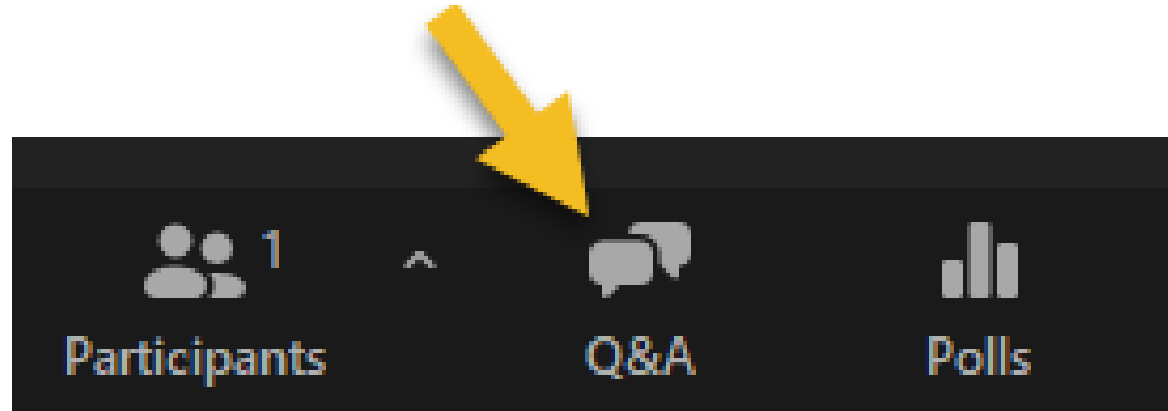




Michigan Department of Lifelong
Education, Advancement, and Potential

Michigan Achievement Scholarship 15-Month Manual Override

Zoom Q&A Feature



- Utilize the Q&A button to submit questions.
- There will be Q&A time at the end of the presentation
- We may not be able to respond to every question, but will follow up with additional information as needed

15-Month Basics

- Students are required to enroll within 15-Months from High School Graduation.
- MiSSG will track students' 15-month eligibility.*
- Once initiated, 5-year clock begins.
- The 3 years at a Community College are only reduced if a payment greater than \$0 has been made during the year.
- Students may initiate via Skills, Community College Guarantee or Michigan Achievement Scholarship 4-Year.
- Initiation can be met even without a FAFSA on file at the time of their enrollment, not meeting SAP, less than full-time enrollment, etc.

Example: A student completed high school requirements in February of 2025, their final semester to initiate will be Summer of 2026.

Graduation Month	Final Semester/Term to Initiate
January	Summer
February	
March	
April	Fall
May	
June	
July	
August	Winter/Spring
September	
October	
November	
December	

How can a student meet the 15-Month Initiation in MiSSG?

- Be certified during their 15-Month period at any enrollment level except “Not Enrolled.”
- Students who were enrolled during the 15-Month period but were unable to be certified will go through the Manual Override process.

Example One

- Isabelle graduated June of 2025:
 - Final semester to initiate is Fall 2026.
 - She was enrolled Full-time and paid Community College Guarantee in Spring 2026.
 - Her Initiation semester will be Spring 2026
 - Isabelle has met the initiation requirement.
 - MiSSG will automatically initiate her.

Example Two

- Cody graduated May of 2023:
 - Final semester to initiate is Fall 2024.
 - He was enrolled and certified half-time in Fall and Spring of 2024-25.
 - His initiation semester will be Fall 2024.
 - Cody has met the initiation requirement.
 - MiSSG will automatically initiate him.

Example Three

- Aiden graduated June of 2023:
 - Final semester to initiate is Fall 2024.
 - They were enrolled less than half time in Fall 2023.
 - Aiden did not file a FAFSA in 2023-24 or 2024-25 but has filed for 2025-26 and meets the SAI requirement.
 - Their initiation semester will be Fall 2023 and will need to go through the Manual Override process using Fall 2023 as their initiation semester.

MiSSG Implementation

- Reports
 - Information Roster
 - Remaining Eligibility Report
- Automated Process
 - Data in MiSSG
- Manual Process
 - Data schools possess

Manual Override process

- Used in specific scenarios
 - No FAFSA on file
 - Ineligible during 15-Month period due to SAI
 - Student certified as Not Enrolled at other school
 - Etc.
- Schools are responsible for processing these students
- Transfer students
 - If you identify a student using transcripts from transfer, please make sure those transcripts are retained.

Manual Override process cont.

- Special Case: A student whose initiation expires in Fall, and was not enrolled or initiated in Fall.
- They do not appear as a Manual Override option at this time.
- Two easy solutions:
 - Students who have a following year FAFSA, simply go into the following year to process them
 - Students who are unable to file a following year FAFSA, contact program coordinator for assistance.
 - Include Semester and Year that they should be initiated.

Michigan Achievement Scholarship

Award Rules

School Profile

Payment History

Clear Ineligible Reasons

Certification

Request Reinstatement

Clear Ineligible Reasons Michigan Achievement Scholarship

GRAND RAPIDS COMMUNITY COLLEGE
Academic Year 2025-2026

Did Not Enroll within required months of HS Grad

Please review student(s) on individual basis. To clear the ineligible reason, please check the override box for the affected student(s) and Save.

☐ Show Hidden Records

SSN	Name	Activation ACYear	Institution	Term	Initiation Override	Hide
286-67-6127	Abba A Adams	<input type="text"/>	002267-00, GRAND RAP <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
686-30-6178	Abba R Adams	<input type="text"/>	002267-00, GRAND RAP <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
286-98-6147	Bobby J Adams	<input type="text"/>	002267-00, GRAND RAP <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
686-24-6294	Bobby T Adams	<input type="text"/>	002267-00, GRAND RAP <input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

SSN	Name	Activation ACYear	Institution	Term	Initiation Override	Hide
286-67-6127	Abba A Adams	<input type="text"/>	002267-00, GRAND RAPIE	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
686-30-6178	Abba R Adams	2024-2025	002267-00, GRAND RAPIE	Spring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
286-98-6147	Bobby J Adams	2023-2024	002267-00, GRAND RAPIE	Spring	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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EXPORT TO EXCEL

SAVE

CANCEL

- Select students who need an override or hide students you know aren't eligible and select save

Eligibility Override	n/a	Date of Activation	SPRING, 23/24
Reached Maximum Assistance	n/a	Community College Years Remaining (including current year)	3
Maximum Assistance Override	n/a	Total College Years Remaining (including current year)	3
SAI	23342	Out of State HS Graduate	n/a
Pell Eligible	n/a	HSGradYear Override	n/a
Last Semester to Initiate	Initiated		

UPDATE APPLICATION INFORMATION
DELETE ACTIVATION PAYMENT

- Their Student application screen will update with their activation and years remaining data.

Status: **Eligible**

Payment Information

Term	Aid Program	Institution	Enrollment	Status	Credits	Amount
Fall	Michigan Achievement Scholarship	GRAND RAPIDS COMMUNITY COLLEGE	Full-time	ReadyToCertify	0.00	0.00
Spring	Michigan Achievement Scholarship	GRAND RAPIDS COMMUNITY COLLEGE	Full-time	ReadyToCertify	0.00	0.00
Summer	Michigan Achievement Scholarship	GRAND RAPIDS COMMUNITY COLLEGE	Full-time	ReadyToCertify	0.00	0.00
						Total: 0.00

- The student is now ready to certify

Updating a Single Student

Eligibility Override	n/a	Date of Activation	n/a
Reached Maximum Assistance	n/a	Community College Years Remaining (including current year)	3
Maximum Assistance Override	n/a	Total College Years Remaining (including current year)	5
SAI	-1500	Out of State HS Graduate	n/a
Pell Eligible	Yes	HSGradYear Override	n/a
Last Semester to Initiate	Summer, 2024		

[UPDATE APPLICATION INFORMATION](#)[ADD ACTIVATION PAYMENT](#)

1

- From the Student Application Information screen you can process a 15-Month override for an individual student

Add Activation Payment

Please choose the Academic Year and Term you wish to add an activation payment for

Academic Year 2

Term 3

OK 4

Add Activation Payment


Please verify you wish to enter an Activation Payment for the following student:

Kyle I Adams, 286-37-6141
DOB: 11/08/2005
Academic Year: 2023 - 2024
Term: Fall

5

- Select the Academic year, Term, and hit “Ok”. Finally, confirm everything is correct and select “Add Activation Payment.”

Eligibility Override	n/a	Date of Activation	Fall, 23/24
Reached Maximum Assistance	n/a	Community College Years Remaining (including current year)	3
Maximum Assistance Override	n/a	Total College Years Remaining (including current year)	3
SAI	-1500	Out of State HS Graduate	n/a
Pell Eligible	Yes	HSGradYear Override	n/a
Last Semester to Initiate	Initiated		

UPDATE APPLICATION INFORMATIONDELETE ACTIVATION PAYMENT

- You can view the results on their profile. If a mistake was made, you can select “Delete Activation Payment” using the button.

Demo

Questions?