



Kentucky Christian University PRE-REGISTRATION

Entrance Counseling & Master Promissory Note (MPN) Instructions

Entrance Counseling (EC) and a Master Promissory Note (MPN) are needed to complete the process of taking out student loans. You have been awarded Subsidized and/or Unsubsidized Stafford Loans through your FAFSA. The government requires that Entrance Counseling and a MPN to be completed in order to finish up your qualification for the loan.

To start, you will be required to use your student USDE Pin. When you signed your FAFSA electronically you used your USDE Pin number. If you have lost your pin **DO NOT** make a request for a new one. Instead, hit "Apply for Pin" and then "Request a Duplicate Pin". It will save you tons of time!

Entrance Counseling

To begin this process, go to the website www.studentloans.gov

- Log in using your pin and personal information.
- Once you are in, click "Complete Counseling".
- Click "Start" in the "Entrance Counseling" box.
 - Find "Kentucky" and then "Kentucky Christian University" and hit "Notify this School". Then select that you are completing EC for Direct Loans as an **undergraduate** student.
- You will then be starting your Entrance Counseling. There are 5 different sections. You need to answer the questions in the **purple boxes**. You will be able to find the answers in the text above those purple boxes. You must have the correct answers in the purple boxes to continue, however you have an unlimited number of times you can try to get the right answer.
- This is a learning tool, it wants the student to understand loans, how they work, what they will owe, etc. **You do not have to use exact amounts** when it's asking how much you're getting, how much you'll make, etc. It just wants you to play around and understand hypothetically.
- Be observant of tabs. Some sections have tabs that are titled "Step 1" and "Step 2". You must click and fill out the parts in each tab before it will let you continue.
- **Please do not stress about this.** It is hypothetical. It is a learning tool. Make sure you complete all 5 sections and you get to the screen that says you have successfully completed your Entrance Counseling.

Master Promissory Note

- Click on "Complete MPN" on the left side of your screen.
- Click on "Subsidized/Unsubsidized".
- Fill out your personal information and find "Kentucky" and "Kentucky Christian University" again.
- You will have to give two references. The first reference needs to be a parent or legal guardian. The other has to be someone who does not live within the same household as you.
- Hit every section in the "Terms & Conditions" and check that you have read and agreed to them.
- Review all the information and make sure it looks correct. Note that your pin is tied to the name on your social security card. Be sure your name on the promissory note matches your social security card. Then, sign at the bottom.
- A window will pop up that says it has not been submitted. It wants you to review your MPN and make sure it is correct. Scroll all the way to the bottom and then hit "Submit".
- It will then tell you that you have completed your MPN and you may exit out!