed no later than Jan. 15 to meet the Feb. 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 on the Academics Quick Link tab 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.

BURSAR NEXT STEPS

Electronic Billing: Initial Student Invoice

Marquette sends all invoices electronically. Initial electronic bills are expected to be generated on July 14, 2016. 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 e-bill 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.

Students will receive an email with a link to their CheckMarq account when the e-bill is ready to view. The e-bill will reflect “anticipated aid” and “expected charges” as of July 13, 2016. The e-bill due date is Aug. 23, 2016.
Payment Options

- Check (from parent, student, etc.). Please include the student’s name and Marquette ID Number on the payment.
  Office of the Bursar
  Marquette University
  P.O. Box 1881
  Milwaukee, WI 53201-1881
- Cash (in office only).
- Pay online at marquette.edu/mucentral > Make a payment.
  - Electronic payment (e-check). This is a direct debit from a checking or savings account via a secure Internet link.
  - Credit/debit card payment via phone (866.893.4518) or secure Internet link.
    - A convenience fee applies to credit/debit card payments.
    - Payment may be charged to MasterCard, VISA, American Express or Discover Card.
    - Refunds resulting from a credit card payment will be refunded back to the credit card.
- Direct credit from financial aid sources (grants, scholarships, loans, etc.).
- Enrollment in the Marquette Monthly Payment Plan.
The e-bill will include links to make an e-payment or credit card payment or the e-bill 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 payment plan is not available during summer terms. 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 Aug. 5. The spring semester program begins Jan. 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. Please refer to the bursar e-bill when setting up the MMPP. 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 will continue to receive a monthly e-bill 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 will be issued via direct deposit. 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 homepage. 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 2016–17

A. Marquette Direct Costs/Fees
1. Tuition ................................................................. $38,000
2. Student fees ......................................................... 470
3. Room and meals* (estimated on campus $11,440) ......................... $_______
4. Marquette costs subtotal: (add lines A, 1–3) ................................. $_______

B. Financial Aid
1. Marquette scholarships ................................................ $_______
2. All grants (Pell, WTG, SEOG, Marquette, etc.) .............................. $_______
3. Stafford Loan assistance: $5,500 minus 
   1.068 percent origination fee ........................................... 5,444
   (Subsidized, if eligible: $3,500; unsubsidized: $2,000) 
   Fees subject to change after 10/1/2016. 
4. Outside private scholarships ................................................ $_______
5. Financial aid subtotal: (add lines B, 1–4) .................................. $_______

C. Net Owed to Marquette (Marquette Costs Less Financial Aid)
1. Marquette costs subtotal (Line A, 4.) ...................................... $_______
2. Less tuition and housing deposit .............................................. 500
3. Financial aid subtotal (Line B, 5.) ............................................. $_______
4. Balance owed to Marquette** (subtract C, 2 and 3 from C, 1) ...... $_______

* Room and meals costs vary depending on the residence hall and number of roommates. For actual charges, refer to the 2016–17 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

• Follow us on Twitter @mucentral for important reminders.

• 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 (checkmarq.marquette.edu) via the Bursar Quick Link on the homepage.
  – Find the Marquette Central Access Number via the MCAN tab on the 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 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 14
  – Monitor eMarq account for notification of first e-bill.
  – View the e-bill in CheckMarq via the Bursar Quick Link.
  – 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 23
  – Fall payment is due in full if not enrolling in the MMPP.

• September 6
  – 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.

• October
  – Complete the 2017–18 FAFSA at fafsa.gov to meet the Feb. 1 priority deadline for consideration of all financial assistance for 2017–18.
  – The Marquette University school code is 003863.

• December
  – Reset CheckMarq Guest Access password for bill payer. (Passwords expire every 180 days.)
  – Sign up for the spring 2017 MMPP.
  – Grant consent to view your 1098-T in CheckMarq.

• January 10
  – Spring payment is due in full if not enrolling in the MMPP.
**Please Retain For Your Records**
To comply with the Family Educational 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 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.

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<thead>
<tr>
<th>Marquette ID</th>
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<tbody>
<tr>
<td>MCAN</td>
<td>(Marquette Central Access Number)</td>
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<tr>
<td>Guest Access user name</td>
<td></td>
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<tr>
<td>Guest Access password</td>
<td>(Passwords expire every 180 days and must be reset by the student)</td>
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<tr>
<td>Date password created</td>
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