

NORTH·SHORE COMMUNITY COLLEGE

STUDENT FINANCIAL SERVICES
One Ferncroft Road, Danvers, MA 01923-0840
(978) 762-4189 or (781) 477-2191
www.northshore.edu

The following items **must** be completed to receive your federal loan:

FIRST! - Accept Your Loans in Pipeline

Log into Pipeline in the same manner you would to view your award.

1. Log into Campus Pipeline.
2. Click on the "School Services" tab.
3. Click on the "Financial Aid" tab
4. Click on the "Award" link
5. Click on "Award By Aid Year" – Choose 2011-2012
6. Click on "Accept Award Offer" tab

Options for "Accept Award Offer" tab include:

1. Accept the full amount by selecting "**Accept Full Amount of All Awards.**"
2. Choose "**Decline**" or "**Accept**" for each fund.
3. Accept a partial amount by selecting "Accept" and entering the amount in the "Accept Partial Amount" field.

After you choose to Accept or Decline your loan, you are unable to make future adjustments via Pipeline, and must submit a Loan Adjustment Form to SFS.

NEXT! - Complete your Entrance Counseling and MPN

Online Federal Entrance Counseling (First-time borrowers at NSCC only)

1. Log on to www.StudentLoans.gov
2. Sign in using your FAFSA PIN
3. Click "Complete Entrance Counseling" and begin

Stafford Loan Promissory Note (All students must complete for 2011-2012)

1. Log on to www.StudentLoans.gov
2. Sign in using your FAFSA PIN
3. Click "Complete Master Promissory Note"
4. Click "Subsidized/Unsubsidized" and begin

Keep in mind:

- Print your confirmation pages for both sessions, for your records.
- Your online requirements must be completed in a single session. Be sure to allow for enough time to complete, approximately 30 minutes.

Be sure to check your Pipeline for updates on your financial aid status, and for any missing documents.