**Butler Financial Aid**

**Important Federal Direct Loan Information**

Steps for Processing Your Direct Loan

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

1. 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.)

2. 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.

3. Select Award By Aid Year

4. Select the appropriate aid year and click “Submit”

5. Click “Accept Award Offer” tab

**Step 1 – Accept Your Offered Loan Award**

- Scroll to the bottom of the 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 the “Submit Decision” button. Once you have submitted your decision, changes are not allowed without contacting us at finaidmail@butlercc.edu or 316.322.3121. It is wise to accept a Fall/Spring loan if you are planning to attend both semesters so your loan is processed without any further steps.

**Step 2 – First time Butler Federal Direct Loan borrowers**

Complete Federal Direct Loan Entrance Counseling

- Allow at least 30 minutes to complete your Entrance Counseling
- Click the red hyperlink ‘HERE’ to open a secure external website to begin your Federal Direct Loan Entrance Counseling
- Once the external StudentLoans.gov website opens – click Log In to login using your FSA ID. If you do remember your FSA ID or you do not have one, once you select Log In you may select Create an FSA ID or Forgot Username or Password. Select your language, agree to the Terms and conditions, and enter your email address. Click Save and Continue
- Click Complete Entrance Counseling
- Select start ENTRANCE Counseling
- Select KANSAS as the school state
- Select Butler Community College – click Notify School
- Select UNDERGRADUATE as student type and click Continue
- Read material and answer questions – complete activities throughout counseling sections
- Click Submit Counseling

**Step 3 – First time Butler Federal Direct Loan borrowers**

Complete a 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 10-30 minutes to complete.
- Select Complete Subsidized/Unsubsidized MPN as the type of loan you would like to receive.

Your Federal Direct Loan will not be Officially Originated unless you have completed Federal Direct Loan Entrance Counseling, a 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 Suspension. Direct Loan awards are based on your enrollment status: full-time status 12 or more hours, or three-quarter time status (9-11 hours), or half-time status (6-8 hours).

Loan funds are not disbursed to your Accounts Receivable (AR) account until approximately 30 business after the start of your classes in Fall or Spring. To see disbursements dates – click the “Special Messages” Tab located on the Award Package by Year page in your Pipeline account.