



# Financial Aid Cheat Sheet

**Important Links:** (Bookmark these!)

**View Financial Aid Status:**

Financial Aid -> View Financial Aid Status

**View Award Term Summary**

Financial Aid -> Awards -> View Term Award Summary

## Checklists:

Code	Status	Meaning
<b>LFAFSA</b>	Completed	Valid FAFSA is on file
<b>LFAFSA</b>	Initiated	ISIR is not valid, check the comment code in "ISIR Information"
<b>LFCITY</b> <b>LFMESA</b> <b>LFMIRA</b>	Initiated	Student's College of Record (COR) is City/Mesa/Miramar College. If you pull up a student record and the checklist item does not match your college <b>take no further action</b> and direct the student to the appropriate campus.
<b>LATBCD</b>	Initiated	Student is required to submit proof of either a high school diploma or equivalent (GED).
<b>LFILEC</b>	Initiated	Student has all required documents submitted, ready for review by FA Tech
<b>LNOFA</b>	Initiated	When a student ISIR is uploaded it is compared with the student's academic plan with the college. The academic plan is not an eligible plan for Title IV federal aid. This 'checklist item' will be automatically posted as 'Initiated.'
<b>LNOFA</b>	Completed	Student has been cleared by the Limbo process and has updated their academic plan to an FA eligible plan.

## Posting Status:

- Initiated – All items start with this status
- Received – Document submitted by student for review
- Completed – Document review process completed

**Do not use any other drop-down status options, unless otherwise specified.**

For a list of checklists used and instructions for each, please visit:

<https://www.sdccd.edu/mysdccd/staff/financial-aid/fa-checklists.aspx>

## Notes:

- If you need to add additional verification items to the student, be sure to use the appropriate LFCITY/LFMESA/LFMIRA checklist to ensure you're adding the documentation item to the right student and college of record.
- Due Dates should always match the date present in the checklist.
- Always check the campus of record and that it matches your college.
- Be sure to allow pop-ups in the window in order to add/modify checklists, comments and communications
- Use User Defaults Setup SACR -> User Defaults to reduce the amount of data entry required