Financial Aid 101

How to complete your entrance counseling and master promissory note for your student loans
Completing your Direct Student Loan Entrance Counseling
• Log into www.studentloans.gov and click “sign in”
• Your pin number is the same as your FAFSA PIN number
• Once you are logged in, select complete counseling
• Choose entrance counseling and then click “start” when that option is highlighted.
• In the drop down menus, we are still listed as “Pikeville College”

• Be sure to select “direct loans as an undergraduate student”
• This is information about your existing student loans if you have any
• Please note: you must answer the questions in the purple boxes
• When your have completed the section, click continue
• Remember: you MUST answer ALL questions in the purple boxes in order to proceed
More important information about your student loans, again, answer all questions in the purple boxes.
• When you click “apply expenses, this information will go into the blocks

• **Very important**: You must also complete the “your funds this year” section where you will be asked about all your financial aid for the year. You can use the award information provided to you through WebAdvisor
• Your payment estimator is just that, an estimate. When you select one of the repayment options, you are not obligated to this selection.

• Very Important: You must also complete the “your monthly income” tab as well with what you anticipate to make when you graduate and begin work in your desired profession.
• After completing all steps, you will arrive at the end of your entrance counseling session.

• Please Note: you must answer all questions in each of the purple boxes along the way to arrive at this screen.
Completing your Master Promissory Note
• After completing your entrance counseling select “Complete MPN”
• You will then select “subsidized and unsubsidized”
- Complete your address information, telephone number and email address
- UPIKE is still listed as Pikeville College, so be sure and select that option.
• you must add two references. The first can be someone at your address. The second MUST have a different address
• Review the MPN

• **Very important**: you must read each section before proceeding
• After you have reviewed each section of the MPN, click that you understand the terms and conditions and click continue.
- Take this opportunity to review your information
- Very important: you must “sign” your MPN by typing your name in the blocks and hitting “sign”
- Also, your electronic signature must match the name you have on file with the Department of Ed. (e.g. if your name with the Dept of Ed. is Jane Q. Doe, then your signature must be “Jane Q. Doe”
• Review the information by scrolling to the bottom of the MPN and hitting “submit”
Once you have completed all these steps, you are finished with your master promissory note.
• The Office of Student Financial Services at the University of Pikeville is committed to providing the highest level of service and information to our students. If this guide has been helpful to you, please let us know.
• Also, if you require further assistance in completing this or any other step in your financial aid process, please call our office at 606-218-5254 and we will be glad to assist you.

Thank You
Judy Bradley, Director of Student Financial Services
JoAnn Cantrell, Loan Coordinator & Financial Aid Counselor
Gary J. Collins, Federal Work Study Coordinator & Financial Aid Counselor
Jamie Bannerman-Office Manager