FEE PAYMENT INSTRUCTIONS

TITAN REGISTRATION PAYMENT DUE DATES

For payment infomation, please visit the <u>Student</u> <u>Business Services Important Dates</u>.

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 at <u>Student Business Services Important Dates</u> webpage.

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 SPONSORSHIP

Third Party Sponsorship Students who are being sponsored by a third party should contact EIPFinance@ fullerton.edu directly to setup the sponsorship account. Sponsorship information should be submitted at least one week prior to registration. It is the student's responsibility to ensure EIP has valid sponsorship information on file. The following information should be included on the sponsorship letter:

- Sponsor's complete name and address
- Billing address
- Contact information: name of contact person, email address, and phone number
- Name of student(s) being sponsored
- Approved term and amount
- Approved course or program title
- Sponsorship Restriction

Payment should be made within 30 days of invoice date. Students will be liable for any balances not covered by the sponsorship.

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 (2.65%) 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 (2.65%) 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 your program schedule.

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

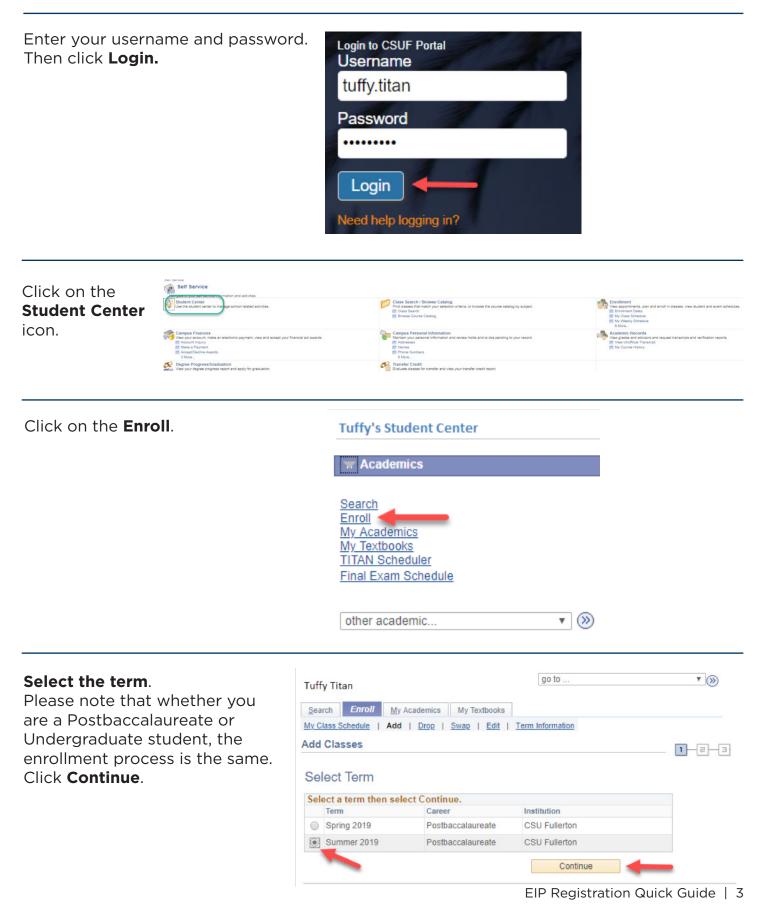
Phone: (657) 278-1694

Email: eipconnect@fullerton.edu

Office hours vary. Please call to verify.

Logging in to Student Portal

Log into the campus portal at <u>fullerton.edu</u> by clicking on the **Students** button at the top left of the main homepage.



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.

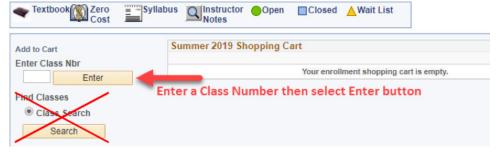
Add Classes

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Summer 2019 | Postbaccalaureate | CSU Fullerton



1-2-3

Change Term

Review your classes. Click **Next**.

ridu olus				1-2	
1. Sele	ect classes	to add - Enrollmer	t Preferences		
	019 Postbaccala - Soc Work Persp	ureate CSU Fullerton tv on Dev Psych			
Class Pref	erences				
MSW 571	-70 S	eminar 😑 Open		Grading	Graded
S	ession Special S	Session		Units	3.00
C	areer Extended	I Education	Requir	ement Designation	Eligible to count toward Graduate GPA
				Cance	el Next
Section	Component	Days & Times	Room	Instructo	or Start/End Date
70	Seminar	TuWeTh 6:00PM - 9:00PM	I Irvine Campus IRVC-120	Staff	07/02/2019 - 08/01/2019

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**.

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Textbook Cost	Syllabus Q	Instructor Op Notes	en ∎Closed <mark>≜</mark> Wa	it List			
dd to Cart	Summe	er 2019 Shoppin	g Cart				
nter Class Nbr	Delete	Class	Days/Times	Room	Instructor	Units	Statu
Enter	Î	MSW 571-70 (11269)	TuWeTh 6:00PM - 9:00PM	Irvine Campus IRVC-120	Staff	3.00	•
ind Classes Class Search							

STEP 2:

Comfirm your class (es). Click Finish Enrolling.

Add Classes			1-2-3	3		
2. Confirm classe	S					
adding these of	Enrolling to process your re classes, select Cancel. ostbaccalaureate CSU Ful	quest for the classes listed. To ex lerton	kit without			
Textbook Cost	Syllabus Q Instr Note		▲Wait List			
Class	Description	Days/Times	Room	Instructor	Units	Statu
MSW 571-70 (11269)	Soc Work Persptv on Dev Psych (Seminar)	TuWeTh 6:00PM - 9:00PM	Irvine Campus IRVC- 120	Staff	3.00	•

STEP 3:

View results. You are now enrolled.

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

Add Classes

1-2-3

Finish Enrolling

Status

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

Summer 2019 | Postbaccalaureate | CSU Fullerton

Class	Message	Status
MSW 571	Message: The class you have selected is included in the Graduate Level GPA. The grade you receive will count in the degree evaluation if you are currently a CSUF graduate student or if you become a CSUF graduate student.	

Cancel

Previous

Dropping a Class

STEP 1: To drop a class go	Search Enroll My Academics My Textbooks	go to	* (>>)
to Student Center , select Enroll , then click on Drop tab	My Class Schedule Add Drop Swap Edit Drop Classes	Term Information	1-2-3

Select the term.

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

Sea	rch Enroll My	Academics My Textbooks	1	
		Drop Swae Edit	Term Information	
rop	Classes			1-2-3
	Lo at Tames			
Sel	lect Term			
	lect lerm	lect Continue.		
		lect Continue.	Institution	
	ect a term then sel		Institution CSU Fullerton	

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

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Summer 2019 | Postbaccalaureate | CSU Fullerton

Change Term

1-2-3

1-2-3

			Fnrolled	Oropped	Wait Listed		
Select	Class	Description	Days/Times	Room	Instructor	Units	Status
•	<u>MSW 571-70</u> (11269)	Soc Work Persptv on Dev Psych (Seminar)	TuWeTh 6:00PM - 9:00PM	Irvine Campus IRVC- 120	C. Bailey	3.00	
	<u>MSW 573-70</u> (<u>11320)</u>	Trauma-Focused SW Pract (Seminar)	TuWeTh 6:00PM - 9:00PM	Irvine Campus IRVC- 264	D. Saxton	3.00	~

STEP 2:

Confirm you dropped class. Click **Finish Dropping**.

Drop Classes

2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

Summer 2019 | Postbaccalaureate | CSU Fullerton

		Enrolled	Oropped	Wait Listed		
Class	Description	Days/Times	Room	Instructor	Units	Status
<u>MSW 571-70</u> (<u>11269)</u>	Soc Work Persptv on Dev Psych (Seminar)	TuWeTh 6:00PM - 9:00PM	Irvine Campus IRVC- 120	C. Bailey	3.00	~

STEP 3:

View results. You have now dropped the class.

Drop Classes



3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

Summer 2019 | Postbaccalaureate | CSU Fullerton

Success: dropped	🔀 Error: unable to drop class	
Class	Message	Status
MSW 571	Success: This class has been removed from your schedule.	×

My Class Schedule

Making a Payment Click on Self Service in main menu. Menu Search: Image: Search:



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

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

For more information click	Finances My Account	Account Summary
on Account	Account Inquiry	You owe 2,550.00.
Inquiry.	Enroll In Direct Deposit	Due Now 2,550.00
	Enroll in Payment Plan	Future Due 0.00
You can view	Consent & Access 1098-T Financial Aid	** You have a past due balance of 2,550.00. **
Financial Aid	View Financial Aid Accept/Decline Awards	Currency used is US Dollar.
Accept/Decline Awards.	other financial	*Important Student Fee Information Make a Payment ▶

To make a payment click on Make a Payment.

You have 2 options:	Make a Payment		
Option 1: Enroll in Payment Plan	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.		
Option 2: Pay Now (go	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.		
to page 12 on how to pay now).	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).		
	Cancel Pay Now 2		

Enroll in Payment Plan

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 4step process for each payment plan you elect to enroll in.

Payment Plans	Maximum Amount	Number of Installments	
Sum 19 EIP SS Deg-NFee PayPlan Question: 657 278-2611 or email eipconnect@fullerton.edu.	10,000.00	2	05/03/2019
Currency used is US Dollar.			
	Can	cel	Next

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

Click on Next.

nroll in Payment	Plan 1098T Tax Form		
nroll in Payment Plan		1	-2-3-4
. Review In	stallments		
	ed Sum 19 EIP SS Deg-NFee 278-2611 or email eipconnec		
	Eligible Charges	2.550.00	
	Plan Amount		
	Number of Installments	10,000.00	
Installment S	chedule		
Installment So Due Date	chedule Installment	Administrative Fee	Total Installment
Due Date	Installment	30.0	

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.

Cancel	Previous	Next

Review the terms of the payment plan.

Check the Yes, I have read the agreement.

Click on Enroll.

Account Inquiry Account Services

Enroll in Payment Plan | 1098T Tax Form

Enroll in Payment Plan



3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

Sum 19 EIP SS Deg-NFee PayPlan

You are about to enroll in Sum 19 EIP SS Deg-NFee PayPlan.

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

Plan Amount	2,550.00
Administrative Fee	30.00
Total Plan Amount	2,580.00
Number of Installments	2

Installment Schedule

instaiment su	,neuule		
Due Date	Installment	Administrative Fee	Total Installment
05/03/2019	1,275.00	30.00	1,305.00
06/03/2019	1,275.00		1,275.00
Total	2,550.00	30.00	2,580.00

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.

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

I, the undersigned student, promise to pay California State University, Fullerton, an initial payment of all campus based fees immediately upon enrollment in the Installment Payment Plan. I further agree to pay the remaining installments in the amounts listed above on or before the due dates noted above. If I fail to pay any installment in full by the due date, I understand that I will be subject to the following:

- 1. I may be disenrolled from all classes;
- 2. I will have all applications for future educational loans denied;
- 3. All services from the University, including provision of academic transcripts, denied;
- 4. My loan referred to a collection agency;
- 5. My delinquency reported to a credit bureau, and;
- 6. Interception of my future state tax refunds.

Further, I consent to the release of information concerning any delinquent amount to other persons or entities reasonably necessary to aid the University or its agents and contractors in the payment of the delinquency. I agree to pay reasonable collection costs, including attorney's fees and court costs, incurred in collecting any amount not paid when due. I authorize deduction by the University from any financial aid awarded to me of any delinquent amount of the educational loan due from me to the University.

If I add units, I also agree to pay any additional registration and/or processing fees by the appropriate due date. I acknowledge that processing fees are non-refundable.

If my check is returned for any reason, I will no longer be on the Installment Payment Plan and my fees will be unpaid and due immediately. A \$20.00 late fee (\$25.00 for Extension & International Program Students) will be assessed for any payment not received on the due date, regardless of pending financial aid disbursement. Obligor waives the benefit of any limitations affecting liability or the enforcement thereof to the extent permitted by law. By signing below, I manifest my agreement to all of the provisions of this promissory note.

Prior to clicking "Save", please print a copy of this agreement for your records.

The agreement is dated	04/29/2019 Urgs, I		I have read the agreement	
	Cancel	Previous	Enroll)

Confirmation of payment plan is displayed.

To go back to your home page you can click on

View my Acount or on top right select

the drop down menu.



You have successfully enrolled in Sum 19 EIP SS Deg-NFee PayPlan.

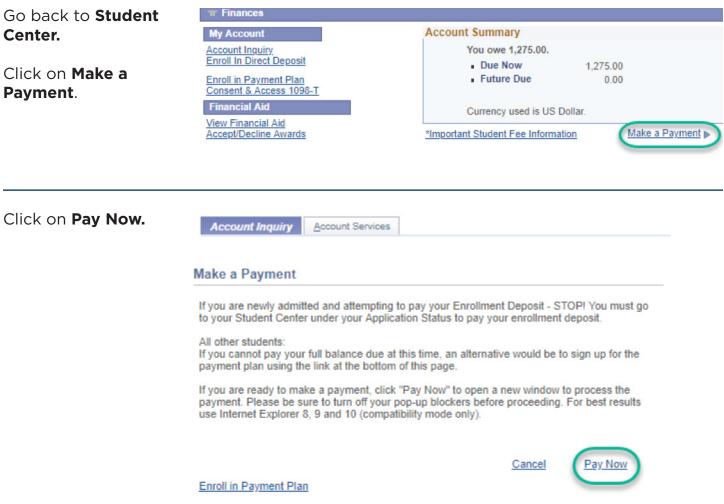
Please note course fees, professional program fees and resident fees (for non-resident students) are not part of your payment plan and have a separate due date. Please review your Student Portal under Finances>Charges Due for your specific due date.

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
05/03/2019	1,275.00	30.00	1,305.00
06/03/2019	1,275.00		1,275.00
Total	2,550.00	30.00	2,580.00

View my Account

To make a payment on your installment



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**. The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 – 66028.6 of the Education Code).

Your Account	
Current Balance	\$0.00
Click here to Make a Payment	
The last payment received was for \$	3,825.00 on 11/20/2013
Your Recent Payments	
	View All
11/20/2017 \$3,825.00	View
09/12/2017 -\$250.00	View
07/10/2017 \$3,825.00	<u>View</u>
Parent PINs	
	Add New
You currently have no Parent PINs se	et up.

Saved Accoun

Add New

You have no saved payment methods.

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

Either one will take you to the same page/step. Your account currently has no charges due. If you wish to make a payment in advance on your account, please select the partial payment option below to continue.

Description	Price	View	
Full Payment: Tuition, Registration and Housing Fees		View Details	
Partial Payment: Tuition, Registration and Housing Fees		View Details	
Titan Card Web Deposit Titan Card Web Deposit (No Tuition or Housing Payments)		View Details	
Replacement Titan Card ****Form required****	\$10.00	View Details	
Pre-Payment: Tuition and Registration Fees		View Details	

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.

HOME

To pay with multiple payment methods you must process each payment

individually. Enter the amount below.

Full Payment: Tuition, Registration and Housing Fees

Amount:		
Click the "Make a Payment" b	utton to continue. Make a Payment	

Click on **Continue**.

Please confirm payment item(s) and amount(s) below.

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

Item Code	Edit	Delete	Amount
Full Payment: Tuition, Registration and Housing Fees	Edit Item	Delete Item	\$1,275.00
	·	Total Amo	unt \$1,275.00
Review Payment			Continue

Select your method of payment.

Note: A 2.75% nonrefundable credit card processing fee will be added to the total payment when using a credit card or debit card. Select Method of Payment.

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

Debit cards will only be accepted with the VISA or MasterCard logo and are subject to a 2.75% nonrefundable credit card processing fee.

There is no processing fee if you choose electronic check/ACH or foreign currency options below. Titan Card deposits are by credit card only.

New Payment Methods	

- Credit Card
- Enter new electronic check/ACH information.
- Western Union (International and Domestic Wire Transfer)
- \odot International payments with Flywire

(Foreign bank transfer, foreign credit card, e-wallet. Have your CWID number and payment amount ready)





En	ter	
inf	orn	nation
on	all	fields.

Click on **Continue**.

Credit Card Number		*	
Expiration Month	Select Month • *	We accept:	MasterCard VISA
Expiration Year	Select Year V *	ve accept.	
Cardholder Name	I	*	
Address		* Enter the address where	you receive the bill for this card.
City	e ** *	*	
State/Province/Region	1	*	
Zip/Postal Code	ą		
Country	United States	۲	
Email Address		*	
(Optional) Please provide a n	ame for this payment method to b	e saved for future use:	
ex: "M	lyCreditCard'		(You'll have a chance to review this order before it's final.

A pop up will appear asking if you want to save the credit card you have entered.	Save card?	× 01/20	
Click on Save or X out of it.		Save	
Review the information	This site is owned and operate	d by Cashnet, Inc.	
Check the I acknowledge box.	If you choose to make a paym using Cashnet SmartPay, you charge of \$35.06, so your tota	vill be charged a service	
Click on Continue .			
You have the option to Review Charges or Cancel My Transaction .	This charge is assessed by Cashnet In transaction and to Cashnet, Inc. Service Ch		
		neck instead, the service charge would be nt would be \$1,275.00.	
	I acknowledge that I have read and accept the te and I understand that my transaction includes a non-re Cashnet SmartPay.	ms and conditions of the Cashnet Inc. user agreem fundable service charge of \$35.06 for the use of	ent
	Review Charges Canc	el My Transaction Continue	

Review information and click on **Submit Payment**. Please confirm the payment information below. If incorrect, select the "transactions" menu item above to reenter your payment. To submit your payment, click on the "Submit Payment" button.

	Total Amount	\$1,310.06
	Service Fee	\$35.0
ull Payment: Tuition, Registration and Housing Fees		\$1,275.0
Pending Payment		Amoun

Payment Information		
Credit Card Number:	Visa XXXXXXXXXXXX4242	
Expiration Date:	0120	
Cardholder Name:	MF Test	
Address:	12901	
City:	fullerton	
State/Province/Region:	California	
Zip/Postal Code:	92831	
Country:	United States	
Email Address:	mferrari@fullerton.edu	

Submit Payment terms privacy security 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.

