FEE PAYMENT INSTRUCTIONS

TITAN REGISTRATION PAYMENT DUE DATES

For payment information, please visit the Student Business Services Important 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 at Student Business Services Important Dates 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 (2.75%) 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 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 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.
**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.

Click on **Student Center**.

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 Instalments</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.

   ![Image](image.png)

   **Cancel**  **Next**

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

   Click on **Next**.
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.
**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**.

<table>
<thead>
<tr>
<th>Your Account</th>
<th>Saved Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance: $0.00</td>
<td>Add New</td>
</tr>
</tbody>
</table>

The last payment received was for $3,825.00 on 11/20/2017.

<table>
<thead>
<tr>
<th>Your Recent Payments</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/2017 $3,825.00</td>
<td>View</td>
</tr>
<tr>
<td>09/12/2017 -$250.00</td>
<td>View</td>
</tr>
<tr>
<td>07/10/2017 $3,825.00</td>
<td>View</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent PINs</th>
<th>Add New</th>
</tr>
</thead>
<tbody>
<tr>
<td>You currently have no Parent PINs set up.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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.