

ENTRANCE COUNSELING & MASTER PROMISSORY NOTE

Before your loan will be processed, you must complete two steps:

1. The Entrance Counseling
2. The Master Promissory Note

Step 1 ENTRANCE COUNSELING

1. Go to the Department of Education web site www.StudentLoans.gov
2. Under the "Manage My Direct Loan" section click on "Sign In"
3. To sign in, you will need:
 - Social security number
 - First two initials of your last name
 - PIN Number (personal identification number) used to sign the FAFSA
4. Once you have signed into the web site you will select "complete Counseling"
5. Choose Loan Counseling Type, select "Entrance Counseling" If the web site says, "You have already completed the Entrance Counseling," acknowledge the message and complete it again.
6. Select Your School: when you select Cochise College as your school, the Douglas campus address will appear
7. Select Student Type: check I am completing entrance counseling to receive Direct Loans as an undergraduate student
8. Read and complete the quizzes for the following sections:
 1. Understand Your Loans
 2. Manage Your Spending
 3. Plan to Repay
 4. Avoid Default
 5. Make Finances a Priority
9. Submit the Entrance Counseling.

Once you have submitted the Entrance Counseling, Financial Aid will receive an electronic notification that it was completed. Please allow 24 to 48 hours for processing time.

Step 2 THE MASTER PROMISSORY NOTE

1. Go to the Department of Education web site www.Studentloans.gov
2. Sign into the web site with same information as when you completed the Entrance Counseling.
3. Select "Complete the Master Promissory Note"
4. Select the Subsidized/Unsubsidized loan type
5. Read and complete the following sections very carefully:
 1. Information
 2. References
 3. Terms & Conditions
 4. Review & Sign

Once you have submitted the Master Promissory Note Financial Aid will receive an electronic notification that it was completed. Please allow 24 to 48 hours for processing time.