

STUDENT LOAN INFORMATION

All student loan recipients must complete the following first step to receive funding.

1. Accept your student loan offer

- a. Log into your account at <http://mycollege.sunybroome.edu>.
- b. From the MyCollege homepage click on the "Student" drop-down
- c. From there click the "Financial Aid" drop-down. Select "My Financial Aid" this will take you to the Financial Aid homepage
- d. At the top right-hand side of your screen under "Aid Year" select the appropriate corresponding academic aid year (i.e. 2024-25 Aid Year, 2025-26 Aid Year, etc.)
- e. Select the "Offer" tab
 - i. When the OFFER page opens, scroll to the bottom of the page. You will see your loan offers and status.
 - ii. In the drop down menu next to each loan, you may "accept", "decline", or "modify" your loan amount as you choose. (You must accept your full subsidized loan (interest deferred) before you can accept any of the unsubsidized loan (interest accrues immediately) even if the unsubsidized loan offer is larger.
- f. Once you have made your decision click "Submit"
- g. A pop up will pop up. This is your terms and conditions that you need to accept.
- h. If you accept your loans you must complete steps 2 and 3

You may accept, decline or accept a partial amount of the student loan funding that you have been offered (*you may not increase the award*).

Remember to do this for both the Subsidized Loan and the Unsubsidized loan if you have been offered both.

If you received Federal Direct student loan funds in the previous academic year you will not need to complete steps 2 and 3.

2. Complete your Entrance Counseling

- a. Go to <https://studentaid.gov>.
- b. Sign in using the requested information (you will need your federal FSA ID username and password).
- c. On the main page (DASHBOARD) go to the "Loans and Grants" drop-down. That is where you will find the Loan Entrance Counseling and MPN.
- d. In the first column, click on "Loan Entrance Counseling".
- e. "Choose "I'm an Undergraduate Student".
- f. Follow the instructions to complete and submit your entrance counseling.
- g. When searching the college name, we are listed as **Broome Community College**, not "SUNY Broome"

3. Sign your Master Promissory Note (MPN)

- a. Follow steps a, b and c from item 2 above.
- b. Click on "Master Promissory Note".
- c. Select the MPN for "I'm an Undergraduate Student" Direct Subsidized/Direct Unsubsidized Loans
- d. Follow the instructions to complete and submit your MPN.
- e. To finish the process you must view BOTH the HTML and PDF versions of the MPN.

Please note that if you do not accept your loan funds within 60 days of the date that the funds were offered your loan offer(s) will be canceled. If you decide at a later date that you would like to receive student loan funds you may do so by submitting a written request to our office.