

2022–2023 Direct Loan Requirements

Please allow approximately two weeks for your loan to be processed after completing all three requirements. Check your RCSJ Portal account for award information. Consult the U.S. Department of Education [StudentAid.gov](https://studentaid.gov) website for complete details on the Direct Loan program, including current interest rates, terms and conditions of lending. You must maintain a minimum enrollment of at least six (6) credits or more to borrow a Direct Loan.

Requirement #1 — Accept Student Loan

Students must follow these steps to accept their loans:

1. On the RCSJ.edu homepage, select “Gloucester Campus.”
2. Log in with your username/password.
3. Select the “MyCAMPUS” tab.
4. Under the “Financial Aid Awards” section, click the “Financial Aid Awards” link.
5. On the Self-Serv “Aid Year” page, select “2022–2023 Aid Year” and click “Submit.”
6. On the “Award Package for 2022–2023 Aid Year” page, scroll down to the student loan(s).
 - a. **Select either “Accept” or “Decline” using the drop down menu for each loan** under the “Accept Award” section.
 - b. If you don’t want to accept the full amount of the loan, type the amount you wish to receive under “Accept Partial Amount.”
7. Save and submit your changes.
8. Scroll to the bottom of the page to check the status of your financial aid application, and to see if you owe any additional requirements. Outstanding requirements, including your master promissory note or entrance counseling, will be listed here. **Financial aid will not be disbursed to your account until all requirements are complete.**

Requirement #2 — Complete Annual Student Loan Acknowledgement

This step applies to borrowers accepting a subsidized/unsubsidized loan, a PLUS loan for graduate/professional students or a PLUS loan for parents.

1. Visit StudentAid.gov
2. Click the “Log in” icon and sign in using your FSA ID/password (same username for FAFSA)
3. Review the borrowing information and tips that follow. Submit your acknowledgement at the bottom of the page.

Requirement #3 — Sign Master Promissory Note (MPN)

This step applies to first-time loan borrowers only. Follow these steps to sign your MPN:

1. Visit StudentAid.gov
2. Click the “Log In” icon and sign in using your FSA ID/password (same username for FAFSA).
3. On the “Welcome” page, select “Complete a Master Promissory Note.”
4. On the “Master Promissory Note” page, choose “Complete Subsidized/Unsubsidized MPN.” **Do not** select GRAD/PLUS MPN, this will delay processing.
5. **Complete all four sections** of the MPN, which include: “Borrower Information,” “References,” “Terms & Conditions” and “Review & Sign.”
 - a. The student borrowing the Direct Subsidized/Unsubsidized Loan must use his/her personal information when completing the MPN. **This type of loan is taken out in the student’s name.**
 - b. Under “School Information,” select “Rowan College of South Jersey.”
 - c. Be sure to check the boxes off to the right side of the page before submitting “Continue” and advancing to the next section.
6. Review all of your personal information to ensure accuracy before submitting the MPN to the U.S. Department of Education.

Requirement #4 — Complete Entrance Counseling

This step applies to first-time loan borrowers at RCSJ only. Follow these steps to complete your entrance counseling:

1. Visit StudentAid.gov
2. Click the “Log In” icon and sign in using your FSA ID/password (same username for FAFSA).
3. On the “Welcome” page, select “Complete Entrance Counseling.”
4. On the “Choose Loan Counseling Type” page, select “Start Entrance Counseling” under the “Entrance Counseling” headline
5. On the “Select Your Schools” page:
 - a. Choose “Rowan College of South Jersey.” This is important because students must complete Direct Loan entrance counseling for each school they attend.
 - b. Under “Select Student Type,” check the first option “I am completing entrance counseling to receive Direct Loans as an undergraduate student.”
 - c. Click “Continue.”
6. **Complete all five sections** of the entrance counseling, which include: “Understand Your Loans,” “Manage Your Spending,” “Plan to Repay,” “Avoid Default” and “Make Finances a Priority.”
 - a. You must read the information on each page and answer all “Check Your Knowledge” questions.
 - b. Once you’re at the bottom of the page, and have completed the section, click “Continue.”
7. Click “Submit Counseling” after completing Section 5 “Make Finances a Priority.”