NOTE: Prior to applying for financial aid, make sure you have applied for admissions to PCC. If you have not completed an admission’s application, you can do so by visiting our website at www.pittcc.edu and clicking on “Apply Now.”

1. Apply for a PIN number at www.pin.ed.gov. The PIN will serve as your electronic signature when completing the Free Application for Federal Student Aid (FAFSA). A signature page can be printed and mailed in lieu of the PIN, but the FAFSA will process quicker with a PIN.

2. Gather all paperwork needed to complete the FAFSA:
   a. Driver’s license
   b. Income tax returns & W2’s (parents also if dependent)
   c. Benefit statement from previous year if receiving SSI, Disability, Child support, Workman’s Compensation, etc.
   d. Investment records

3. Complete the FAFSA at www.fafsa.ed.gov. List PCC (School Code = 004062) as the school you would like to receive your results in Section 5 of the FAFSA.

4. You will receive a letter from the PCC Financial Aid Office requesting additional paperwork approximately two weeks after submitting your FAFSA. Paperwork requested varies by individual.

   *It’s important to make sure we have your correct mailing address on file. Check with the Registrar's Office if you are unsure.*

5. Submit all paperwork/copies requested of you to the PCC Financial Aid Office as soon as possible. You must also make sure you submit all official high school transcripts and official transcripts from any colleges/universities you have attended to the Registrar’s Office. Your award cannot be processed until all requested documentation including all transcripts have been received.

6. Allow approximately two to three weeks for you FA counselor to process your award once you have submitted all requested documentation.

7. Check the Status of your Aid; An award letter will be mailed to you, but you can also check the status of your aid by one of the following options:
   a. Option 1: MyPitt.CC Account > click the “PCC Services” icon in the “Launchpad” box. Financial Aid information will then be available for you under the “Student” area of PCC Services
   b. Option 2: Meet with your FA counselor during on-call hours

Financial Aid Advisor On-Call Schedule (By your last name)

<table>
<thead>
<tr>
<th>Janet Brewer (A-C) 8:00 – 9:30 a.m.</th>
<th>Rhonda Wells (D-G) 12:30 – 2:00 p.m.</th>
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<tbody>
<tr>
<td>252-493-7325</td>
<td>252-493-7616</td>
</tr>
<tr>
<td>Rosemary Johnson (H-L) 9:30 – 11:00 a.m.</td>
<td>Tonya Atkinson (M-P) 2:00 – 3:30 p.m.</td>
</tr>
<tr>
<td>252-493-7618</td>
<td>252-493-7589</td>
</tr>
<tr>
<td>Norman Manning (T-Z) 11:00 a.m. – 12:30 p.m.</td>
<td>Kalesha James (Q-S) 3:30 – 5:00 p.m.</td>
</tr>
<tr>
<td>252-493-7381</td>
<td>252-493-7404</td>
</tr>
</tbody>
</table>

Contact the Financial Aid Office at (252) 493-7339, or by visiting their office located in the Goess Student Center. You may also visit their webpage at: http://www.pittcc.edu/academics/financial-aid/index.html

Revised: 5/2/2011 8:29 AM