



METROPOLITAN
Community College

ADDITIONAL STEPS TO RECEIVE THE STUDENT LOAN(S) YOU WERE AWARDED

Step 1: Complete Entrance Counseling

If you have already completed Entrance Counseling while at MCC you can skip this step. Not sure if you've completed this already? Check Financial Aid Self-Service by going to My Way, Select the Self Service button, Financial Information, Financial Aid. If you have not already completed this, you can link to Entrance Counseling from Self-Service.

Step 2: Sign a Master Promissory Note

If you have already signed a Master Promissory Note while at MCC you can skip this step. Not sure if you've completed this already? Check Financial Aid Self-Service.

If you have not already completed this, you can link to the Master Promissory Note from Self-Service.

Step 3: Accept Your Student Loans

Financial Aid Self-Service allows you to accept a loan for the full amount awarded, accept a loan for less than the amount awarded, or decline a loan. If you were awarded 2 loans and you want to accept one but not the other, this can also be done using Self-Service.

Yes, I want to receive student loans

Follow this path to see the loan(s) you were awarded:

- Log into your MyWay portal
- Select the purple Self - Service button
- Financial Information
- Financial Aid
- My Awards

Under each loan you were awarded is a link labeled **Accept or Decline**. Click on the link.

To accept the full amount of loan funds you were awarded for a quarter, simply check the box for each quarter you will attend, then click on **Accept this Loan**.

To accept a lower loan amount than what you were awarded for any given quarter, click the box for each quarter you will attend, change the loan amount in the loan amount box, and then click on **Accept this Loan**.

Note: New MCC students will be able to access Financial Aid Self-Service 24 hours after they have registered for their first class.

