

# Accept Loans, Complete Entrance Counseling (EC) and Submit Master Promissory Note (MPN)

## How Do I Accept Financial Aid Loans Online?

Only borrow what you need and can afford to repay. The “Accept/Decline Awards” link on your MyNOVA account provides the option to edit the loan amount before you accept your loan(s). The subsidized loan will not accrue interest until 6 months after you leave school, graduate, or drop below half-time enrollment. The unsubsidized loan will begin accruing interest as soon as it is disbursed.

**Step 1:** Log in to NOVAConnect by clicking on MyNOVA at [www.nvcc.edu](http://www.nvcc.edu)

**Step 2:** Click on “SIS: Student Information System”.

- Click on “Student Center”.
- Scroll down to the Finances section and click on “Accept/Decline Awards”.
- Click on the correct Aid Year.
- Click on “Accept All” OR “Accept” next to the award that you plan on accepting.
  - At this point you can choose to accept a portion of the loan by typing in the amount that you would like to borrow. Keep in mind the accepted amount will be divided equally between the Fall and Spring semesters (if applicable).
- Click on “Update Totals” and then “Submit”.

## How Do I Complete the Entrance Counseling and Master Promissory Note?

To receive the loan(s) you have accepted, you will need to complete the Direct Loan Entrance Counseling and the Direct Loan Master Promissory Note at <https://studentaid.gov/>. Entrance Counseling helps you learn about the student loans you are borrowing and about managing your finances. The Master Promissory Note is your agreement to repay your student loans. An “Informed Borrowing Confirmation” process will also need to be completed at <https://studentaid.gov/> each year you receive Direct Loans beginning with the 2021-2022 academic year in order to provide you with information on your current federal student loan debt.

**Step 1:** Log in at <https://studentaid.gov/>. If necessary, you may look up your FSA ID username and password, or create an account if you do not already have an FSA ID.

**Step 2:** Click: [Complete Aid Process](#) > [Subsidized/Unsubsidized Loan MPN](#) > Start

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### MASTER PROMISSORY NOTE (MPN)

#### Subsidized/Unsubsidized Master Promissory Note (MPN)

**What is a Subsidized/Unsubsidized MPN?**

The Subsidized/Unsubsidized Master Promissory Note (MPN) is a legal document in which you promise to repay your federal student loan(s) and any accrued interest and fees to your lender or loan holder. There is one MPN for Direct Subsidized/Unsubsidized Loans and a different MPN for Direct PLUS Loans. Most schools are authorized to make multiple federal student loans under one MPN for up to 10 years.

**Complete a Master Promissory Note**

**START**

[Preview a read-only version of the Subsidized/Unsubsidized MPN](#)

OMB No. 1845-0007 • Form Approved

**Who should complete this?**

- Eligible undergraduate students
- Eligible graduate/professional students requesting unsubsidized loans

**How long will it take?**

The entire MPN process must be completed in a single session. Most people complete the MPN in less than 30 minutes.

# Accept Loans, Complete Entrance Counseling (EC) and Submit Master Promissory Note (MPN)

**Step 3:** When you are asked to select a school, select “Northern Virginia Community College” (school code/branch: G03727). Do not select the option with a campus designation as this will result in an error. Repeat this step when you begin your Entrance Counseling.

School Information

Select School to Notify

U.S. Schools/U.S. Territory Schools

Non U.S. Schools

Choose a state:

- Select -

Search school by name:

Select or type

✓ The school you selected is participating in the electronic Master Promissory Note (MPN) process.

School Name:  
NORTHERN VIRGINIA COMMUNITY COLLEGE

School Code/Branch:  
G03727

School Address:  
8333 LITTLE RIVER TURNPIKE  
ANNANDALE, VA 220033743

**Step 4:** Click: [Complete Aid Process](#) > [Complete Entrance Counseling](#) > Start

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## COMPLETE COUNSELING

### Entrance Counseling

**What is Entrance Counseling?**

If you have not previously received a Direct Loan or Federal Family Education Loan (FFEL), the Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.

If you are completing entrance counseling to borrow a loan as an undergraduate student, then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans.

If you are completing entrance counseling to borrow a loan as a graduate or professional student, the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans.

Your school may have alternate entrance counseling requirements. Check with your school's financial aid office to be sure that the counseling available on this Web site satisfies its requirements for entrance counseling.

**Complete Entrance Counseling**

**START**

**Who should complete this?**

Students who have not previously received a subsidized/unsubsidized loan or PLUS loan (graduate/professional students only) under the Direct Loan Program or Federal Family Education Loan (FFEL) Program.

Be sure to indicate that you are completing Entrance Counseling as an undergraduate student when you select the student type. It typically takes about 30 minutes to complete the Entrance Counseling.