



How to Request a Direct Student Loan

Note: All requirements must be satisfied before a Direct Student Loan request may be submitted.

1. Attend a Smart Borrower Workshop*

Workshops are offered at the Fairfield, Vacaville, and Vallejo campuses. Attendees must be **on time** (late students will not be admitted). Please bring a valid photo ID. Students who stay for the entire length of the workshop will receive a confirmation page. For workshop schedule, visit: http://www.solano.edu/financial_aid/dates.php

*If you attended a Smart Borrower workshop before, you are not required to attend again in 2016-2017. Skip to step 2.

2. Complete a 4-page SCC Direct Student Loan Request

The 2016-2017 Direct Student Loan request is available to print here: http://www.solano.edu/financial_aid/direct.php

3. Comprehensive Student Education Plan (SEP)**

Schedule an appointment with an academic counselor to create a Student Education Plan (SEP). Contact the Counseling Office at (707) 864-7101 or schedule an appointment on your MySolano account. ****Note: SEP must include all semesters that student plans to attend Solano Community College.**

4. Print your Loan History from NSLDS

Go to the National Student Loan Database System at www.nslds.ed.gov and click on **Financial Aid Review**. Please access your loan history even if you have not borrowed in the past. Log in using your **FSA ID** that was used to sign your FAFSA. Print the screenshot and attach to your loan request. If you have questions about this website, call the U.S. Department of Education at (800) 4-FEDAID (800-433-3243).

5. Bring a valid government-issued photo ID

Present a current drivers license, state ID, or other government-issued photo ID when submitting your Direct Student Loan request to the Financial Aid office.

▶ **AFTER Direct Student Loan Request has been submitted**

1. Complete Entrance Counseling

Complete the Entrance Counseling online at www.studentloans.gov. This online tutorial reviews basic facts about Federal Direct Loans, and your rights and responsibilities as a borrower.

2. Complete your Master Promissory Note

E-sign the Master Promissory Note (MPN) online at www.studentloans.gov. To complete the MPN and sign electronically, you must have a FSA ID. After you sign your MPN, electronic notification will be sent to SCC.

▶ **STEPS to take if your Direct Student Loan Request is approved**

Note: Please be aware if your loan is approved, Solano Community College requires the below items to be completed before release of your second scheduled disbursement.

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2. Create a Loan Servicer account

Loan servicer information can be found by visiting the National Student Loan Data System (NSLDS) at www.nslds.ed.gov. Once you have been assigned a loan servicer, please create an online account and present proof to the Financial Aid Office.

Loan Requests will NOT be accepted, processed, or awarded if ALL the above steps have not been completed. After all steps have been completed, submit loan request and requirements to the Financial Aid Office. Any updates or additional requirements to your loan request status will be placed on your MySolano Financial Aid tab.