Student Scholarships and Grants Procedures Manual for
High School Counselors
Academic Year 2018-19
Dear High School Counselor:

As a counselor, you perform a variety of job duties including being a student advocate, providing guidance through conflict resolution, assisting with college and career preparation, and so much more. We appreciate the work that you do. To assist you with communicating college affordability options with your students, we are happy to provide you with this manual.

Student Scholarships and Grants (SSG) and MI Student Aid, within the Student Financial Services Bureau in the Michigan Department of Treasury, works to remove barriers for Michigan students by providing aid programs, resources, and information. Our programs provide more than $130 million to over 75,000 Michigan students annually.

The Student Scholarships and Grants Procedures Manual for High School Counselors provides information on:

- Eligibility information for State aid programs.
- Overview of our data management system, MiSSG.
- Functions within the MiSSG High School Counselor Portal and the MiSSG Student Portal.
- Navigating SAT information, FAFSA completion data, and Tuition Incentive Program (TIP) eligibility information in MiSSG.
- MI Scholarship Search and MI Student Aid publications.

As our partner, we want to work with you. If you have questions or suggestions, please contact our Customer Care Center at 1-888-447-2687 or mistudentaid@michigan.gov.

Sincerely,

Carla Foltyn, Director
Student Scholarships and Grants
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Michigan Department of Treasury – Student Financial Services Bureau

The Student Financial Services Bureau (SFSB) is housed within the Michigan Department of Treasury and is publicly branded as MI Student Aid.

Divisions within SFSB include:

- **Student Scholarships and Grants (SSG)**
  - SSG administers student financial aid programs and essential services to students and families relative to college access.

- **529 Savings Plans**
  - Includes:
    - Michigan Education Trust (MET)
    - Michigan Education Savings Program (MESP)

- **Student Loan Repayments**
  - The Student Loan Repayment Division no longer guarantees or issues new loans; instead, the division works to assist borrowers with default aversion, forgiveness/discharge programs, student payment plans, consolidations, and rehabilitations.
  - This division also administers the MiABLE program, a tax advantaged savings program for individuals with disabilities.
  - Includes:
    - Michigan Guaranty Agency (MGA)
    - Student Loan Programs (SLP)

**Role of SSG**

SSG is responsible for:

- Determining eligibility for MI Student Aid programs.
- Managing State program funds.
- Disbursing State funds to postsecondary institutions on behalf of students.
- Maintaining data integrity and reporting.

**MI Student Aid Services**

MI Student Aid is actively involved in promoting postsecondary education, financial education, and financial aid options to Michigan students and families.

**Web Site Services**

The MI Student Aid Web site at [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid), provides scholarship search support to students and families with online resources.

*High School Counselor Portal*

Provides access for authorized high school counselors to the [MiSSG High School Counselor Portal](http://mistsg.org).

*MI Scholarship Search*

The MI Scholarship Search tool helps connect students with hundreds of possible place-based scholarship opportunities provided by different organizations throughout the state.

*MI Student Aid Publications*

The following free publications contain information about SSG programs.

- **Affording College in Michigan Guidebook** – A guidebook that provides information to Michigan students on how to prepare academically and financially for college. The guidebook includes checklists and resources.
- **Financial Aid Common Mistakes for 2019-20** – A two-sided flyer that explains common mistakes and helpful tips when applying for financial aid.
• Michigan Postsecondary Options Poster – A large poster that displays Michigan’s postsecondary options on a map.
• MiSSG Student Portal Informational Card – A card that provides information on accessing the MiSSG Student Portal.
• 2018-19 Programs at a Glance Flyer – A two-sided quick reference for SSG programs.
• Tuition Incentive Program Poster – A large poster that promotes the Tuition Incentive Program (TIP). The poster highlights program eligibility, application process, and contact information.
• Tuition Incentive Program Flyer – A two-sided flyer that explains the Tuition Incentive Program (TIP). The flyer highlights program eligibility, application process, participating institutions, and contact information.

**MI Student Aid Video Library**
An online video library produced by MI Student Aid Outreach.

**MI Student Aid Event Requests**
Online event requests can be submitted for the following:

*Collegiate Reality*
In a student focused financial aid overview, students learn about college options, college financing resources, and college success strategies. Students will also become familiar with and understand how to interpret an award letter, using it to craft college financing strategies. Suggested for 11th and 12th graders.

*Campus Reality*
A classroom-size board game where students are introduced to life on a college campus. Students analyze financial aid sources and academic college choices as they evaluate college success strategies. Rolling dice as they move around the board, students attempt to complete a semester of college. Students get exposure to the decisions they will face when they enter the world of postsecondary education. Facilitators usually share personal experiences and advice. Suggested for 11th graders, 12th graders, and college freshman.

*View MI Student Aid Calendar of Events*
Displays all of the scheduled events at all locations across Michigan.

**MI Student Aid Customer Care Center**
The Customer Care Center provides assistance to students, families, high school counselors, college financial aid offices, and college access professionals.
The Customer Care Center is a team of individuals who are eager to help with general questions about types of financial aid available, State aid eligibility, how to search for scholarships, assist with accessing MiSSG, and much more.
Contact the Customer Care Center:
• Phone: 1-887-447-2687
• Email: mistudentaid@michigan.gov

**GovDelivery**
Program updates and information are sent to high school counselors and lead administrators via GovDelivery.
If you currently do not receive our GovDelivery emails, please send an email to mistudentaid@michigan.gov to request that you are added to the listserv for high school counselors or lead administrators. Please review and reference this to keep up-to-date on important State of Michigan aid program information.

**State of Michigan Financial Aid Programs**
All programs are subject to available and approved funding; award parameters are subject to legislative changes.

*Eligibility for all State programs requires:*
• Michigan residency.
• U.S. citizenship, permanent residency, or approved refugee status.
  • Undocumented students do not satisfy this requirement.
• A Free Application for Federal Student Aid (FAFSA).
  o Dual Enrollment is the exception to this requirement.
• Usage at an approved Michigan college or university.
  o Approved colleges and universities for Dual Enrollment are determined by the Michigan Department of Education (MDE).
• A student not be in default for either a Federal or State student loan.
• A high school diploma, certificate of completion, or its recognized equivalent.
  o Dual Enrollment is the exception to this requirement.
• A student meets Satisfactory Academic Progress (SAP) institutional standards.

**State of Michigan Financial Aid Programs**

All programs are administered in accordance with legislative direction and per administrative rules approved by the Michigan Department of Treasury’s Student Financial Services Bureau.

Please see each program’s Fact Sheet for additional details.

**Children of Veterans Tuition Grant (CVTG)**

The Children of Veterans Tuition Grant (CVTG) provides undergraduate tuition assistance to the children of qualified Michigan veterans who are deceased, totally and permanently disabled, or missing in action (MIA), due to a service-connected injury or illness.

**CVTG Quick Reference:**
- Submission Deadline: None
- Special Application: Yes, one-time.
- AY2018-19 Award Amount: $2,800

**Dual Enrollment (DE)**

The Michigan Department of Education (MDE) administers the Dual Enrollment program allowing students to earn college credit while in high school. MDE works closely with SSG for students attending private high schools. Payments are made to eligible institutions for high school students from private high schools who dually enroll in college courses. Detailed information is available on the MDE Web site.

**Fostering Futures Scholarship (FFS)**

The Fostering Futures Scholarship (FFS) provides awards designed to assist former foster care students with college expenses. The State of Michigan works with individuals, community organizations, and businesses to encourage charitable contributions that go toward FFS funds.

**FFS Quick Reference:**
- Submission Deadline: June 30
- Special Application: Yes, annual.
- AY2018-19 Award Amount: $3,000

**Michigan Competitive Scholarship (MCS)** – The Michigan Competitive Scholarship (MCS) provides renewable scholarships for undergraduate students attending eligible Michigan postsecondary institutions. Awards are based on both academic merit and financial need.

**MCS Quick Reference:**
- Submission Deadline: March 1
- Special Application: No, just FAFSA.
- AY2018-19 Award Amount: $1,000

**Michigan Tuition Grant (MTG)** – Provides need-based renewable scholarships for undergraduate students attending eligible private or independent degree-granting non-profit institutions.

**MTG Quick Reference:**
- Submission Deadline: March 1
Police Officer’s and Fire Fighter’s Survivor Tuition Grant (STG) – The Police Officer’s and Fire Fighter’s Survivor Tuition Act provides for the waiver of tuition at a Michigan community college or public university for children and surviving spouses of Michigan police officers and fire fighters killed in the line of duty. The program is intended to provide an educational benefit to the spouse and children of police officers and fire fighters who made the ultimate sacrifice for their communities and the citizens of Michigan.

STG Quick Reference:
- Submission Deadline: None
- Special Application: Yes, annual.
- AY2018-19 Award Amount: Varies

Talent for Tomorrow Scholarship (TTS) – Assists low-income students with the cost of obtaining a qualifying degree or credential in a high-demand field from an approved Michigan postsecondary institution.

TTS Quick Reference:
- Submission Deadline: None
- Special Application: TBD
- AY2018-19 Award Amount: Varies

Tuition Incentive Program (TIP) – A program that encourages high school completion with the incentive of tuition assistance in college. Eligible students are those who have or have had Michigan Medicaid coverage for 24 months within a 36-consecutive month period as identified by the Michigan Department of Health and Human Services (MDHHS).

TIP Quick Reference:
- Submission Deadline: August 31 of senior year.
- Special Application: Yes, one-time.
- AY2018-19 Award Amount: Varies

MiSSG for Students

Overview of MiSSG for Students

The MiSSG Student Portal allows students to create an account, complete State aid program applications, monitor State aid eligibility, and transfer institutions. For students to gain access, they must have a current-year FAFSA on file or have a Tuition Incentive Program (TIP) record to create an account. The student must also have their Social Security number (SSN) to create an account. The MiSSG Student Portal is available at www.michigan.gov/missg.
Eligibility for State aid programs is evaluated based on the first college listed on the FAFSA. If the student's college choice changes, there are three options to update:

1. The student makes an update to their FAFSA by logging into [fafsa.gov](http://fafsa.gov).
2. The student creates a [MiSSG Student Portal](https://www.missg.org) account and transfers their institution.
3. The student contacts our Customer Care Center at 1-888-447-2687 to complete the transfer over the phone.
MiSSG for High School Counselors

Overview of MiSSG for High School Counselors
MiSSG allows high school counselors, referred to as High School Users, to work with student records, review FAFSA completion data, identify which of your students meet the merit portion of the Michigan Competitive Scholarship, and identify which of your students are eligible for the Tuition Incentive Program.

The MiSSG High School Counselor Portal is available at [www.michigan.gov/missg](http://www.michigan.gov/missg).

Accessing MiSSG

**MiSSG Data Use Agreement**

The [MiSSG Data Use Agreement](http://www.michigan.gov/missg), is an agreement signed by the high school principal or superintendent to maintain the security and confidentiality of information shared between SSG and authorized MiSSG High School Users.

The MiSSG Data Use Agreement must be submitted electronically to [mistudentaid@michigan.gov](mailto:mistudentaid@michigan.gov) after being completed by the high school principal or superintendent annually.

**Who Can Have Access?**

An authorized High School User must be an employee of the high school or Intermediate School District (ISD), who has direct contact with students, and is housed within the high school building.

College access partners may be listed on the Secondary Partner Roster section of the MiSSG Data Use Agreement. Secondary partners will not have direct access to MiSSG, but may view reports provided to them by an authorized MiSSG High School User.

**Annual Renewal**

A MiSSG Data Use Agreement must be renewed each academic year. All High School User accounts are deactivated June 30 and data for the current class of graduating students cannot be accessed after June 30 of the current year. Upcoming academic year MiSSG Data Use Agreements are available beginning July 1.

**Access Dates/Welcome Email Timeline**

MiSSG Data Use Agreements are processed on a first come, first served basis. Authorized High School Users will receive a “Welcome to MiSSG” email with detailed login instructions.

For a list of 2018-19 access dates, please review the [2018-19 High School User Access Schedule](http://www.michigan.gov/missg).

**Log In For the First Time**

**User Name**

The User Name is provided in the “Welcome to MiSSG” email.

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**Welcome to MiSSG!**

Hello Jennifer,

By request, a new MiSSG user account has been created for you at AAA High School.

Please follow the instructions below to sign in for the first time and activate your account.

**User Name:** maurerjen
To log in to MiSSG, access [www.michigan.gov/missg](http://www.michigan.gov/missg) and click on the ‘High School Counselor Portal’ button.

Note: The MiSSG Web portal is currently only officially compatible with Internet Explorer. If your school does not have access to Internet Explorer, please contact us for technical support/alternatives.

Enter your assigned ‘User Name’ and click the ‘Log In’ button.
Registering Your Computer

On the next screen, you will be prompted to register your computer.

The ‘Registration Code’ will arrive at the email address associated with your account shortly.

Note: The registration code was sent when you clicked the ‘Log In’ button on the previous screen, but can take up to a few minutes to be processed by your school’s email server. Additionally, you may want to check your Junk folder before contacting MI Student Aid for help.

Copy and paste the registration code from your email into the ‘Registration Code’ field on the MiSSG ‘Computer Registration’ screen. After you enter the ‘Registration Code,’ you should check the checkbox to register your computer. Doing so will store the ‘Registration Code’ as a cookie in your browser and reduces the likelihood of having to complete the registration process again.

Personal Image Selection
Select a ‘Personal Image.’
Password
High School Users received a ‘Temporary Password’ in the “Welcome to MiSSG” email.

Enter your ‘Password.’ And click the ‘Log In’ button.

Note: Users entering a temporary password will follow the prompts to establish a new password on subsequent screens.

Unlocking Your Account
You may receive a message that your MiSSG Account has been locked for one of the following reasons:

- An incorrect ‘Temporary Password’ assigned to the user was entered.
- An incorrect ‘Registration Code’ was entered.
- Internet Explorer 7 or greater is not being used.
- Multiple browsers are open, you must close out of all other browsers.
To have your account unlocked, email mistudentaid@michigan.gov or call 1-888-447-2687.

Inside MiSSG

MiSSG Menu
Clicking on the ‘MiSSG’ or ‘High School’ menu items will expand a sub-menu with additional options.
MiSSG News
Updates and important information are available for reference on the ‘News’ screen. This is the default page that is displayed after logging in.

MiSSG High School Profile
High School Users have access to update their assigned ‘High School Profile.’ To update the profile, click on ‘High School Profile’ from the MiSSG Menu. It is important to keep this information up-to-date so our office has a direct point of contact at your school.
Review the high school profile to determine if any updates are needed. Select ‘Update’ if changes need to be made.

Sources of Data: Assigning Students to a High School
MiSSG receives three sources of data identifying which high school a student might be attending. Students are assigned to a high school based on the most recent data received by MiSSG.

The three sources of data are:
1. SAT Records received from CollegeBoard.
2. Center for Educational Performance and Information (CEPI) School Count Data.
3. Tuition Incentive Program (TIP) data from MDHHS.

Data Updates: Assigned High School
The two ways that MiSSG updates data are from automatic updates and from user updates.

Automatic Updates
Most automatic updates happen in December and May each year when CEPI Head Count Data is loaded into MiSSG. This may update a student’s high school code and/or high school graduation year.

User Updates
Members of our office will update a student’s record at the request of the student. Additionally, high school counselors may request that a student’s record is updated or transferred to or from their high school.

Student Data Timeline

<table>
<thead>
<tr>
<th>Month</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>2019-20 FAFSA upload begins.</td>
</tr>
<tr>
<td>November</td>
<td>File from MDHHS.</td>
</tr>
<tr>
<td>December</td>
<td>CEPI enrollment data (school location and graduation data).</td>
</tr>
<tr>
<td>March</td>
<td>SAT Records (October – January test dates).</td>
</tr>
<tr>
<td>April</td>
<td>2019-20 FAFSA upload continues.</td>
</tr>
<tr>
<td>May</td>
<td>CEPI Spring enrollment data (school location and graduation data).</td>
</tr>
<tr>
<td>July</td>
<td>2019-20 FAFSA upload stops.</td>
</tr>
<tr>
<td>August</td>
<td>SAT Records (March – June test dates). CEPI Summer enrollment data (school location and graduation data).</td>
</tr>
</tbody>
</table>
Adding or Removing Students

**Students Missing from High School Lists**

Students are assigned to a high school based on the most recent data received by MiSSG. If a student is not listed, high school counselors may request that a student’s record is updated or transferred to their high school. To make such a request, email mistudentaid@michigan.gov and include the student’s name, date of birth, and a note to transfer the student to your high school.

**Removing Students from High School Lists**

Students are assigned to a high school based on the most recent data received by MiSSG. If a student is on your list that should not be, high school counselors may request that a student’s record is updated or transferred from their high school. To make such a request, email mistudentaid@michigan.gov and include the student’s name, date of birth, and a note to transfer the student from of your high school.

**SAT Records**

**SAT Scores**

High School Users can utilize MiSSG to view student SAT scores and perform some tasks within the records, including associating Social Security numbers. To be considered for the Michigan Competitive Scholarship (MCS), students must score a minimum of 1200 on the SAT.

Note: Counselors are encouraged to communicate with students who meet the qualifying SAT score that to be considered for MCS, a SSN must be on file for the SAT score and the student must complete a FAFSA prior to the March 1 deadline.

**Review SAT Records**

You can search for an individual student record or choose to leave all fields blank and select ‘Search’ to see a list of all current SAT records associated with your school.
Updating a SAT Record

High School Users have access to update certain fields of a student’s SAT Record, including:

- Last Name
- First Name
- Social Security Number
- High School Graduation Year

1. To update a SAT record, click ‘High School’ from the MiSSG Menu.

2. Click on ‘ACT/SAT Search.’
3. Enter student information and click ‘Search.’

Note: Leaving all fields blank will return all student SATs assigned to your school.

To update the SAT record, click on the ‘Last Name’ hyperlink.

**Importance of Social Security Number on SAT Records**

If a student does not have a SSN ‘ON FILE’ for a SAT score, MiSSG is unable to pair the score with the incoming FAFSA and thus will not be used to consider the student for MCS.
**Duplicate Student Records**

If a student’s record is missing the SSN, the record will be treated as a separate student. MiSSG will automatically update a student’s SAT, FAFSA, and TIP records with the SSN when an exact match is made with all the following data elements:

- First name
- Last name
- Date of birth

If MiSSG cannot match all of the above data elements, no automatic update will be performed.

**FAFSA Completion Data**

High School Users have access to see which of their students have completed a current-year FAFSA. We encourage you to use this tool as you work with your students on FAFSA completion efforts.

FAFSAs are loaded into MiSSG within a few days from the date the Federal Government receives the submitted FAFSA. Only students who are identified as potential Michigan residents on the FAFSA will be included with the load.

**FAFSA Completion List**

Note: High School Users will only have access to FAFSA completion data for current students assigned to their high school, not former graduates.

To view your students FAFSA completion status, click on ‘FAFSA Completion Data’ from the High School menu.

**FAFSA Completion Data Export Feature**

When viewing your student list, you have the option to export the list to Excel (or any software capable of opening a .xlsx file type). To export this list, scroll to the top of the ‘FAFSA Completion Data’ student list and click ‘Export to Excel.’
TIP Student List and TIP Lookup

High School Users can view which of their students are eligible for the Tuition Incentive Program (TIP) and their current application status, which is updated each time the page is loaded. Counselors are encouraged to work with students individually who are identified as TIP eligible to explain program requirements, TIP benefits, and the application process.

Completing a TIP Application

The application must be completed before August 31 of the student’s graduating year from high school (or its recognized equivalent) and before their 20th birthday to maintain TIP eligibility.

There are two ways for a student to complete the TIP application:
1. Create a MiSSG Student Portal account at www.michigan.gov/missg and complete the application.
2. Note: To create an account, the student must enter their SSN.
3. Contact our Customer Care Center at 1-888-447-2687 and complete the application over the phone.

View TIP Student List

MiSSG uploads a file from MDHHS annually. The file contains students who meet the Medicaid eligibility requirement for TIP as determined by MDHHS.

To view the ‘TIP Students’ list, click on ‘TIP Students’ from the High School Menu.
Note: A high school graduation date must be on file for a student to display on the list.

**TIP Status Definitions**

- **Eligible – App Complete:** Student is TIP eligible and has completed the TIP application.
- **Eligible – App Incomplete:** Student is TIP eligible, but has not completed the TIP application.
- **Not Eligible:** Student does not currently meet the eligibility requirements, but should follow up with our office to verify their record.

**TIP Students List Export Feature**

When viewing your TIP Students list, you have the option to export the list to Excel (or any software capable of opening a .xlsx file type). Scroll to the top of ‘TIP Students’ and click the ‘Export to Excel’ button to export your list.

**Lookup TIP Student**

High School Users can utilize the ‘Lookup TIP Student’ feature to search for students who they believe may be TIP eligible, but are not currently displayed on the ‘TIP Students’ list. To search for a student, scroll to the top of the ‘TIP Students’ list and click the ‘Lookup TIP Student’ button.

You can search for a student using their:

- SSN and Date of Birth; or,
- UIC and Date of Birth.

**Confidentiality of TIP Data and Best Practices**

While it is important that counselors work with TIP eligible students to inform them of their eligibility and college financing options available with TIP funds, it is equally important that counselors use best practices in avoiding public or overt identification of TIP eligible students.

Public or overt identification is any action that may result in a student being recognized as eligible for TIP funds. At no point in the process of identifying, notifying, and counseling students, should a student’s TIP eligibility status be publicly disclosed. The names of TIP eligible students should never be published, posted, or announced in any manner.
The following are examples of recommended best practices to implement when working with TIP eligible students:

- Communicating privately with individual students and families regarding their TIP eligibility status.
- Sending notices home in plain, white envelopes, or sending notices with other communication materials sent to all students and families.
- Allowing only authorized school staff trained in FERPA confidentiality requirements who have a need to access a student’s TIP eligibility information to communicate with the student and family regarding their TIP status.
- Only authorized MiSSG High School Users access MiSSG to identify TIP eligible students.
- Holding a meeting or assembly for TIP eligible and non-eligible students which includes TIP information.
- Removing, masking, or coding information to prevent unnecessary and unauthorized access to information regarding students’ TIP eligibility.

**MCS Qualifying Student List**

It is important for counselors to know which of their students scored high enough on the SAT to meet the merit portion required for MCS consideration. Counselors are encouraged to communicate with students who meet the qualifying score to make them aware of MCS eligibility requirements and to recognize students with qualifying scores.

To view your MCS Qualifying Student List, click on ‘Print MCS Qualifying Students’ from the MiSSG Menu.
Importance of Social Security Number

If a student does not have a SSN on file for a SAT score, MiSSG is unable to pair the score with the incoming FAFSA and thus will not consider the student for MCS. To add a SSN to a student’s record, review the section ‘Updating a SAT Record’ on page 14.

Letter for MCS Qualifying Students

Class of 2019 students who achieved a qualifying SAT score of 1200 or higher should be notified by their counselor with the ‘Letter for MCS Qualifying Students.’ The letter explains the MCS eligibility requirements of the award to the student.

MCS Certificate of Achievement Template

Class of 2019 students who achieved a qualifying SAT score of 1200 or higher are eligible to receive the MCS Certificate of Achievement. Such a Certificate of Achievement does not guarantee that a student will receive the monetary portion of MCS. A fillable template for the Certificate of Achievement will be available in MiSSG early 2019. If you choose to make certificates for the students with a qualifying SAT score of 1200 or higher, please accompany the certificate with the Letter for MCS Qualifying Students.
Disclaimers and Disqualifications

The information in this document was compiled by the Student Scholarships and Grants division, Student Financial Services Bureau, Michigan Department of Treasury and provided as a courtesy. SSG retains the right to change any information and policies contained in this manual. All programs are subject to approved and available funding.