

DIRECTIONS TO COMPLETE LOAN ENTRANCE COUNSELING & MPN



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1. Go to <https://studentaid.gov/h/apply-for-aid/fafsa>.
2. At the top of the website, you will see the following options: **Understanding Aid, Apply for Aid, Complete Aid Process**, and **Manage Loans**.
3. Click on the **Complete Aid Process** tab.
4. You will see three columns under the **Complete Aid Process** labeled **Section Overview, Complete Master Promissory Note**, and **Complete Entrance Counseling**.
5. Click on the **Complete Entrance Counseling** option.
6. You will be redirected to a page that is labeled **Complete Counseling**.
7. Under **Complete Counseling**, you will see an option that list **Complete Entrance Counseling** and a Blue "Log In To Start" Button. Click on the Button.
8. This will redirect you to a Log In Screen. Enter your FSAID and Password (Note: this will be the same username and password you used to complete the FAFSA) and click Log In.
9. Once you click Log In, you will see a Warning box pop up, click Accept to complete Entrance Loan Counseling.
10. Once you click Accept, you will be redirected to a page that is labeled **Entrance Counseling**.
11. On the left hand side, you will be asked to **Add School to Notify**.
12. Under the Select School to Notify, Enter "Tennessee" as the State and "Tusculum" as the school name. (Please note: that we are still currently listed as Tusculum College on the school search line).
13. Click notify this school.
14. On the right hand side, you should see Tusculum University added to the Notify These Schools. Next, click Select Student Type. If completing this as an undergraduate student (a student seeking an associate's degree or a bachelor's degree) selected the undergraduate option. If completing for a graduate degree (master's degree), select the graduate or professional option.
15. Once you have selected your student type, click continue.
16. Once you have clicked continue, you will see five sections listed at the top that you must complete. In order to move to the following section, you must complete each "Check your Knowledge" question listed in the current section.
17. Once you have reached the end of Section 5 Finances: A priority, you will see a blue box that says "Submit Counseling." Once you have clicked this box, you will be redirected to a page that confirms your submission of your loan counseling.
18. Under the **Complete Aid Process** tab, you will then click on option under **Complete Master Promissory Note** labeled **Subsidized/Unsubsidized Loan MPN**.
19. You will be redirected to the **Master Promissory Note** where you will verify your information and select Tusculum as your school. Once you have fully filled out your personal information and selected Tusculum, you will click next.
20. On the next page, you will provide two references and click next.
21. Next, you will double check that all the information provided is correct. If it is correct, you will click next. If it is not, please click edit and update the incorrect sections as appropriate.
22. On the last page, you will see an electronic copy of the paper Master Promissory Note. To sign and submit the Master Promissory Note, you must scroll through the paper MPN and check the box that certifies your information. Once you have checked the box, you will type your signature name to provide your electronic signature and click submit.
23. You will then be redirected to a new page that will confirm that you have successfully completed your Master Promissory Note.