

COMPLETING THE DIRECT LOAN PROCESS

Your Financial Aid Award Summary reflects your maximum Federal Direct Loan(s) eligibility based on your financial aid status at the time your eligibility was determined. Please be aware that you must be enrolled at least half-time (6 units for undergraduates, 5 units for Graduate Master's students) throughout the loan period in an eligible program of study at Cal State San Marcos to receive a student loan.

You may view the details of your financial aid by accessing your record at [www.csusm.edu](http://www.csusm.edu). Select the myCSUSM portal then follow the log in instructions on the sign on page. **After logging into the Student Center, refer to the Finance section (left side of page) and select "View my Financial Aid" and select the 2010 aid year. You can now view your award summary.**

If your financial aid package includes Direct Loan funds, please proceed as follows:

- ◆ **Direct Loan funds require repayment.** If you wish to borrow these funds, indicate your acceptance of the loan funds. You may accept the full loan amount or you may specify how much you wish to accept of each loan offered; you may not exceed the loan amount(s) offered.
- ◆ You may decline the loan(s) or you may leave the loan(s) in offered status and take no action at this time. If you decide later that you wish to borrow the loan funds, you may access your record later and proceed with accepting the loan funds at a later date. Please be aware that accepting loan funds is **not required to receive your grant funds; acceptance of loan funds is your choice.**
- ◆ If you have not borrowed recently (during the past four years) under the federal Direct Loan programs or are a new Direct Loan borrower at CSU San Marcos, you are required to complete two additional steps:

You are required to complete both Loan Entrance Counseling **and** a Master Direct Loan Promissory Note if you wish to borrow under the Direct Loan program(s). To complete the Entrance Counseling, go to the Direct Loan website [www.dlsonline.com](http://www.dlsonline.com) and click on Entrance Counseling to complete this process. Once you have successfully completed the Entrance Counseling on-line, we will retrieve your record of completion electronically to prepare your loan for disbursement. The electronic promissory note is accessed at <http://dlenote.ed.gov>. You will need your federal PIN to complete the promissory note. If you do not have a federal PIN, or do not recall the number, you can request it at <http://www.pin.ed.gov>.

Once you have accepted or declined the loan, further changes cannot be done on the web. If you have further changes, you need to contact the Financial Aid and Scholarship Office directly or complete the Loan Revision Form available on our website under forms.

If you have questions regarding your award, or this process, you may contact the Financial Aid and Scholarship Office at 760-750-4850 or email us at [finaid@csusm.edu](mailto:finaid@csusm.edu).