1.) HOW DO I APPLY FOR FINANCIAL AID?
1. Create a FAFSA ID.
3. Follow instructions.
4. GPTC School Code: 016582

2.) HOW CAN I SEE WHAT I’VE BEEN AWARDED FOR THE YEAR?
1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select My Award Information.
4. Select the current term.
5. Select Award for Aid Year.

3.) HOW CAN I SEE MISSING DOCUMENTS NEEDED FOR FINANCIAL AID?
1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select Overall Eligibility.
4. Select My Overall Eligibility.
5. Select the current term.
6. Select student requirements.
7. Select holds.
8. Select Academic Progress.

4.) HOW DO I ACCEPT MY FINANCIAL AID AWARD(S)?
1. Log into Banner Web.
2. Click on Student and Financial Aid.
3. Click on My Award Information.
4. Click on Award for Aid Year.
5. Click on the term and conditions tab and accept the terms.
6. Finally, click on the tab Accept Award Offer, and you will see the aid you have been awarded.

5.) HOW CAN I SUBMIT A SAP APPEAL?
2. Select Current Students.
4. Select How to Apply for & Keep your Financial Aid.
5. Select Financial Forms You May Need.
6. The SAP Appeal forms are online. You can scroll down to either SAP Appeal form or SAP MAX Appeal Form.

To view SAP Appeal decision in Banner:
• Log into Banner Web.
• Select Financial Aid.
• Select My Overall Status of Financial Aid.
• Select the Aid Year.
• Click on the word messages and view the message regarding your SAP Appeal.

6.) HOW CAN I RETRIEVE TAX TRANSCRIPTS?
2. Under Tools, Select Get a Transcript.
3. You may choose to get them online or in the mail.
4. Under First Time Users, select Get Started. Indicate if you choose to retrieve online or by mail.
5. You may also request your tax transcript by phone, 1-844-545-5640.
7.) HOW DO I REGISTER FOR CLASSES?
1. Log into Banner Web.
2. Click on Student and Financial Aid.
3. Click on Registration.
4. Click on Add/Drop Classes.

8.) HOW DO I VIEW MY CLASS SCHEDULE?
1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select Registration.
4. Select Student Detail Schedule.

9.) HOW CAN I SEE WHICH HOLD ARE ON MY ACCOUNT?
1. Log into Banner Web.
2. Select Student and Financial Aid.
4. Select My Eligibility.
5. Select the current term, student requirements, and then holds.

10.) HOW DO I VIEW MY GRADES OR UNOFFICIAL TRANSCRIPT?
1. Log into Banner Web.
2. Click on Student and Financial Aid.
3. Click on Student Records.
4. Click on Academic Transcript.
5. Select all levels and student advisement copy from the drop down menus. Click submit.

11.) HOW CAN I MAKE A SINGLE PAYMENT?
1. Log into Banner Web.
2. Click on Student and Financial Aid.
3. Click on Registration.
4. Click on Add/Drop Classes.

12.) HOW CAN I REQUEST AN OFFICIAL TRANSCRIPT?
2. Select current students.
3. Select Registrar’s Office.
4. Select Transcript Request.
5. Select Official Transcript Request.
6. Click Begin Order.

13.) HOW CAN I ENROLL IN A PAYMENT PLAN?
1. Log into Banner Web.
2. Choose Payment Plan Options.
3. This link will direct you to Nelnet.
4. Follow the remaining instructions.

14.) HOW CAN I CHECK MY ACCOUNT BALANCE?
1. Log into Banner Web.
2. Select Student and Financial Aid.
3. Select Student Records.
4. Select Account Detail by Term.