

HOW TO COMPLETE STUDENT LOAN ENTRANCE COUNSELING AND MASTER PROMISSORY NOTE

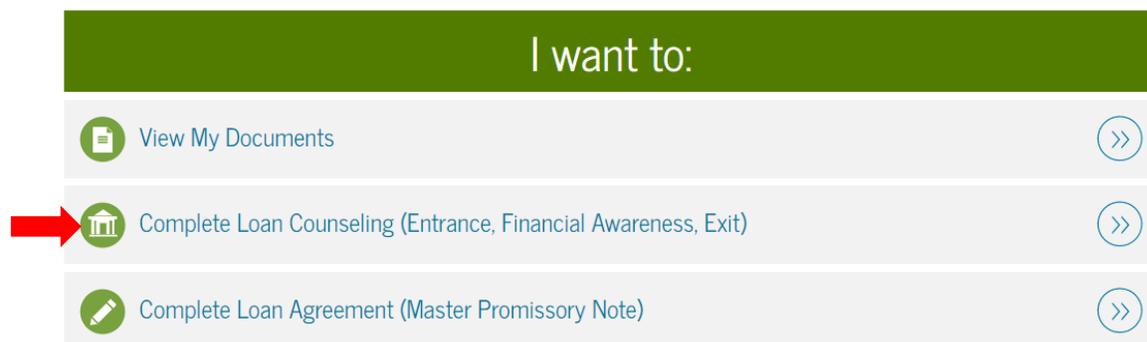
If you have never borrowed a student loan before, or have prior student loans that have already been closed, you are required to complete Entrance Counseling and a Master Promissory Note. Follow the instructions below to complete these steps online:

1. Log on to www.studentloans.gov and click the “LOG IN” button on the right side of the home page.



2. Enter your FSA ID and Password. This is the same as the one you used to file your FAFSA online. If you have lost or forgotten your information, click the link for “Forget Username or Password?” and follow the instructions to retrieve your log in.
3. After logging in, select the option to “Complete Loan Counseling” from the menu:

MY HOME PAGE



4. On the next page, click the blue “START” button next to the option for Entrance Counseling:

Choose Loan Counseling Type

A counseling session will take 20-30 minutes to complete. You must complete the counseling in a single session. You cannot save a partially completed counseling session.

Counseling Type



Entrance Counseling (Required)

Entrance Counseling is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an undergraduate, or your first Direct PLUS Loan as a graduate/professional student.

START



5. On the next page, you will choose the school you want to notify of your Entrance Counseling (be sure to choose Contra Costa College!), then select the button for “I am completing entrance counseling to receive Direct Loans as an **undergraduate** student.”
6. After you have completed your Entrance Counseling, go back to the home page (in step 3) and select the option to “Complete Loan Agreement (Master Promissory Note).”
7. Read and follow all instructions carefully! Complete all information accurately. ***Your Loan Request cannot be processed until BOTH Entrance Counseling and Master Promissory Note are complete.***

Additional Loan Counseling is available!

If you have additional questions regarding your student loan request, we highly encourage you to schedule an appointment with the Loan Processor. We can answer all of your student loan questions (such as interest rates, repayment plans, how much you should borrow, etc.) and will help you complete a budget worksheet and loan calculator to ensure you are making the best financial decision for your future. Drop by in person, call or email to schedule an appointment today!

Disbursement Dates: For information on loan disbursement dates, log on to www.contracosta.edu/admissions/pay-for-college/student-loans/

Contra Costa College Office of Financial Assistance

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Student Services Center

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