

## William D. Ford Federal Direct Loan Entrance Loan Counseling & Master Promissory Note Directions

### Entrance Loan Counseling

#### **What is Entrance Counseling?**

Federal Regulations require all first-time Direct Subsidized/Unsubsidized Loan borrowers (freshman and first time borrowers) complete the Direct Loan Entrance Counseling and sign the Direct Loan Master Promissory Note (MPN). Please note that Entrance Counseling must be completed for each school you attend and borrow Federal Direct Loans. During entrance counseling, you will be able to enter your own loan information and to see how the debt will grow over time. Entrance counseling will also provide guidance on loan limits, interest accrual and information about budgeting, loan repayment, and how to avoid loan default.

#### **How long will it take?**

The entire counseling process must be completed in a single session. Please allow 30 minutes to complete this session.

#### **Entrance Counseling Directions:**

1. Access <https://studentaid.gov/>
2. Click "Log in"
3. Log in using your FSA ID Username, Email, or Mobile Phone and Password
4. Read the "warning" pop up then click "Accept"
5. If prompted, confirm your personal information then move on to Step 6. If not prompted to confirm personal information, move on to Step 6.
6. Under the "Complete Aid Process" drop down menu select "[Complete Entrance Counseling](#)"
7. Click "Start" to begin the counseling session
8. Add Spartanburg Community College as the school to receive the Entrance Counseling, then click on "Notify this School"
9. Under "Select Student Type" select "I am completing entrance counseling to receive Direct Loans as an undergraduate student."
10. Click "Continue"
11. The counseling session consists of several sections.
  - Take your time and review the information fully in each section.
  - You must answer the questions in the "Check Your Knowledge" boxes of the counseling session correctly in order to proceed to the next section.
  - At the end, you will receive a confirmation page and an email confirming that your Entrance Counseling has been completed. *Please allow 48 hours for SCC to process your electronic counseling.*

***After completing the Entrance Counseling, you will need to complete your Master Promissory Note (MPN).***

### Master Promissory Note

#### **What is a Master Promissory Note?**

The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years.

#### **How long will it take?**

The entire MPN process must be completed in a single session. Please allow up to 30 minutes to complete this session.

#### **What will I need?**

- a) FSA ID and password
- b) Your driver's license number

- c) The name, address, telephone number and e-mail address (if available) of two adults with different U.S. addresses, the first of which should be a parent or legal guardian OR your “Next of Kin”.

**Directions for Signing Your Direct Loan Master Promissory Note (MPN):**

1. Access <https://studentaid.gov/>
2. Click “Log in”
3. Log in using your FSA ID Username, Email, or Mobile Phone and Password
4. Read the “warning” pop up then click “Accept”
5. Under the “Complete Aid Process” drop down menu select “[Complete a Master Promissory Note](#)”
6. Click “Start” next to “**MPN for Subsidized/Unsubsidized Loans**”
7. Follow the steps to complete your MPN
8. Hit the **SUBMIT BUTTON** to officially submit your MPN at which time you will receive a confirmation notice.
9. There is a link to view, save and/or print a copy of your completed MPN for your records.

**When will my loan be available?**

Your loan is originated/certified (approved) after you complete the Direct Loan Request form and it is determined that you meet all the eligibility requirements. **Please allow 5 business days for loan certification.** Even though your award letter may reflect a Direct Loan, the loan will not show as anticipated on your student account until you complete all loan requirements.

**How to view loans on your Award Letter & Billing Information?**

**Award Letter**

Login to your student portal, select self-service, student financial aid. Your award letter is the last item on your checklist.

**Billing Information**

The best place to see how your financial aid is anticipated is on your student account through your student portal. Log into your student portal, then click on self-service, student finance, then account activity. Make sure you are reviewing the correct term. Here you will be able to see a breakdown of your tuition and fee charges and how your financial aid is anticipated on your student account.

- If you see a **negative amount**, this is a credit on your account.
- If you see a **positive amount** than this is the amount due to the college.

Fall billing information becomes available in July, Spring billing information becomes available in November, Summer billing information becomes available in April each year.

**Cancellation of Loans:**

Federal Student Loans may be cancelled if the borrower withdraws from classes or drops below half time enrollment (6 credit hours in the student s active program of study) during the loan period. Federal Student Loans may be cancelled or reduced by the borrower by way of written request to the Financial Aid Office.

**Need Additional Information:**

- You may contact the Financial Aid Office by email [FA-Questions@sccsc.edu](mailto:FA-Questions@sccsc.edu) or call 864-592-4810.