

# Bookstore to the Rescue Step-by-Step Guide

1. Log in to your Banweb account.

The screenshot shows the top navigation bar of the West Georgia University website. The URL is [westga.edu/myuwg/current-students.php](http://westga.edu/myuwg/current-students.php). The logo for West Georgia University (UWG) is on the left, and there are links for Sign In, Search, Apply, Visit, Give, and Menu. Below the navigation bar, there is a horizontal menu with options: Main, My Campus, Banweb (highlighted with a red underline), My Courses, External Resources, and TechNet Support. The main content area is divided into two columns. The left column is titled "BANWEB" and contains a paragraph explaining that Banweb is a secure online tool for managing student information and registering for classes. Below this text is a button labeled "Banweb" with a red arrow pointing to it. The right column is titled "BANWEB RESOURCES" and lists several resources available to students, including Registration and Fee Payment, Student Records, Financial Aid, Wolf Watch, Admissions Menu, Personal Information, Student Detail Schedule, and Drop/Add Classes.

2. Click on Student Services and Financial Aid

The screenshot shows the "Student Services & Financial Aid" section of the West Georgia University website. The navigation bar at the top includes "Personal Information", "Student Services & Financial Aid" (highlighted with a blue background), and "Faculty Services". Below the navigation bar is a search box with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Main Menu" and lists several menu items, each with a folder icon and a brief description. The items are: "Personal Information" (View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile .), "Student Services and Financial Aid" (Apply for Admission, Register, View your academic records, Financial Aid), "Faculty and Advisors" (Enter Grades and Registration Overrides, View Class Lists and Student Information), "Wolf Watch Sign On" (Advising Tracking and Degree Audit), "Wolf Watch" (Advising Tracking and Degree Audit), "Admissions Menu" (Register for Orientation, Check Immunization, Change enrollment term), "Transfer Articulation", "Student Transfer Evaluation", and "Who is my advisor". A red arrow points to the "Student Services and Financial Aid" menu item.

### 3. Click on Financial Aid

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Search

## Student Services & Financial Aid

### [Registration & Fee Payment](#)

Check your registration status; Add / drop / withdraw from classes; Select variable credits, grading modes, or levels; Display your class schedule; Pay Fees.

### [Student Records](#)

View your holds; Display your grades and transcripts; Review charges and payments; Review and Register for Regents Exam .

### [Financial Aid](#)

Apply for Financial Aid; Review status of your financial aid applications; Check status of document requirements; Review loans.

### [Housing And Meal Plans](#)

Housing And Meal Plans

### [Short Term Loan](#)

To apply for an Emergency Short Term Loan.

### [Student Account](#)

Student Account

### [Immunization Status](#)

Immunization Status

### [Readmission](#)

Status updates for former students who have been absent for 3 semesters and who have submitted an Application for Readmission.

### [Setup Payment Plan](#)

### [Wolf Watch](#)

Advising Tracking and Degree Audit

### [View Student Information](#)

### [Short Term Loan Promissory Note](#)

### [Graduation Application](#)

Apply for Graduation

### [View Active Graduation Application\(s\)](#)

### 4. Click on Book Store Permission

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Search

## Financial Aid

### [My Eligibility](#)

Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academic progress history; View academic transcript.

### [My Award Information](#)

View account summary; Review awards by aid year; Accept award offers by aid year; Review award history; Display award payment schedule; View history of loan applications.

### [Student Breakdown Bill](#)

### [Request Your Federal PIN](#)

### [Complete New Master Promissory Note for Student Loans](#)

### [Contact Financial Aid Office](#)

### [Student Authorization](#)

Student Authorization

### [Satisfactory Academic Progress](#)

### [Book Store Permission](#)

### [FWSP Information By Aid Year](#)

### [Financial Aid online forms](#)

Financial Aid online forms

### [Federal Shopping Sheet Menu](#)

### [VA Certification Request Form](#)

5. Select “Yes, I want UWG bookstore credit” and click Submit.

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Search

## UWG bookstore credit

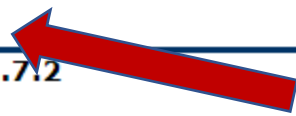
I wish to have my excess financial aid (up to \$750.00) available to me as a bookstore credit.  
**Please check the University Bookstore Website for hours of operation.**

Choose your answer and submit.

### My choice is

- Yes, I want UWG bookstore credit.  
 No, I do not want UWG bookstore credit.

**RELEASE: 8.7.12**



6. The final page confirms you have elected to use up to \$750 of your estimated financial aid refund at the University of West Georgia Bookstore.

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Search

[SITE MAP](#) [HELP EXIT](#)

## UWG bookstore credit

You have elected to have up to a \$750 maximum of your Financial Aid refund available as a bookstore credit at the UWG on-campus bookstore. If the final cost of your books exceeds the bookstore credit, you will be responsible for paying the difference at the time of purchase. If the final cost of your books is less than the bookstore credit, the excess amount will be applied to your Higher One account. Higher One will notify you via email when the funds are available on the Higher One Card. Any changes made to your schedule or additional charges for housing/meal plan can reduce or eliminate the bookstore credit and/or refund to Higher One. If at any time you want to change this selection, please select the NO option from the previous screen.

If your Financial Aid is reduced after your bookstore credit has been processed you are responsible for paying UWG any outstanding balance as a result of this reduction.

If your estimated refund on the Financial Aid Breakdown Bill is more than \$750, you will receive the maximum bookstore credit of \$750. If your estimated refund is less than \$750, the entire estimated amount would be applied as your bookstore credit.

You can visit the Enrollment Services Center website for a list of FAQs about this service. If you have additional questions, feel free to contact our office and we would be happy to assist you.

**Go West, Go Wolves!**