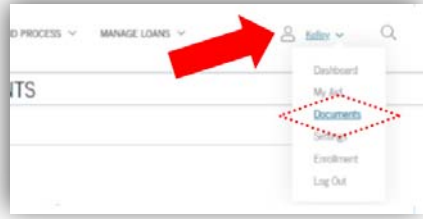

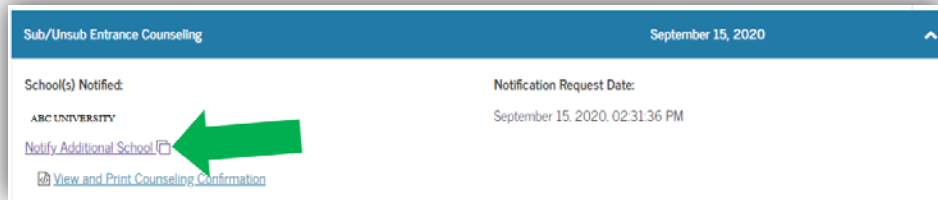


# Add College to your Prior completed ENTRANCE COUNSELING

1. Log into <https://studentaid.gov/> with your FSA ID
2. Once logged in hover over your name in the top right until a dropdown menu appears.  
*Select: Documents*



3. Under My Documents  
*Filter by: Loan Counseling* from the drop-down menu.
4. Your prior completed counseling session(s) will appear here. Select the  to update this session.  
*Select: Notify Additional School*



5. *Choose a state: VIRGINIA*  
*Search school by name: Bon Secours Memorial College of Nursing*  
or  
*Bon Secours St Mary's Hospital School of Medical Imaging*

A screenshot of the 'NOTIFY ADDITIONAL SCHOOL' form. The form has a title 'NOTIFY ADDITIONAL SCHOOL' at the top. Below the title, there are two radio buttons for 'Select School to Notify': 'U.S. Schools/U.S. Territory Schools' (selected) and 'Non U.S. Schools'. Below this is a 'Choose a state:' dropdown menu with 'VIRGINIA' selected. Below that is a 'Search school by name:' section with a search input field and a dropdown menu. The search input field contains 'Select or type'. The dropdown menu shows a list of schools: 'BLUEFIELD COLLEGE', 'BON SECOURS MEMORIAL COLLEGE OF N', 'BON SECOURS ST MARY'S HOSPITAL S', and 'BRIDGEWATER COLLEGE'. At the bottom of the form, there are two buttons: 'SUBMIT' and 'Exit'.

6. *Select: SUBMIT*

When you have successfully entered our college, it will be listed under School(s) Notified with a current Notification Request date.