

2017-2018 Award Year - Instructions for Accepting your Financial Aid and Completing Requirements

To accept your award:

1. Go to <https://login.southernct.edu>
2. Enter your User Name and Password and click Sign In
3. Select Banner Web
4. Select Financial Aid
5. Select Award
6. Select Award for Aid Year
7. Select Aid Year and click Submit
8. Select Accept Award Offer to view and accept your awards
9. Once you accept your aid, scroll down to view the requirements that must be completed in order for your financial aid to credit to your university account. **Please note that the loan requirements cannot be completed until on or after May 1, 2017.**

After you accept your aid, you cannot make adjustments online. The easiest way to make a change is to complete our 2017-2018 Change of Award form, which is available at www.southernct.edu/financialaid under *Forms and Documents*.

To check outstanding requirements:

1. Go to <https://login.southernct.edu>, enter your Username and Password and click Sign In
2. Select Banner Web
3. Select Financial Aid
4. Select Eligibility
5. Select Student Requirements
6. Select Aid Year and Submit
7. If you have outstanding requirements for financial aid, they will be listed here. Be sure to complete/submit all requirements.

Requirements for the Direct Subsidized/Unsubsidized Loan for students – All first-time borrowers must complete an online Entrance Counseling, a Master Promissory Note, and the Mandatory Financial Aid Authorization questions. Follow these steps.

Step 1: Complete the Entrance Counseling - Please note that you cannot complete this requirement until on or after May 1, 2017.

1. Go to www.studentloans.gov and Click Log In
2. Enter your FSA Username and Password and click Log In
3. Select Complete Counseling
4. Start Entrance Counseling
5. Select the State: Connecticut
6. Select the School Name: Southern Connecticut State University
7. Click "Notify This School"
8. **Undergraduate students** select: "I am completing entrance counseling to receive Direct Loans as an undergraduate student." **Graduate students** select: "I am completing entrance counseling to receive Direct Loans as a graduate (beyond Bachelor's degree) or professional student."
9. Continue
10. Complete the **Entrance Counseling** and click Submit (Keep a copy of the confirmation for your records.)

Requirements for the Direct Subsidized/Unsubsidized Loan for students (continued)

Step 2: Complete the Direct Loan Master Promissory Note - Please note that you cannot complete this requirement until on or after May 1, 2017.

1. Go to www.studentloans.gov
2. Click Log In
3. Enter your FSA Username and Password and click Log In
4. Select Complete Master Promissory Note (MPN)
5. Type of loan: Subsidized/Unsubsidized
6. Complete the form and sign it electronically. (Be sure to view the PDF file.)
7. Keep a copy for your records.

Step 3: Answer the Mandatory Financial Aid Authorization Questions

The University requires all individuals who receive Title IV financial aid (Federal Direct Loan, Federal Pell Grant, Federal Perkins Loan, etc.) to answer two questions as to the authorized use of financial aid funds before the financial aid can be disbursed to the university.

1. Go to <https://login.southernct.edu>
2. Enter your Username and Password
3. Click Sign In
4. Select Banner Web
5. Select Financial Aid
6. Select Award
7. Select Award for Aid Year
8. Select Aid Year and click Submit
9. Select Resources/Additional Information
10. Answer the questions
11. Click Submit the Information (answers revert back to "none")
12. Go to General Information tab to verify your answers

Requirements for Grants – The only requirement, in addition to accepting the grant(s), is to complete the Mandatory Financial Aid Authorization Questions. (Instructions listed above)

Requirements for the Direct PLUS Loan (for parents of dependent undergraduate students) - Please note that the PLUS Loan requirements cannot be completed until on or after May 1, 2017.

Step 1: Credit Check - This loan is contingent upon credit approval.*

1. The parent must go to www.studentloans.gov and sign in using his/her FSA Username ID. **Do not use the student's FSA ID to sign in.**
2. Select *Apply for a PLUS Loan*
3. Select *Complete PLUS Request for Parents* (This starts the process for the credit check. The parent must complete the application and submit.)
4. Upon completion of the application, the parent will be notified immediately of the credit decision.
 - a. If your credit is denied, stop here.*
 - b. If approved, go to Step 2.

Step 2: Master Promissory Note

1. If you, the parent, are approved for the Direct PLUS Loan, complete the Federal Direct PLUS Loan Master Promissory Note (MPN) at www.studentloans.gov.

*If a parent is denied the credit, the student may be eligible for an additional unsubsidized loan. Freshmen and sophomores may receive up to an additional \$4,000 for the year; juniors and seniors may receive up to an additional \$5,000 for the year.