

# LOAN ENTRANCE COUNSELING & MPN

TUSCULUM  
COLLEGE<sup>ESTABLISHED 1794</sup>  
OFFICE OF  
FINANCIAL AID

## DIRECTIONS TO COMPLETE YOUR ENTRANCE LOAN COUNSELING AND MASTER PROMISSORY NOTE (MPN)

1. Visit [www.studentloans.gov](http://www.studentloans.gov).
2. Click on green "Sign In" box one time.
3. Enter your social security number without dashes, first two letters of your last name, date of birth without dashes, and your FSA ID (used with the FAFSA).

Once you are logged in look to the center of the page and you will see seven bulleted links:

4. Click on the 1st link "Complete Counseling."
5. Choose the link "Entrance Counseling."
6. Select the schools you would like to notify.
7. Select *"I am completing entrance counseling to receive Direct Loans as an undergraduate student."*
8. Complete each section and answer all questions. You do not have to use real numbers; however, if you do, this will give you a better estimate of expenses and payments.
9. Once you have completed all sections, a box at the bottom will appear that says "Complete Counseling." Click this box. This will automatically notify the school.

4. Click on the 2nd link "Complete Master Promissory Note."
5. Select subsidized or unsubsidized loan, which is noted on your award letter.
6. Fill in your personal information. There are no dashes in phone number.
7. Select Tennessee; choose Tusculum College from the drop down school and information menu. Click "Continue."
8. Enter your personal references. Click "Continue."
9. You will then be taken to the terms and conditions of your loans. Click on the "+" sign at the beginning of each heading and read through each section thoroughly.
10. Check the box in section F that you have reviewed the information. Click "Continue."
11. Enter your first name, middle initial, and last name, and then click "Sign."
12. Click on the link that says "HTML Version" and view the document that you have just signed. Click the "X" in the top right hand corner to exit out of this once finished.
13. Click "Continue" to submit your MPN to the school.

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