

ONLINE REGISTRATION SYSTEM



***NOTE:** If you see a red “Success/Message link,” your class was added successfully, but you have a message regarding this class. No action is required on your part when you receive this message; it contains useful information for you.



PLEASE READ THIS INFORMATION BEFORE YOU END YOUR ONLINE ENROLLMENT!

***It is your responsibility to REVIEW YOUR CLASS SCHEDULE and to VERIFY that your credit card, check or money order payment was accepted. If you do not do this, you risk having your registration cancelled for nonpayment or being registered in the wrong classes. To do this, click on the [View My Schedule](#) link.**

PAYMENT IS DUE UPON COMPLETION OF THE REGISTRATION PROCESS.

To Request Parking and/or Start the Payment Process

- After completing your on-line registration follow the path from the **Home > SA Self Service > Learner Services > Finances >**
- If you would like to purchase Parking for the Term, click on the [Opt for Parking](#) link. Follow the instruction to enter the Summer 2007 term, then click the Select Parking button.

ONLINE FEE PAYMENT USING A CREDIT CARD

- Click on the [Make a Payment](#) link.
- Click on the Pay by Credit Card button.
- Complete all fields on the screen. If you leave

required fields blank you will be prompted to return and complete all information. Please pay attention to formatting examples for the Credit Card number and expiration date.

- When you have completed the data entry, Click the next button
- For confirmation, a review screen will display the information you entered. You may either click the Return to Payment Information link to make corrections or click the Submit button to begin the authorization process.
- The Credit Card Authorization process will confirm the payment or generate a message if there is a problem or issue with your transaction.
- You may print an Account Summary or come back to this page at any time to review your account. Use the instructions provided for accessing the registration process to come back to the Finances area.

***It is your responsibility to review your account summary once your transaction is complete to ensure you have no debt in order to avoid being administratively dropped from your classes!**

To do this, click on the [Account Summary](#) link.

It is important that you sign out of the online system properly. Use the “sign-out” button in the upper right hand corner of your screen, and/or close your browser.

Fee Payments are payable immediately upon enrollment

- **Students registering during Priority Registration must pay their fees by 4:00 pm on May 18, 2007**

Deadlines for Dropping Summer Classes

Session – Classes begin on	Student drop deadline to receive a refund of enrollment fees	Last day to drop without record	Last day for students to use a permission number	Last day for students to change their grading basis (credit – no credit)	Last day for students to drop and receive a “W” mark
9 Weeks June 4	June 8	June 15	June 15	June 22	July 20
First 6 Weeks June 4	June 8	June 8	June 8	June 15	July 6
Mid 6 Weeks June 18	June 22	June 22	June 22	June 29	July 20
Last 5 Weeks July 16	July 20	July 20	July 20	July 20	August 10