**AMSE**

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Class Dates</th>
<th>May 26 - June 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration opens by appointment. View your Enrollment date and time in your Student Center.</td>
<td>March 23</td>
<td></td>
</tr>
<tr>
<td><strong>Titan A payment due date</strong> if you registered between March 20 thru April 30, 2020. If you do not pay the balance in full, you will be subject to disenrollment without notice.</td>
<td>May 1</td>
<td></td>
</tr>
<tr>
<td><strong>Titan B payment due date</strong> if you registered between May 1 thru May 21, 2020. If you do not pay the balance in full, you will be subject to disenrollment without notice.</td>
<td>May 21</td>
<td></td>
</tr>
<tr>
<td>TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING - Last day to register without a $25 late registration fee. - Last day to drop without a record of enrollment and receive full refund, less $10 per class. - Prepayment amount required before you can register.</td>
<td>May 22</td>
<td></td>
</tr>
<tr>
<td>TITAN ONLINE AVAILABLE FOR DROPPING AND ADDING - No electronic registration permit required to add all classes - $25 late registration fee to register/add all classes.</td>
<td>May 23 - 25</td>
<td></td>
</tr>
<tr>
<td>TITAN ONLINE AVAILABLE FOR ADDING - EIP-issued registration permit required to add all classes. - $25 late registration fee to register/add all classes.</td>
<td>May 26 - 29</td>
<td></td>
</tr>
<tr>
<td>Last day to drop a class <strong>without</strong> a grade of &quot;W&quot;.</td>
<td>May 29</td>
<td></td>
</tr>
<tr>
<td>Last day to drop a class <strong>with</strong> a grade of &quot;W&quot; and receive 65% refund. Complete the request for Withdrawal Process online.</td>
<td>June 2</td>
<td></td>
</tr>
<tr>
<td><strong>LAST DAY FOR WITHDRAWAL</strong> - Final deadline to withdraw from classes with a grade of &quot;W&quot; for serious and compelling reasons only. Complete the request for Withdrawal Process online.</td>
<td>June 19</td>
<td></td>
</tr>
</tbody>
</table>

**Campus Closures**
- March 31, 2020 - Cesar Chavez Day
- May 25, 2020 - Memorial Day
- July 3, 2020 - Independence Day
FEE PAYMENT INSTRUCTIONS
TITAN REGISTRATION PAYMENT DUE DATES
See page 1 for dates.

Anticipated/Pending Financial Aid must be enough to cover all tuition and fees. If Anticipated/Pending Financial Aid is not enough, students are required to pay the difference by the payment due date to avoid disenrollment from all classes.

Payments made online via the web are due by 11:30 PM on the due dates provided above. In Person and mail-in payments are due by 5:00 PM on the dates provided above.

If you do not register during the Titan A, Titan B and Titan C registration periods, then a Prepayment Hold will be placed on your student record. During the PREPAY period, you will be required to pay a minimum $1,000 to remove the Prepayment Hold before you can register in courses. The balance is due immediately after enrolling.

THIRD PARTY CONTRACTS/SPONSORED STUDENTS
If a government agency, embassy or other organization will pay your registration and tuition fees, you must submit a current letter of financial guarantee or voucher to Extension and International Programs, THALL-1117 at least three (3) business days prior to your registration. If this letter or voucher is not received prior to your registration, you are responsible for paying your registration and tuition fees and may be subject to disenrollment if your payment is not received by the deadlines specified above.

IMPORTANT!
• You will not receive an invoice for your registration fees. To ensure your fees are paid on time and to avoid disenrollment, please check your student account regularly by logging into Titan Online via your student portal (www.fullerton.edu) and click on your Titan Online "Student Center". Select “Account Inquiry” to view any current balances due.
• The University is not responsible for delays in the U.S. Postal Service.
• You may be subject to disenrollment from ALL of your classes if your payment is not received by the due date. If you switch/change your enrollment units, you must pay additional fees by the due date. If payment in full is not received, all your classes are subject to disenrollment.
• A $25.00 Late Registration Fee will be assessed for students who register on or after the session start date.

FEES AND DEBTS OWED TO THE INSTITUTION
Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may “withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise or any combination of the above from any person owing a debt” until the debt is paid (see Title 5, California Code of Regulations, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the class start date gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge reasonable attorney fees if litigation is necessary.

If a person believes he or she does not owe all or part of an asserted unpaid obligation that person may contact Extension and International (EIP) Student Services office.

HOW TO MAKE A PAYMENT
Online (CSUF Student Portal)
• Credit Card or Debit Card. A non-refundable processing fee (2.75%) will be charged
• eCheck - no processing fee
• Wire transfer

In-office (EIP student services, THALL-1117)
• Check

CSUF Cashier’s Office (GH-180)
• Credit Card A non-refundable processing fee (2.75%) will be charged
• Debit Card - no processing fee
• Check - no processing fee
• Cash

Irvine Center (IRVC-127)
• No payments accepted

REFUND OF FEES
If you drop before the session start date, you will receive a full refund less $10 per class.

If you drop on the session start date and after, you may receive a 65% refund if less than 25% of the class has elapsed. Please refer to the Calendar of Deadlines on Page 1.

For further information, contact EIP Student Services.
TITAN ONLINE REGISTRATION INSTRUCTIONS

THINGS YOU SHOULD KNOW ABOUT REGISTRATION

• Titan Online is available 24/7. You may register beginning with your assigned appointment and continue accessing registration an unlimited number of times until the end of TITAN registration.

• You will receive your registration appointment date/time via email. To view your registration appointment, sign onto Titan Online and access your Student Center.

• Once you have performed any type of registration activity, you should confirm your schedule by printing your schedule from your Student Center.

• All HOLDS must be cleared three (3) business days prior to your registration appointment.

• DEADLINES for adding/dropping classes are listed on page 1 of this registration guide.

• TITAN PIN – A “one-time use” Personal Identification Number (PIN) is assigned to you, which is a 6-digit number. After accessing your Student Portal with the PIN, you will be asked to create a password. This password will be used for Student Portal access including registration throughout your enrollment at CSUF. If you need assistance with your username or password, select the “need help logging in?” link immediately below the “log in” button on the CSUF Portal Log In webpage.

• TITAN APPOINTMENT – Appointment dates and times for registration are based on class level and on units earned for all participants. The date indicated on Titan Online represents the first date you can access Titan Online to enroll in classes. If you attempt to register before your assigned date and time, you will not be granted access.

For questions regarding your registration appointment, please contact Records and Registration at (657) 278-7601.

Cancelled Classes - If a class for which you have registered is cancelled by the department, you will receive an email notification at your CSUF email address. You may attempt to add another class during TITAN registration on or after your appointment time.

Parking Information - Use the provided link in Titan Online to purchase a parking permit.

Financial Aid Recipients – Check with Financial Aid Services.

State Rehabilitation and Veteran's Administration Vocational Rehabilitation - Contact the Disability Support Services Office (GH-101) if you need assistance with registration.

Disabled Students - Contact the Disability Support Services Office (GH-101) if you need assistance with registration. For additional information, call (657) 278-3112.

Private Company Scholars - Submit an authorization or a purchase order from your employer to the EIP Student Services Office (THALL-1117) at least three (3) business days prior to your registration.

FULLERTON OFFICE
1111 N. State College Blvd., Suite 1117
Fullerton, CA 92831
Phone: (657) 278-2611
Email: eipconnect@fullerton.edu
Hours: 8 a.m. to 5:30 p.m., Monday through Thursday; 8 a.m. to 5 p.m. on Friday

IRVINE OFFICE
3 Banting, Room 127
Irvine, CA 92618
Phone: (657) 278-1694
Email: eipconnect@fullerton.edu
Office hours vary. Please call to verify.
Logging in to Student Portal

Log into the campus portal at fullerton.edu by clicking on the Students button at the top left of the main homepage.

Enter your username and password. Then click Login.

Click on the Student Center icon.

Click on the Enroll.

Select the term. Please note that whether you are a Postbaccalaureate or Undergraduate student, the enrollment process is the same. Click Continue.
Adding a Class

**STEP 1:**
Enter the class number (i.e. 12345) you wish to add in the Enter Class Nbr field. Click **Enter**.

The class search function will not display EIP courses. Please obtain class numbers from the EIP program website.

Review your classes. Click **Next**.

Your class has been added to your shopping cart.

You can add another class here in the Enter Class Nbr field. Click **Enter**.

When ready, click on **Preceed to Step 2 of 3**.
**STEP 2:**
Confirm your class (es). Click **Finish Enrolling**.

**STEP 3:**
View results. You are now enrolled.

If at any time you receive an “Error”, carefully review the message to see why.

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**Dropping a Class**

**STEP 1:**
To drop a class go to **Student Center**, select **Enroll**, then click on **Drop** tab
Select the term. Please note that whether you are a Postbaccalaureate or Undergraduate student, the enrollment process is the same. Click **Continue**.

Select the class you want to drop. Click **Drop Selected Class**.

**STEP 2:** Confirm you dropped class. Click **Finish Dropping**.

**STEP 3:** View results. You have now dropped the class.
Making a Payment

Click on **Self Service** in main menu.

![Self Service Menu](image)

Click on **Student Center**.

![Student Center Menu](image)

Scroll down to **Finances** towards middle of page.

On the right is your **Account Summary** and shows the balance due.

For more information click on **Account Inquiry**.

You can view **Financial Aid Accept/Decline Awards**.

To make a payment click on **Make a Payment**.

**You have 2 options:**

**Option 1: Enroll in Payment Plan**

**Option 2: Pay Now** (go to page 12 on how to pay now).
**Option 1: To Enroll in Payment Plan**

Click on **Enroll in Payment plan**.

**1. Select Payment Plan**

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

<table>
<thead>
<tr>
<th>Payment Plans</th>
<th>Maximum Amount</th>
<th>Number of Installments</th>
<th>First Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sum 19 EIP SS Deg-NFEE PayPlan</td>
<td>10,000.00</td>
<td>2</td>
<td>05/03/2019</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Click on **Next**.

**Review the installment information** (Due Date/ Installment amount/administrative fee).

Click on **Next**.

**2. Review Installments**

You have selected Sum 19 EIP SS Deg-NFEE PayPlan.

**Question:** 657 278-2611 or email eipconnect@fullerton.edu.

<table>
<thead>
<tr>
<th>Eligible Charges</th>
<th>Plan Amount</th>
<th>Number of Installments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,550.00</td>
<td>10,000.00</td>
<td>2</td>
</tr>
</tbody>
</table>

**Installment Schedule**

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Installment</th>
<th>Administrative Fee</th>
<th>Total Installment</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/03/2019</td>
<td>1,275.00</td>
<td>30.00</td>
<td>1,305.00</td>
</tr>
<tr>
<td>06/03/2019</td>
<td>1,275.00</td>
<td></td>
<td>1,275.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,550.00</strong></td>
<td><strong>30.00</strong></td>
<td><strong>2,580.00</strong></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Important: The installment schedule is based on your current eligible charges of 2,550.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 10,000.00.
Review the terms of the payment plan.

Check the Yes, I have read the agreement.

Click on Enroll.
Confirmation of payment plan is displayed.

To go back to your home page you can click on **View my Account** or on top right select the drop down menu.

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**To make a payment on your installment**

Go back to **Student Center**.

Click on **Make a Payment**.

Click on **Pay Now**.

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**Make a Payment**

If you are newly admitted and attempting to pay your Enrollment Deposit - STOP! You must go to your Student Center under your Application Status to pay your enrollment deposit.

All other students: If you cannot pay your full balance due at this time, an alternative would be to sign up for the payment plan using the link at the bottom of this page.

If you are ready to make a payment, click “Pay Now” to open a new window to process the payment. Please be sure to turn off your pop-up blockers before proceeding. For best results use Internet Explorer 8, 9 and 10 (compatibility mode only).
Option 2: Pay Now (and continuation of Option 1)

Click on **Click here to Make a Payment.**

On this screen you have the option to **Save payment methods** under **Saved Accounts.**

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Click on **Full Payment: Tuition, Registration and Housing Fees** or **View Details.**

Either one will take you to the same page/step.

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You will need to enter the amount of your balance and then **Make a Payment.**

Please remember what that balance was from your previous tab. Click on **Account Inquiry** tab on previous web browser tab to view your balance.
Click on **Continue**.

If you click on **Review Payment** it will take you to different description of payment (2 steps back).

Select your method of payment.

**Note:** A 2.75% non-refundable credit card processing fee will be added to the total payment when using a credit card or debit card.

Enter information on all fields.

Click on **Continue**.
A pop up will appear asking if you want to save the credit card you have entered.

Click on **Save** or **X** out of it.

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Review the information

Check the I **acknowledge** box.

Click on **Continue**.

You have the option to **Review Charges** or **Cancel My Transaction**.

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Review information and click on **Submit Payment**.
Note: if there is an issue with the credit card number entered, you will be directed to a message with the information on why the card was not processed.

Choose **New Payment Methods** and follow the prompts.