



**Office of Financial Aid**  
**Dutchess Community College**  
**Orcutt Student Services Center/ Room 104**  
**(845) 431-8030/Fax (845) 431-8603**  
**Email: [financial-aid@sunydutchess.edu](mailto:financial-aid@sunydutchess.edu)**

If you are awarded a Federal Subsidized and/or an Unsubsidized Direct Loan, you will need to take the following steps in order to fully accept your award offer:

### **Step 1: Accepting your loan on your myDcc**

- Log on to your [myDCC](#) account
- Click on the following links: My Courses Tab > Banner Self Service > Financial Aid > Award > Award for Aid year > Award Year 2011-2012
  - Click on the Accept Award Offer tab and follow the directions to accept your loan(s)
  - If you choose to accept a partial amount, keep in mind that the amount you enter will be for the entire aid year and split between the Fall and Spring semesters.

### **Step 2: Complete Direct Loan Policies & Procedures & Direct Loan Reference Form**

Read and complete the ***Direct Loan Policies and Procedures form***, as well as the ***Direct Loan Reference form***. These documents must be submitted to the Financial Aid Office.

- To access these forms online in order to download & print them, follow these links: myDcc > My Courses Tab > Banner Self Service > Financial Aid > General Financial Aid > Download Financial Aid forms > Direct Loan Policies and Procedures or Direct Loan Reference Form

### **Step 3: Complete Entrance Counseling & Master Promissory Note**

Both the ***entrance counseling*** and the ***master promissory note*** are completed online at the following website: [www.Studentloans.gov](http://www.Studentloans.gov)

Once you have completed and submitted both of these requirements at the above website, we will be electronically notified within 3-5 business days.

You will need your FAFSA Pin number to electronically sign your master promissory note. If you do not have your pin number, you can request a duplicate at the following website: [www.Pin.ed.gov](http://www.Pin.ed.gov)