

# To Do List Instructions

The **To Do List** will display items needed by specific departments in order to complete a process or application.

Click on details under To Do List.

The screenshot shows the 'Tina's Student Center' dashboard. At the top right, there are links for 'Home' and 'Sign out'. On the left is a 'Menu' sidebar with a search box and a list of categories including 'Self Service', 'Academics', 'Finances', and 'Personal Information'. The 'Student Center' option is highlighted. The main content area is divided into several sections: 'Academics' (with links for Search, Shopping Cart, Enrollment, My Academics, and a 'Fall 2008 Schedule' table), 'Finances' (with 'My Account' and 'Financial Aid' sections), and 'Personal Information' (with 'Contact Information'). On the right side, there are several utility boxes: 'SEARCH FOR CLASSES', 'Holds', 'Financial Aid', 'To Do List', 'Enrollment Dates', 'Advisor', and 'Useful Links'. The 'To Do List' box contains the item '09 Verification Dependent' with a 'details' link, which is circled in black. The 'Advisor' box shows 'Thomas Storm' as the 'Program Advisor'.

Home | Sign out

### Menu

Search:

- Self Service
  - Class Search / Browse Catalog
  - Academic Planning
  - Enrollment
  - Campus Finances
  - Campus Personal Information
  - Academic Records
  - Degree Progress/Graduation
  - Transfer Credit
  - Student Center**
  - Change My Password

### Tina's Student Center

#### Academics

[Search](#) [Shopping Cart](#) [Enrollment](#) [My Academics](#)

Deadlines URL

##### Fall 2008 Schedule

Class	Schedule
ENV STDS 375-001C LEC (92439)	TuTh 11:30AM - 1:00PM Swart Hall 240

Grades, STAR & More

[weekly schedule](#) [enrollment shopping cart](#)

#### Finances

##### My Account

[Account Inquiry](#) [Payment Profile](#)

##### Financial Aid

[View Financial Aid](#) [Accept/Decline Awards](#)

##### Account Summary

**You owe 691.56.**

- Due Now 0.00
- Future Due 691.56

Currency used is US Dollar.

[make a payment](#)

#### Personal Information

Contact Information

#### SEARCH FOR CLASSES

#### Holds

Financial Aid [details](#)

#### To Do List

**09 Verification Dependent** [details](#)

#### Enrollment Dates

[Open Enrollment Dates](#)

#### Advisor

**Program Advisor**  
Thomas Storm [details](#)

#### Useful Links

[Titan Web Help](#)  
[Add, Drop and Fee Deadlines](#)  
[Services for Current Students](#)

Click on each individual **To Do Item** for a detailed description and further instructions.

For example, this To Do item is informing the student to complete a Dependent Verification Worksheet for Financial Aid. Once you click on this item, you will get further instructions.

The screenshot displays a student portal interface. At the top right, there are links for 'Home' and 'Sign out'. The user's name, 'Tina Titan', is shown next to a 'go to ...' dropdown menu. Below this is the 'To Do List' section, which contains a table with the following data:

Item List				
To Do Item	Due Date	Status	Institution	Administrative Function
<a href="#">09 Verification Dependent</a>	05/24/2008	Initiated	UW Oshkosh	Financial Aid

Below the table is another 'go to ...' dropdown menu. On the left side, there is a 'Menu' section with a search bar and a list of navigation options: Self Service, Class Search / Browse Catalog, Academic Planning, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Degree Progress/Graduation, Transfer Credit, Student Center, and Change My Password.

The To Do Item Detail will give you a detailed description of what information is required.

It is important to submit all information as soon as possible! There will be contact information listed with an email address if you have questions about the To Do Item.

If the description is requesting a form/worksheet, click on [Financial Aid Forms](#). A new browser window will open and you will be linked to the UW Oshkosh Financial Aid Office forms page.

The screenshot shows a web application interface with a blue header bar containing 'Home' and 'Sign out' links. On the left is a 'Menu' sidebar with a search box and a list of navigation options: Self Service (Class Search / Browse Catalog, Academic Planning, Enrollment, Campus Finances, Campus Personal Information, Academic Records, Degree Progress/Graduation, Transfer Credit), Student Center, and Change My Password. The main content area is titled 'To Do List' and 'To Do Item Detail' for 'Tina Titan'. The detail section states that the Financial Aid Office has received the application but it is incomplete. It provides instructions on how to handle the request, including a list of three steps: print the page, complete the request, and submit to the Financial Aid Office. A note emphasizes including name, student ID#, and signature. Below this is a section for '09 Verification Dependent' with fields for Aid Year (2009), Contact, Academic Institution (UW Oshkosh), Administrative Function (Financial Aid), and Due Date (05/24/2008). A 'Comments' section at the bottom provides further instructions on completing the 2008-2009 Dependent Verification, mentioning the need to print forms and include W-2 forms. A link for 'Financial Aid Forms' is circled in red at the bottom of the page.

Home | Sign out

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## To Do List

### To Do Item Detail

#### Tina Titan

The Financial Aid Office has received your financial aid application. Your application is incomplete until we receive the following items. The information is year specific.

If the description of the To Do item requests a form/worksheet be completed, click [Financial Aid Forms](#) to print the form.  
If there is no corresponding form/worksheet requested in the description of the To Do item:

1. Print this page.
2. Complete the request.
3. Submit to the Financial Aid Office - Dempsey 104.

\*\*Make sure you include your name, student ID# and signature on all information submitted.

#### 09 Verification Dependent

**Aid Year:** 2009

**Contact**

**Academic Institution:** UW Oshkosh  
**Administrative Function:** Financial Aid  
**Due Date:** 05/24/2008  
**Contact:**

**Comments**

Complete the 2008-2009 Dependent Verification. Print the required forms by clicking on 'Financial Aid Forms' at the bottom of this page. Include a copy of your and your parent's 2007 W-2 forms. You and your parent must sign all required documents. (Aid year: 2008-09)

[Financial Aid Forms](#)

Find the correct form/worksheet that needs to be completed. In this example, the student must complete a 2005-2006 Dependent Verification Worksheet. By scrolling down, you can locate the correct form.

\*\* Be sure to select the right academic year that the To Do Item specifies!

Click on the appropriate form. Print the form. Complete the form and submit the form and supporting documents to the **Function** (or department) listed for the specific To Do Item. In this example, the **Function** is Financial Aid. \*\* Make sure all forms submitted include your name, student ID#, and all required signatures!

UWO HOME TITANWEB ADMISSIONS GRAD SCHOOL

THE UNIVERSITY OF WISCONSIN

# Financial Aid Office

-- QUICK LINKS --

**Financial Aid Forms**

Financial Aid Home

Types of Financial Aid

Financial Aid Process

Financial Aid Deadlines

Student Employment

Forms

Useful Links

Money Management

FAQs

Contact Us

The following forms are used by the Financial Aid Office and provided for your reference. We recommend not to fill out any of the forms unless you were specifically asked by our staff. To download most of the forms, you must have Adobe Acrobat Reader 6.0 or higher. To download a free copy of the software, [click here](#).

**Forms for 2008-2009 Academic Year**  
(Summer 2008 - Fall 2008 - Spring 2009)

Form Title	Description
 <a href="#">2008-2009 Independent Verification</a>	Independent student verification worksheet for <b>2008-2009</b> academic year. Filled out upon a request from a financial aid counselor. <b>**All income tax copies must have a signature**</b>
 <a href="#">2008-2009 Dependent Verification</a>	Dependent student verification worksheet for <b>2008-2009</b> academic year. Filled out upon a request from a financial aid counselor. <b>**All income tax copies must have a signature**</b>