Online Required Procedures for Student Loans

All students that are requesting a subsidized and/or unsubsidized student loan are required to complete Entrance Counseling and a Master Promissory Note before the loan money can be awarded. Both processes are completed on [www.studentaid.gov](http://www.studentaid.gov). You will log in with your FSA ID and password.

Entrance Counseling

1. Once logged in, at the top of the screen find the category labeled Complete Aid Process and hover over this with your mouse. The options provided will appear in a drop-down menu.
2. Choose Complete Entrance Counseling.
3. Read the screen and then click on the Start link to begin the process.
4. You will choose Undergraduate and complete the steps given. Select Missouri State University-West Plains to be notified when asked.

Master Promissory Note

1. Once logged in, at the top of the screen find the category labeled Complete Aid Process and hover over this with your mouse. The options provided will appear in a drop-down menu.
2. Choose Complete a Master Promissory Note.
3. You will choose I’m an Undergraduate Student. If a parent is requesting a loan, they will choose I’m a Parent of an Undergraduate Student. Parents must be logged in with their own FSAID for this option.
4. You will follow through the steps given until completed.

Both components together will take about an hour and MSU-WP will be notified when they have been completed. The loan funds are released on a scheduled basis depending on the type of loan and financial aid disbursement schedule of the current semester. If you have any questions or need assistance, call the Financial Aid Office between 8 a.m. and 5 p.m. at 417-255-7243 or email us at WPFinancialAid@MissouriState.edu.