DO YOU WANT TO BORROW FEDERAL DIRECT STUDENT LOANS?

If your answer is ‘yes’ or ‘no,’ you must take action, so continue to read...

YES... I want to borrow federal direct student loans!

- If you are a 1st time borrower, you must complete Steps 1 and 2.
- If you’ve already borrowed Federal Direct student loans, move to Step 2.

1. Complete Entrance Counseling and a Master Promissory Note (MPN)
   - Go to www.studentloans.gov
   - Click on the green ‘Sign In’ button on the upper left side of the page
     You will need the Personal Identification Number (PIN) you used to sign
     your FAFSA; to retrieve your PIN, go to www.pin.ed.gov.
   - Click on Complete Entrance Counseling and submit when finished
   - After your Entrance Counseling session is submitted, return to the main page
   - Click on Complete Master Promissory Note
   - Click on Subsidized/Unsubsidized and follow the instructions on the screen
   - If you need assistance completing entrance counseling or the master promissory note, call the Direct Loan customer service team at 1.800.557.7394

2. Accept Your Loan(s)
   - Go to www.mc3.edu
   - Click on the ‘MY MC3 LOGIN’ button In the upper right corner
   - Log into the MyMC3 portal by inputting your Username and Password
   - Click on the maroon ‘WebAdvisor’ button
   - On the left side of the page, click on Financial Aid or Financial Aid for Current Students (Figure A.)
   - Click on Accept or reject my financial aid awards (Figure A.)
   - Choose the 2015/16 year in the dropdown menu and you will be taken to your financial aid awards
   - Under the ‘Accept/Reject FA Awards’ section, you will see Action to Take to the left of your ‘Federal Direct Sub Loan’ and/or ‘Federal Direct Unsubsidized Loan.’ In the dropdown menu, choose Accept and then hit the ‘SUBMIT’ button (Figure B.)

If you want to reject or adjust the amount of all or a portion of your loans, see reverse!
NO... I don’t want to borrow federal direct student loans!

You need to reject the loans offered in your financial aid package:

- Go to www.mc3.edu
- Click on the ‘MY MC3 LOGIN’ button in the upper right corner
- Log into the MyMC3 portal by inputting your Username and Password
- Click on the maroon ‘WebAdvisor’ button
- On the left side of the page, click on Financial Aid or Financial Aid for Current Students (Figure A.)
- Click on Accept or reject my financial aid awards (Figure A.)
- Choose the 2015/16 year in the dropdown menu and you will be taken to your financial aid awards
- Under the ‘Accept/Reject FA Awards’ section, you will see Action to Take to the left of your ‘Federal Direct Sub Loan’ and/or ‘Federal Direct Unsubsidized Loan.’ In the dropdown menu, choose Reject and then hit the ‘SUBMIT’ button (Figure B.)

I want to ADJUST all or a portion of my loan amount(s)!

To reduce, cancel or reinstate the amount of loan funding you’ve been awarded or to request additional unsubsidized loan funding due to a Parent PLUS Loan denial (dependent student ONLY): complete the 2015-16 Loan Request form (available at http://www.mc3.edu/adm-fin-aid/fin-aid/fa-forms) or email your request.

If emailing, send your request to FinancialAid@mc3.edu from your MC3 student email account.

- In the Subject Line you must include Your Name, Student ID Number, and “Loan Adjustment”
- In the body of your email type a statement similar to the following, filling in the blank spaces with the appropriate amounts:
  I want to reduce my Federal Direct Unsubsidized Loan to the revised amount of $________ per semester.

Questions...

If you have questions about accepting, rejecting, or adjusting your loans after you have read through and attempted to follow the steps on this sheet, feel free to call Enrollment Services at 215.641.6566.