

Office of Student Financial Aid (OSFA)
****Important Federal Direct Loan Information****
Steps for Processing Your Direct Loan

All New Butler Federal Direct Loan borrowers must complete *two* very important **NEW** steps in order to receive Federal Direct Loan funding. In addition to the two steps, you will WEB accept your Federal Direct Loan.

⇒ **Go to <http://www.butlercc.edu> to log into Pipeline.** (If you do not know your **Pipeline** username and password refer to your paper Financial Aid communication letter or contact Admissions 316-322-3255.)

⇒ Locate the **Quick Clicks** box on the left side of the page. Select the drop down menu under **“Student Quick Clicks”** and select **“Fin Aid Award Info”** – you are now at the **Award Information** page

⇒ select **Award By Aid Year**

⇒ select the appropriate aid year and click **“Submit”**

⇒ Click **“Accept Award Offer By Aid Year”** tab

Step 1 – First time Butler Federal Direct Loan borrowers
Complete Federal Direct Loan Entrance Loan Counseling

- Allow at least 30 minutes to complete your Entrance Counseling
- Click the hyperlink **‘Complete Entrance Counseling’** to open a secure external website to begin your Federal Direct Loan Entrance Counseling
- Once the external **StudentLoans.gov** website opens – in the **Manage My Direct Loan** area - click **Sign In** to login using your **FAFSA** PIN (If you do not remember your PIN, go the external website **www.pin.ed.gov**)
- Click **Complete Entrance Counseling (twice)** – select **I am an undergraduate student** – Click **Continue**
- Read about the quiz and click **Continue**
- Select **KANSAS** as the school state
- Select **Butler County Community College** – click **Continue**
- Read material and answer questions at the bottom of each section. Once you answer, a pop-up screen will provide information for the correct answer.
- Click **Submit** once you reach the **‘Borrower’s Rights and Responsibilities’** section

Step 2 –First time Butler Federal Direct Loan borrowers

Complete a NEW Federal Direct Loan Master Promissory Note (MPN)

- The entire MPN process must be completed in a single session, so be sure you have enough time before you start. Each MPN generally takes approximately 30 minutes to complete.
- Select **Subsidized/Unsubsidized** as the type of loan you would like to receive.

⇒ **Additional Step via your Butler Pipeline Account – Accept Your Offered Loan Award**

- Scroll to the bottom of the **“Accept Award Offer By Aid Year”** page to accept your **Offered** Federal Direct loan.
- You can decrease your offered loan award, but you cannot increase. Select your decision from the drop down menu and then click **“Submit Decision”**. Once you have submitted your decision, changes are not allowed without contacting us at finaidmail@butlercc.edu or 316.322.3121. If you want a one-term only loan, contact OSFA.

Your Federal Direct Loan will not be **Officially Originated** unless you have completed **NEW** Federal Direct Loan Entrance Counseling, a **New** Federal Direct Loan MPN, you have web accepted your offered loan, you are enrolled in at least 6 **attending** credit hours, and you are not on Financial Aid Academic Suspension.

Loan funds are not disbursed to your Accounts Receivable (AR) account until approximately 30 days after the beginning of the enrollment period and two disbursements are required for all borrowers. To see disbursements dates – click the **“Terms and Conditions”** Tab located on the **Award by Year** page in your Pipeline account.

If you reject your Federal Work-Study, you could be eligible for additional Federal Direct Loan funds. To determine additional loan eligibility, contact OSFA at finaidmail@butlercc.edu.