Steps required for loans at Berry College

For additional loan information and instructions, go to www.berry.edu/aid/loans/

(1) Loan Acceptance on VikingWeb/Financial Aid

All students accepting student loans must complete this step.

a. Log onto VikingWeb. Select the Financial Aid Link.
b. Log into your 'Financial Aid' portal using your VikingWeb user name and password.
c. Select the 'Accept Awards' tab.
d. Adjust or verify the loan amount you wish to accept (up to the maximum amount offered).
e. Select the 'Accepted' option from the Status drop down box.
f. Select 'Submit' to electronically notify the Berry College financial aid office of your choice(s).

(2) Entrance Loan Counseling:

View your 'Documents' tab on VikingWeb/Financial Aid to see if this document is needed.

Federal Direct Loan borrowers must complete Entrance Loan counseling before a Federal Direct Loan will be processed by Berry College. An electronic confirmation will be transmitted to the Financial Aid Office. The counseling session will take approximately 30 minutes to complete. A completed entrance counseling session will be valid for the entire time you are enrolled at least half-time (minimum 6 credits) at Berry College. You will use the same PIN you used when filing the FAFSA to electronically sign your Entrance Loan Counseling.

a. Go to www.studentloans.gov
b. If you have not already created an account you must do so. If you have created an account, sign in.
c. Click the link to **'Complete Entrance Counseling'**
    - Select Berry College in the 'School and Loan Information' section.
    - There is a quiz at the end of the session.
    - Follow the instructions and submit.

Print a copy and/or confirmation of the Entrance Counseling for your records.

(3) Direct Loan Master Promissory Note (MPN)

View your 'Documents' tab on VikingWeb/Financial Aid to see if this document is needed.

Federal Direct Loan borrowers must complete a Master Promissory Note (MPN) before a Federal Direct Loan will be processed by Berry College. An electronic confirmation will be transmitted to the Financial Aid Office. A completed MPN covers multiple loans for up to a 10-year period. You will use the same PIN you used when filing the FAFSA to electronically sign your MPN.

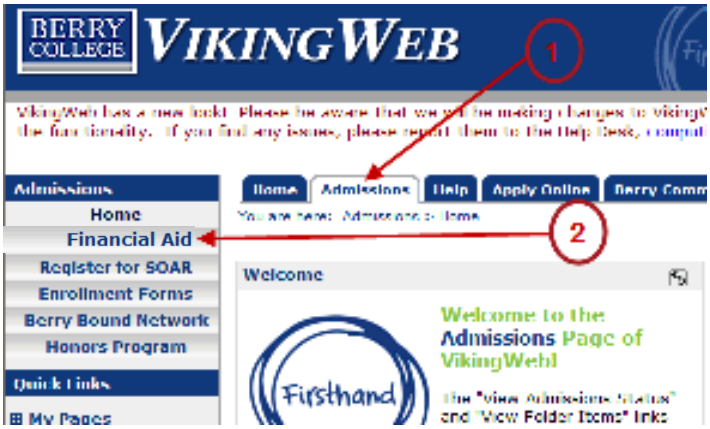
a. Go to www.studentloans.gov
b. If you have not already created an account you must do so. If you have created an account, sign in.
c. Select the link to '**Complete Master Promissory Note'**
    - Select **Subsidized/Unsubsidized**
    - Follow the instructions and submit.
    - Once all steps are completed, **PRINT** your MPN for your records.

(1) Loan Acceptance on VikingWeb/Financial Aid

1a) Log on to VikingWeb. Select the 'Financial Aid' link

Admissions Tab

- Admissions Tab
- Financial Aid



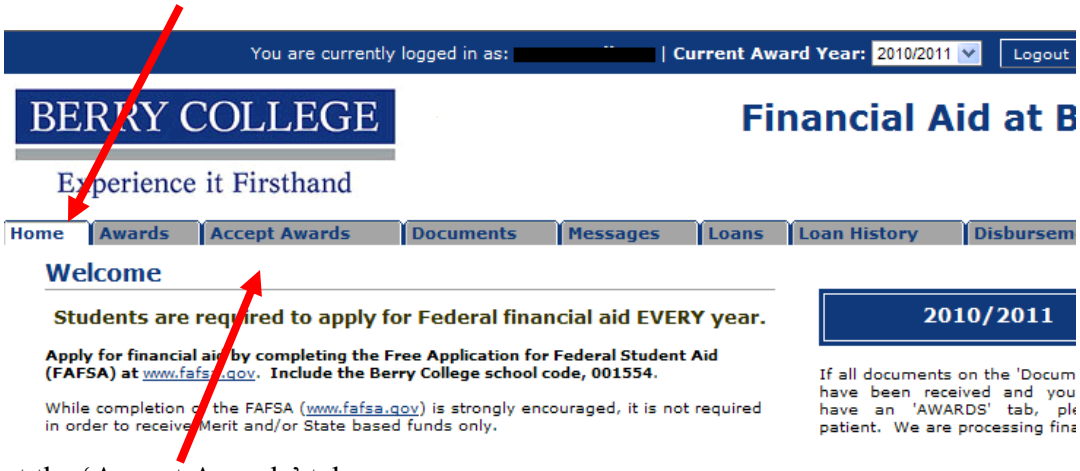
OR

Students Tab

- Students Tab
- Financial Aid

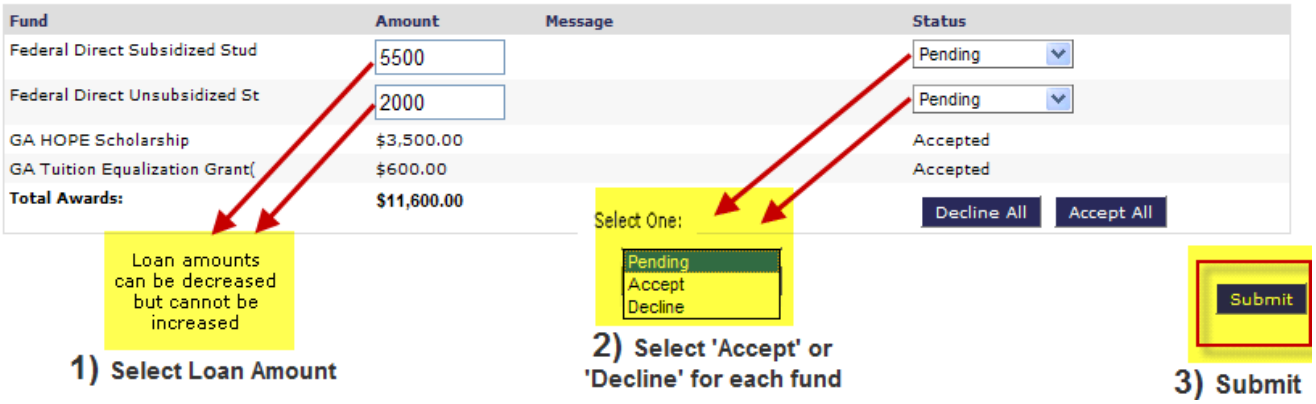
1b) Log in to the financial aid portal using your VikingWeb user name and password

You will be taken to the 'HOME' page of the financial aid portal:



1c) Select the 'Accept Awards' tab

The accept awards tab will open up with your award detail listed. All funds will show with an 'accepted' status except for the student loan funds. In order to notify the financial aid office of your intentions regarding student loans for the 2010-2011 academic year, select the loan amount you wish to borrow (up to the maximum amount listed), select 'accept' or 'decline' next to each loan fund listed, and 'SUBMIT'



1d) You have the ability to decrease the loan amount, but not increase the amount.

1e) You have the option to accept or decline the loan fund(s) listed.

1f) You must select 'Submit' to update their student financial aid record.

- If you choose to reduce the amount of the loan, a message appears stating: "You have chosen to reduce the amount of at least one of the awards offered you. If this is your intent, click OK. If not, click Cancel to return to the Accept Awards page."
- If choose to decline one or all of the loan funds offered, a message appears stating: "You have chosen to decline at least one of the awards offered you. If this is your intent, click OK. If not, click Cancel to return to the Accept Awards page."

NOTE: It is your responsibility to ensure that all the necessary documents have been received by the financial aid office. Please check the 'DOCUMENTS' tab on your financial aid record to see if any required documents are still outstanding.

Go to the 'DOCUMENTS' tab to see if any required documentation is missing.

BERRY COLLEGE

Experience it Firsthand

Financial Aid at Berry

Documents

Documents

Below are the documents required to complete your financial aid file. The status of each document is listed. Documents listed as 'Not Received' or 'Incomplete' are still outstanding and should be submitted to our office as soon as possible.

Financial aid funds will not be credited to your account until your file is complete and has been evaluated for financial aid eligibility.

Please check back often to review your status and documents. Once Berry receives your FAFSA application, additional documents may be required.

For instructions on completing the online application for the HOPE Scholarship and the Georgia Tuition Equalization Grant using GAcollege411, go to **GAcollege411 Instructions**.

If all documents listed have been received and you do not have an 'AWARDS' tab, please be patient. We are processing financial aid awards daily.

--Please check back often--

Your Documents

Document	Status	Status Date
Direct Loan Master Promissory Note(MPN)	Not Received	5/12/2010
Processed FAFSA 2010-2011	Received	4/14/2010
HOPE/GA TEG Application	Received	1/5/2009
Entrance Counseling For Loans	Received	8/4/2009
Berry College Transfer Scholarship	Received	5/3/2010

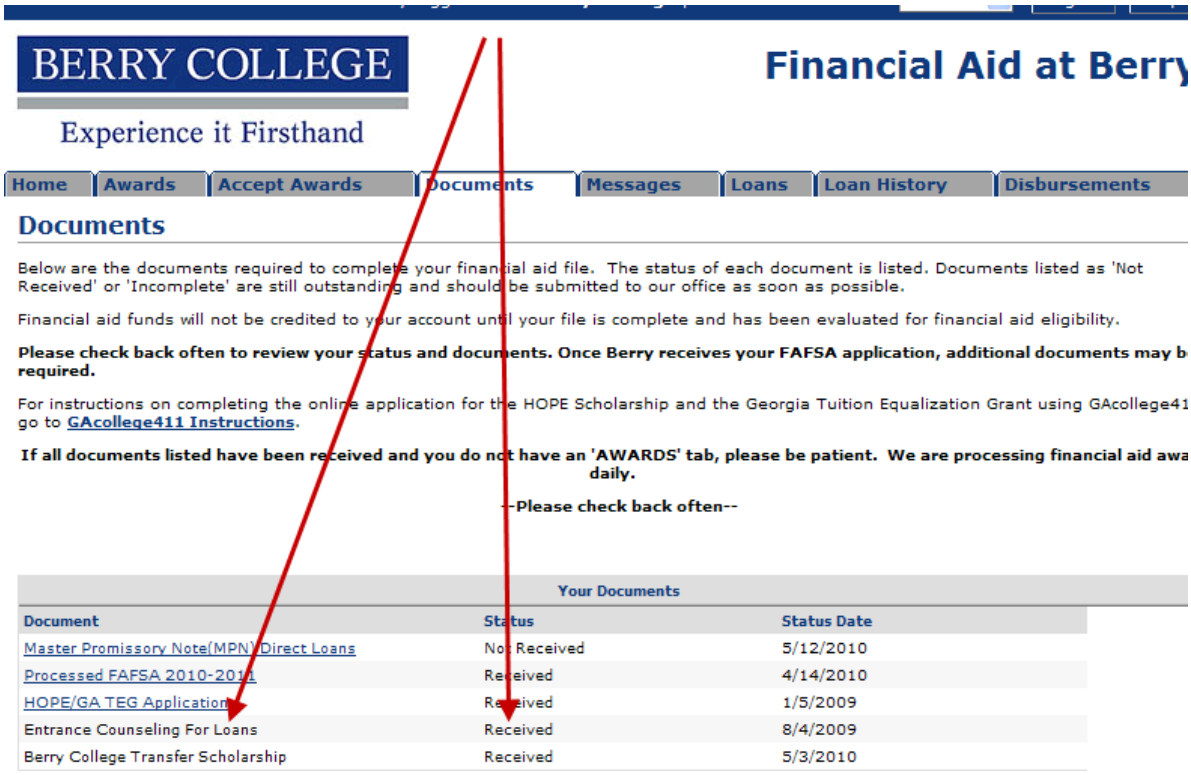
If you have documents recorded with a ‘Not Received’ or ‘Incomplete’ status, you must continue to steps 2 and/or 3 below.

If all documents recorded have a ‘Received’ status, you can stop here.

(2) Online Entrance Loan Counseling:

View your 'Documents' tab on VikingWeb/Financial Aid to see if the Entrance Loan Counseling document is needed.

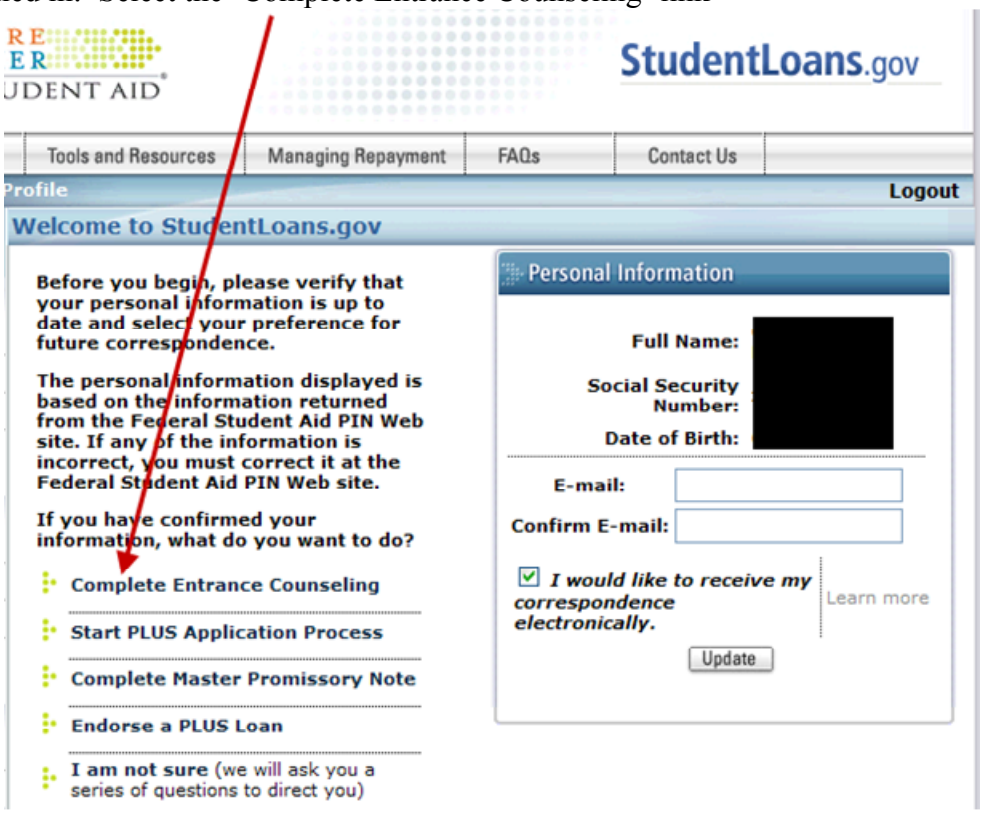
If the document status is 'received' skip this step and go to step 3.



2a. Go to www.studentloans.gov

2b. Sign in. If you have NOT already created an account, do so now.

2c. Once you are signed in: Select the 'Complete Entrance Counseling' link



Follow the steps to complete the process. The progress bar across the top will let you know where you are in the process.

Once you have completed the process, you will:

1. Get confirmation of successful submission
2. Be able to print or download the counseling verification page
3. Select the link to complete the Master Promissory Note (MPN)

Congratulations! You have successfully completed Entrance Counseling for Direct Loan Sub/Unsub/Perkins Loan Type.

First Name:	[redacted]
Middle Initial:	[redacted]
Last Name:	[redacted]
SSN:	XXX-XX-[redacted]
School Location:	GA
School:	BERRY COLLEGE

(3) Direct Loan Master Promissory Note (MPN)

View your 'Documents' tab on VikingWeb/Financial Aid to see if the Master Promissory Note document is needed.
If the document status is 'received' skip this step.

BERRY COLLEGE

Experience it Firsthand

Financial Aid at Berry

Home | Awards | Accept Awards | Documents | Messages | Loans | Loan History | Disbursements

Documents

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--Please check back often--

Your Documents

Document	Status	Status Date
Master Promissory Note(MPN) Direct Loans	Not Received	5/12/2010
Processed FAFSA 2010-2011	Received	4/14/2010
HOPE/GA TEG Application	Received	1/5/2009
Entrance Counseling For Loans	Received	8/4/2009
Berry College Transfer Scholarship	Received	5/3/2010

3a. Go to www.studentloans.gov

START HERE GO FURTHER FEDERAL STUDENT AID

StudentLoans.gov

Home | Learn More | Tools and Resources | Managing Repayment | FAQs | Contact Us

Manage My Direct Loan

Sign In Please use your PIN to sign in
Why am I signing in?

- View My Loan Documents
- Entrance Counseling
- Sign Master Promissory Note
- Complete PLUS Request Process
- Endorse PLUS Loan

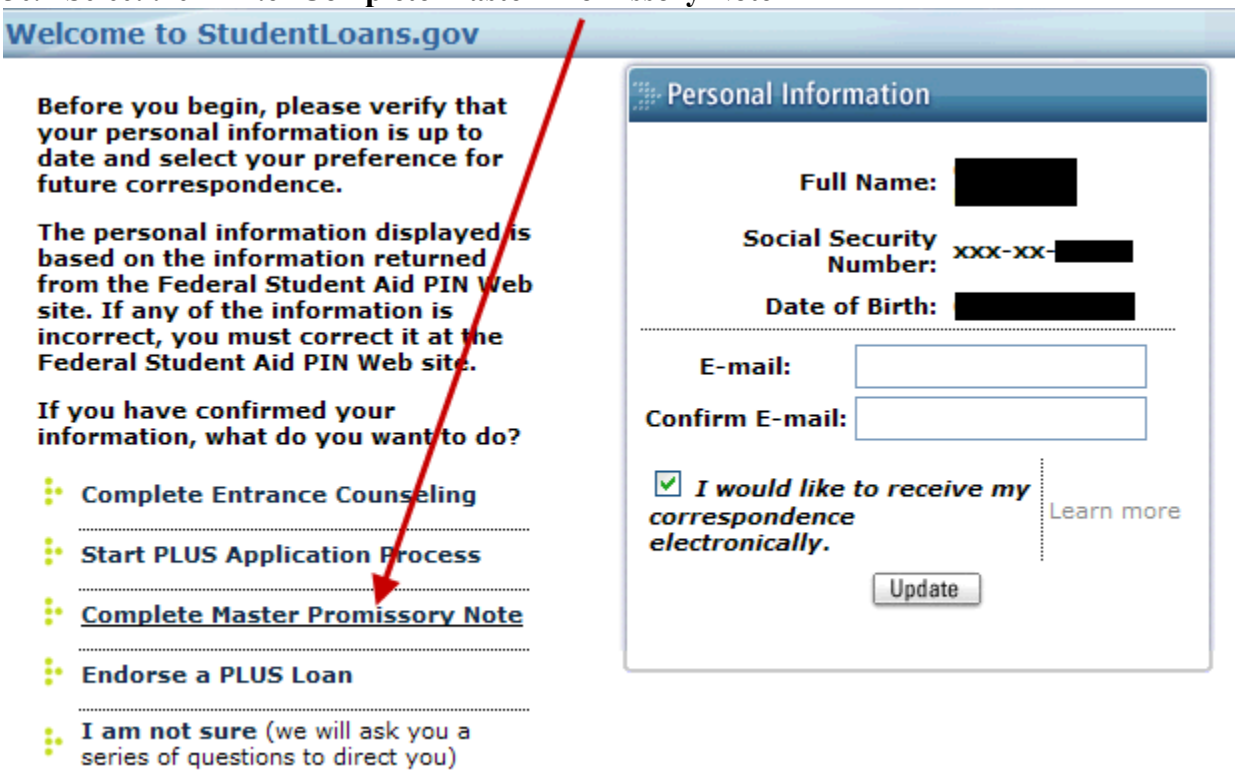
Please visit the PIN site if you are a new user or have forgotten your PIN.

StudentLoans.gov

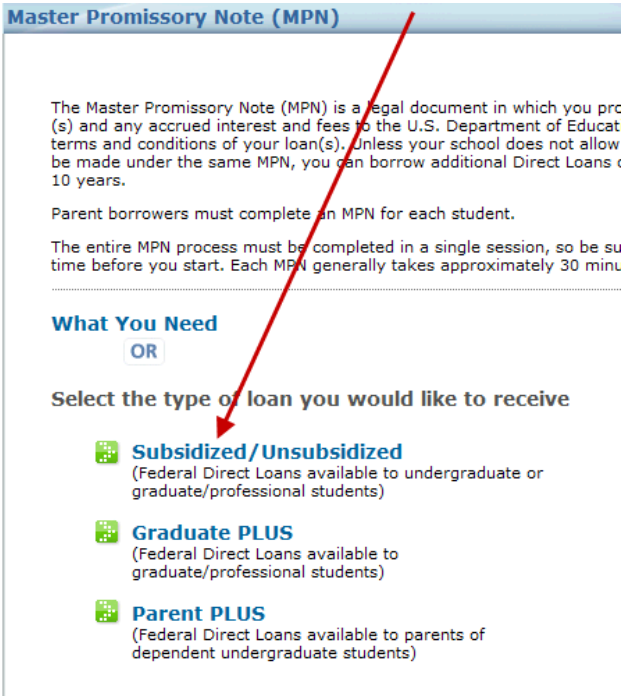
This site is your source for information from the U.S. Department of Education about how to manage your student loans.

3b. Sign in. If you have NOT already created an account, do so now.

3c. Select the link to **'Complete Master Promissory Note'**



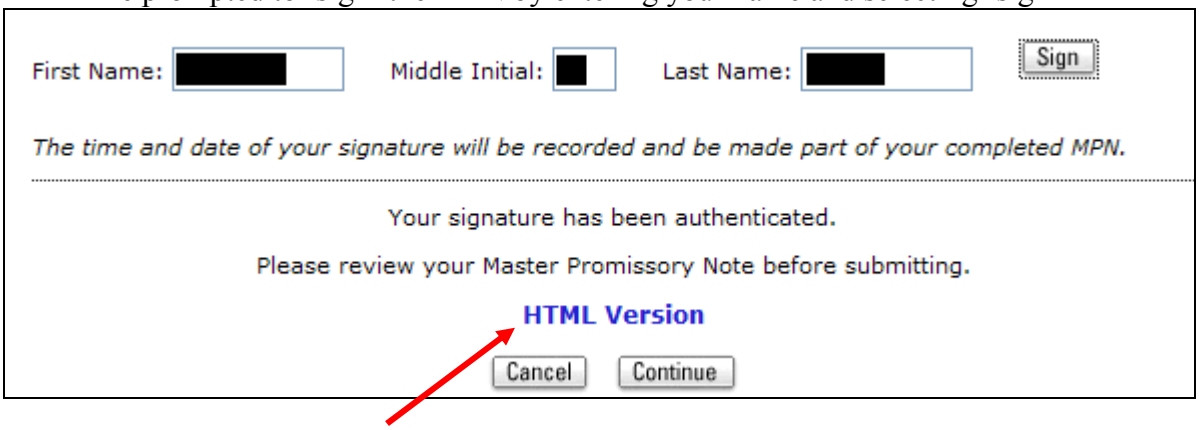
Select 'Subsidized/Unsubsidized'



Follow the steps to complete the process. The progress bar across the top will let you know where you are in the process.

Once you have completed the Master Promissory Note, you will:

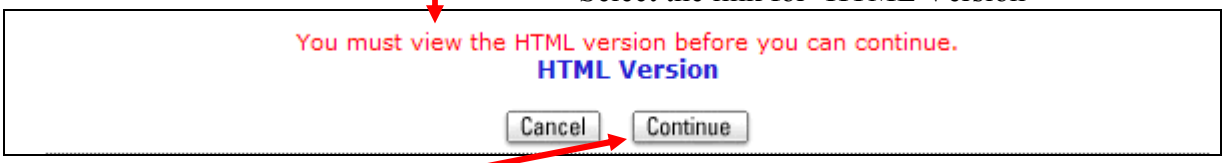
Be prompted to 'sign' the MPN by entering your name and selecting 'sign'



You must select to review your MPN before submitting

If you do not, you will get this message:

Select the link for 'HTML Version'



Select 'Continue'