

## **Completing Entrance Counseling & MPN for Loans**

If you have not previously received a Direct Loan, the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming. Once you've completed the counseling, you must complete the Master Promissory Note (MPN); the 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).

Failure to complete these steps will result in your loans being removed from your account.

### **1. Complete Entrance Counseling**

- Log in to StudentLoans.gov using your FSA ID  
\*Students must log in using their own FSA ID; use of another person's FSA ID constitutes fraud and is punishable by law. For assistance with your FSA ID, call 1-800-557-7394.
- Select "**Complete Counseling**" on the left-hand navigation bar
- Select "**Entrance Counseling**" under "Choose Counseling Type"

### **2. Complete the Master Promissory Note (MPN) - STUDENT**

- Select "**Complete MPN**" on the left-hand navigation bar
- Select "**Complete Subsidized/Unsubsidized MPN**" under "Select the type of Direct Loan MPN you would like to preview or complete"

### **3. Complete the Master Promissory Note (MPN) – PARENT *(if applicable)***

- PARENT must log in to StudentLoans.gov using their own FSA ID *(email address should be different from Student's)*  
\*Parents must log in using their own FSA ID; use of another person's FSA ID constitutes fraud and is punishable by law. For assistance with your FSA ID, call 1-800-557-7394.
- Select "**Complete MPN**" on the left-hand navigation bar
- Select "**Complete PLUS MPN for Parents**" under "Select the type of Direct Loan MPN you would like to preview or complete"

Our system will generally recognize that you have completed these steps within 24 business hours, but you are welcome to notify our office that these steps have been completed by emailing us at **FinancialAssistance@hssu.edu**.

These documents are active for ten (10) years, so you only need to complete them when:

- You are taking out loans for the first time *ever* at Harris-Stowe State University
- You have left HSSU to attend another institution and took out loans at the other institution
- You have not taken out loans at HSSU since you last attended over ten (10) years ago.

Please note that all loans come in two (2) separate disbursements; if you are awarded a loan for the current semester only, your loan will disburse on separate dates within the semester, but if you are awarded a loan that is for the current semester/session as well as the following semester/session, the first disbursement date will be the current semester/session and the second disbursement date will be in the following semester/session. Exact disbursement dates can be found on your *Disclosure Statement*, which can be reviewed at StudentLoans.gov after you have completed these steps.

If you have any questions or need further assistance, please feel free to contact our office at 314.340.3500.