



**Office of Student Financial Services**  
**Dutchess Community College**  
**Orcutt Student Services Center/ Room 202**  
**Fax (845) 431-8603**  
**Email: [financialservices@sunydutchess.edu](mailto:financialservices@sunydutchess.edu)**

## Instructions to Accept Loans

If you are awarded a Federal Direct Subsidized and/or an Unsubsidized 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

- Open Chrome or Firefox browser (Do not use Internet explorer or Edge browsers) & Go to [www.sunydutchess.edu](http://www.sunydutchess.edu)
- Hover over the Admission Link & then Click on Financial Aid
- Click on the Forms link on the left hand side of the webpage
- Find the Links to myDCC Financial Aid Pages then click on the **Financial Aid Terms & Conditions Link**
- Sign in using your myDCC username and password & you will then be directed to your self-service page showing you your 'Terms and Conditions' tab
- Accept Terms & Conditions, if you have not done so already.
- Click on the Accept Award Offer tab (4<sup>th</sup> Tab) and follow the directions to accept your loan(s). Make sure you are on the correct aid year. Aid year should be **2022-2023**. (Image for example only)

Award Package for 2016-2017 Academic Year

General Information | Award Overview | Terms and Conditions | **Accept Award Offer**

- 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. For Example:

|                   |                        |             |            |
|-------------------|------------------------|-------------|------------|
| DL Fed Unsub Loan | Offered to Student     | Fall 2016   | \$2,000.00 |
|                   | Offered to Student     | Spring 2017 | \$2,000.00 |
|                   | Fund Total: \$4,000.00 |             | Accept     |

### Step 2: Complete Entrance Counseling & Master Promissory Note

Both the **entrance counseling** and the **master promissory note** are completed online at the following website:  
<https://studentaid.gov/>

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

You will need your FSA ID and password to electronically sign your master promissory note. If you do not have your FSA ID or password, you can request your ID and/or password by accessing the website:

<https://studentaid.gov/> and clicking on the Edit MY FSA ID tab.