



## 1. Attend an in-person *Smart Borrower Workshop*

**\*\* If you have already attended a SMART BORROWER Workshop before, you are not required to attend this workshop again in 2017-2018. Skip to STEP 2. \*\***

Workshops are offered at the Fairfield, Vacaville, and Vallejo campuses.

- For workshop schedule, visit: [http://www.solano.edu/financial\\_aid/dates.php](http://www.solano.edu/financial_aid/dates.php)
- Attendees must be **on time** for the workshop. **Students who arrive late will not be admitted.**
- Availability is first come, first serve.
- Attendees must present a valid photo ID upon arrival (driver's license, student ID, etc).
- Children are not allowed in the workshop.
- Students must stay for the **entire length** of the workshop to receive a **Confirmation Page**. Attach **Confirmation Page** to your loan application.

**THERE ARE NO EXCEPTIONS TO THE ABOVE RULES.**

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

The 2017-2018 Direct Student Loan Request Form is available to print on the SCC website:  
[http://www.solano.edu/financial\\_aid/direct.php](http://www.solano.edu/financial_aid/direct.php)

## 3. Submit a *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.

**Note: SEP must include all semesters that student plans to attend Solano Community College.**

## 4. Print your LOAN HISTORY from NSLDS

**Please access your loan history even if you have not borrowed in the past.**  
**Print the screenshot and attach to your loan request form.**

- Go to the National Student Loan Data System (NSLDS): <http://www.nslsds.ed.gov/> and click **FINANCIAL AID REVIEW**.
- Log in with the FSA ID used to sign your FAFSA (be sure to keep your FSA ID safe and secure).
- View the Financial Aid Review screen, which lists details about your prior loans. **PRINT THE SCREEN** and attach to your loan request form. Submit both documents to the Financial Aid Office. If you have questions about this screen, call the U. S. Department of Education at 1-800-4FEDAID (1-800-433-3243).

## 5. Bring your non-expired government issued photo ID

Present a current driver's license, state ID, or other government-issued photo ID when submitting the Direct Student Loan Request Form. Your ID will be photocopied and attached to the loan request.

# AFTER Direct Student Loan Request Form has been submitted

---

### 1. Complete ENTRANCE COUNSELING

- Complete the online counseling at [www.studentloans.gov](http://www.studentloans.gov)
- This online tutorial reviews basic facts about Federal Direct Loans, as well as your rights and responsibilities as a borrower.

### 2. Complete your MASTER PROMISSARY NOTE

- E-Sign the Master Promissory Note (MPN) online at [www.studentloans.gov](http://www.studentloans.gov)
- To complete the MPN, you will need your FSA ID to sign electronically.
- After you sign your MPN, electronic notification will be sent to SCC.

### **IMPORTANT:**

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

# STEPS to follow if your Direct Student Loan Request is approved

---

### 1. Create an online account with loan servicer.

Borrowers are assigned to a federal loan servicer approximately 30 days after their first loan disbursement. Servicer information can be found by visiting the National Student Loan Data System (NSLDS): <http://www.nsls.ed.gov/>

### 2. Submit proof of your loan servicer account to the SCC Financial Aid Office.

Log onto your loan servicer account and print a screenshot. Then, submit the screenshot to the SCC Financial Aid Office. The "Loan Servicer Account" red flag WILL NOT prevent loan funds from being disbursed.